



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, April 21, 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; Jason Himschoot, Chair–HR Committee, Attorney, Maughan, Himschoot & Adams Law Group**

Committee Members Absent: **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); Dr. Kelly Roy, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College**

Staff Present: **Susan Block, CEO; Lugeenya Blackstock, CFO; Kim Usa, Chief Program Officer; Ginger McHale, Executive Coordinator**

Staff via Zoom: **Leona Adkins, Chief Quality Officer**

(*) *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 10:10 a.m. by Mr. Bower. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of March 3, 2021**</p>	<ul style="list-style-type: none"> Approval of March 3, 2021 minutes. 	<p>Motion to approve the March 3, 2021 minutes made by Mr. Szabo and seconded by Mr. Halligan. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of March 17, 2021**</p>	<ul style="list-style-type: none"> Approved to move the March 17, 2021 Board Meeting minutes. 	<p>Motion to move the March 17, 2021 minutes made by Mr. Halligan and seconded by Mr. Szabo. Motion approved.</p>
<p>3. Finance Committee* A. Discuss SR & VPK Utilization Forecast**</p>	<ul style="list-style-type: none"> Mr. Szabo reported we are enrolling “live time”- families are contacted shortly after signing up on the ELC waitlist. At the end of March there were 238 children on the Waitlist. This number decreased to zero and is presently at 24 children today. Ms. Block discussed the possible reobligation of unspent funds back to OEL and potential mini grants for SR providers. She will bring specific information to the board on 5/5/21. 	<p>Finance Committee’s recommendation to move the SR & VPK Utilization Forecast to the May 5, 2021 Board Meeting. Motion approved.</p>
<p>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> Mr. Szabo presented the financial reports ending February 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. 	<p>Finance Committee’s recommendation to move the Utilization Reports to the May 5, 2021 Board Meeting. Motion approved.</p>
<p>C. Status: FY2019 Provider Payments</p>	<ul style="list-style-type: none"> Mr. Szabo reported one hundred and seventeen (117) providers were overpaid in FY 2019. Of this number, 20 providers paid in full, totaling \$37,000.00. Twelve-month payment plans started in April 2021 for the remaining ninety-seven (97) providers for a total of \$832,000.00. The funds will be forwarded to OEL. 	

	<ul style="list-style-type: none"> The Finance Committee agreed to have future reports on the status of payments received. 	
D. Approval, FY2021 Budget Modifications**	<ul style="list-style-type: none"> Mr. Szabo presented the FY 2021 operating budget modifications representing necessary adjustments for differences more than \$10,000. The line item changes do not change the budget total. 	Finance Committee's recommendation to move the FY2021 Budget Modifications to the May 5, 2021 Board Meeting. Motion approved.
E. Budget Presentation: FY2022**	<ul style="list-style-type: none"> Mr. Szabo. presented the FY2022 budget. The Finance Committee's recommendation is to approve the FY2022 Budget as presented and allow the Coalition to make budget adjustments based on the final Notice of Award (NOA) and report at the September/October Board Meeting. 	Finance Committee's recommendation to approve and move the FY 2022 Budget to the May 5, 2021 Board Meeting. Motion approved.
4. HR Committee A. Employee Reference Guide: Review and Approval of Policies**	<ul style="list-style-type: none"> Mr. Himschoot presented the Employee Reference Guide (ERG) policy updates. The updates include some simple reorganization of the document, recommendations from Ms. Sproat investigation report and the Krizner firms' HR audit report. 	HR Committee's recommendation to accept and move the ERG policy updates to the May 5, 2021 Board Meeting. Motion approved.
B. ELC Engagement Survey April 2021**	<ul style="list-style-type: none"> Mr. Himschoot shared the ELC engagement survey completed by 46 of the 61 staff members. Ms. Usa is leading an internal work group to respond to the staff engagement survey results. And to recommend actions to improve areas of weakness. The same survey will be implemented in early October 2021. 	
C. Krizner Annual HR Audit: Report Highlights**	<ul style="list-style-type: none"> Mr. Himschoot presented the Krizner HR audit report. Recommendations from this report are included in proposed policy updates to the ERG. 	

5. Nominations & Bylaws Committee A. Board Development: Legislative Update, May 5, 2021	<ul style="list-style-type: none"> Ms. Block will present a summary of this year's Legislative session and the impact of new laws on early learning, that ends on May 7, 2021. 	
B. Proposed Board Training: FY2022	<ul style="list-style-type: none"> Ms. Block stated the committee will seek input from the board members regarding the effectiveness of the mini trainings this fiscal year and whether members wish to continue this method of board development and training. 	
6. Program Committee A. Provider Survey Results	<ul style="list-style-type: none"> The April 23, 2021 Program Committee meeting will discuss the survey results and make a presentation at the May 5, 2021 Board Meeting. 	
B. Provider Mini-Grants	<ul style="list-style-type: none"> Ms. Block discussed the ELC's status with School Readiness funding. We have exhausted the wait list and continue to enroll SR families while still expecting excess funds that may be used for providers' emergency mini grants. 	Ms. Block will present a request for spending authority toward SR mini grants at the upcoming board meeting.
7. Review Agenda for the Board Meeting, May 5, 2021**	<ul style="list-style-type: none"> The May 5, 2021 Board Meeting agenda was reviewed and approved. 	Motion to approve the May 5, 2021 Board Meeting agenda made by Mr. Halligan and seconded by Mr. Himschoot. Motion approved.
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 10:40 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, June 2, 2021 	