



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, March 3, 2021
10:00- 11:15 a.m.

Purpose: The Executive Committee is composed of officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and a financial management and operations.

Committee Members Present: **Marshall Bower**, Interim Board Chair, Chair-Events Committee, President/CEO, The Foundation for Lee County Public Schools; **Douglas Szabo**, Board Treasurer, Attorney, Henderson, Franklin, Starnes & Holt, PA

Committee Members via Zoom: **Nate Halligan**, Vice-Chair, Assistant Vice President/Small Business Portfolio Manager, Busey Bank; **Selina Jefferson**, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Jason Himschoot**, Chair-HR Committee, Attorney, Maughan, Himschoot & Adams Law Group; **Dr. Kelly Roy**, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College

Staff Present: **Susan Block**, CEO; **Lugeenya Blackstock**, CFO; **Ginger McHale**, Executive Coordinator

Staff via Zoom: **Kim Usa**, Chief Program Officer; **Leona Adkins**, Chief Quality Officer

Presenters via Zoom: **Rick Cassidy and John Duffy**, Moss, Krusick & Associates

(*) Materials included in Executive Committee Packet.

(**) Materials posted on SharePoint for Committee Members.

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> • Meeting called to order at 10:05 a.m. by Mr. Bower. A quorum was established. • Mr. Bower presented an additional item on the agenda: Approval of February 25, 2021 Executive Committee Special Meeting minutes. 	<p>Motion to add the 2/25/21 minutes to the agenda made by Mr. Szabo and seconded by Ms. Boone. Motion approved.</p> <p>Motion to approve the 2/25/21 minutes made by Mr. Szabo and</p>

		seconded by Ms. Boone. Motion approved.
Public Comments	<ul style="list-style-type: none"> • None. 	
1. Executive Committee* A. Approval of Meeting Minutes of January 13, 2021**	<ul style="list-style-type: none"> • Approval of January 13, 2021 minutes. 	Motion to approve the January 13, 2021 minutes made by Mr. Halligan and seconded by Mr. Himschoot. Motion approved.
2. Vote to Move the Board Meeting Minutes of January 27, 2021**	<ul style="list-style-type: none"> • Approved to move the January 27, 2021 Board Meeting minutes. 	Motion to move the January 27, 2021 minutes made by Mr. Himschoot and seconded by Mr. Halligan. Motion approved.
3. Finance Committee* A. Discuss SR & VPK Utilization Forecast**	<ul style="list-style-type: none"> • Mr. Szabo reported the First Responders Referral program ends March 31, 2021. • We are continuing to enroll off the Waitlist. At the end of Feb. there were 1,137 children listed on the Waitlist. This number is ever changing, as we enroll children more children are added. • The number of VPK children enrolled is slightly higher than last month but lower than this time last year, pre COVID-19. 	
B. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> • Mr. Szabo presented the financial reports ending January 2021. Mr. Szabo reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs. • The Utilization Reports were approved by the Finance Committee. 	Finance Committee's recommendation to move the Utilization Reports to the March 17, 2021 Board Meeting. Motion approved.
C. Status: 2018-2019 Provider Payments	<ul style="list-style-type: none"> • Mr. Szabo reported one-hundred and seventeen (117) providers reconciliation letters have been mailed. Fifteen (15) providers have paid in full. The 	

	<p>Office of Early Learning (OEL) has accepted eighty (80) providers' payment plans for a total of \$736,000.00. Twenty-two (22) providers are pending negotiations. The amount owed is over \$400,000.00.</p> <ul style="list-style-type: none"> • ELC staff have attempted six (6) times to communicate with providers who have not responded yet. Without a written response to a request for a repayment plan from those with repayments due to the ELC, a twelve (12) month payment plan will start in April 2021. 	
D. FY2020 Single Audit – Moss, Krusick & Associates**	<ul style="list-style-type: none"> • Mr. Rick Cassidy and Mr. John Duffy with Moss, Krusick & Associates discussed in detail the FY19-20 Single Audit. The audit contains standard language in accordance with Government Auditing Standards. The ELC of SWFL received the best possible review from the auditors including, status as a low-risk auditee. 	
E. OEL Monitoring Report	<ul style="list-style-type: none"> • Mr. Szabo reported there were no findings for the OEL monitoring report period of Sept. 1, 2018 to Oct. 31, 2020. • Mr. Szabo stated there were two technical assists relating to The Portal (EFS Mode) and salaries. These two assists were given to all Coalitions. 	
F. Update: Implementation of SR Rate Increase	<ul style="list-style-type: none"> • Mr. Szabo presented OEL's statewide \$50M rate increase to provider rates for infants, toddlers, and 2-year-olds. The increase for SWFL was included in the providers' January 2021 payments. This increase is more in line with private pay. 	
G. Budget Work Group:	<ul style="list-style-type: none"> • Mr. Szabo announced Mr. Halligan and Ms. 	

FY2022	Delmotte agreed to be on the FY2022 Budget Workgroup. The Workgroup will review the proposed budget, in detail, and present a draft for consideration by the Finance Committee at the April 21, 2021 meeting.	
4. HR Committee A. Complaint: Update	<ul style="list-style-type: none"> Mr. Szabo stated the completed investigation report was distributed to board members. Ms. Block presented the draft CEO response plan. She will be working with staff to implement the plan. 	
5. Nominations & Bylaws Committee A. Dr. Beth Barfield, Superintendent of Glades County Public Schools replaces Kim Jordan	<ul style="list-style-type: none"> Dr. Roy announced Dr. Barfield, the new superintendent of Glades County Public Schools will be replacing Kim Jordan on the Board. 	
B. Board Development: Program Quality	<ul style="list-style-type: none"> Dr. Roy stated the March 17th board development training presented by the Quality department with a focus on ELC work with providers. 	
6. Review Agenda for the Board Meeting, March 17, 2021**	<ul style="list-style-type: none"> The March 17, 2021 Board Meeting agenda was reviewed and approved. 	Motion to approve the March 17, 2021 Board Meeting agenda made by Ms. Jefferson and seconded by Dr. Roy. Motion approved.
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 10:31 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, April 21, 2021 	