



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, June 2, 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); Dr. Kelly Roy, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College**

Committee Members Absent: **Jason Himschoot, Chair–HR Committee, Attorney, Maughan, Himschoot & Adams Law Group**

Staff Present: **Susan Block, CEO**

Staff via Zoom: **Leona Adkins, Chief Quality Officer; Lugeenya Blackstock, CFO; Kim Usa, Chief Program Officer; Ginger McHale, Executive Coordinator**

(*) *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 10:00 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 April 21, 2021**</p>	<ul style="list-style-type: none"> Approval of April 21, 2021 minutes. 	<p>Motion to approve the April 21, 2021 minutes made by Ms. Jefferson and seconded by Dr. Roy. Motion approved.</p>
<p>B. Approval: FY2022 Meeting Calendar**</p>	<ul style="list-style-type: none"> Mr. Bower presented the FY2022 meeting calendar for the Finance Committee, Executive Committee and Board Meetings. 	<p>Motion to move the FY2022 Meeting Calendar to the Board Meeting made by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.</p>
<p>C. Contracts & Grants** 1. Authority to approve OEL Grant Agreement, FY2022 2. Authority to approve: RCMA, FY2022 Contract in Immokalee (Related Party Contract) 3. Authority to approve: Collier County Department of Health Contract 4. Informational: RCMA</p>	<ul style="list-style-type: none"> Item 1.C.1 - Ms. Block stated we only have a draft of the OEL grant. The final copy should be available for the June 16th Board Meeting. Item 1.C.2 – Ms. Block presented the FY2022 Redlands Migrant Christian Association (RCMA) SR/VPK contract in Immokalee to be moved to the Board for approval. This a related party contract, therefore, the conflict-of-interest form (Form 8B) was signed by the RCMA employee who is a board member, Damaris Boone. The vote required a 2/3 majority of the Executive Committee’s Board Members to be present, a minimum of 5 members, 6 of the 7 Executive Committee’s board members attended today’s meeting. The special conditions to vote on a related party contract were met. Item 1.C.3 – Ms. Block explained the Collier County Health Department contract is for a nurse to provide healthy and safety information to our providers, is available for questions and attends the provider meetings when needed. This contract is for Board information only since as a County government contract, it is exempt from competition. Item 1.C.4 – Ms. Block presented the RCMA VPK 	<p>Motion to accept the draft copy of the OEL grant made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p> <p>Motion to move the RCMA SR/VPK contract to the Board for approval made by Mr. Szabo and seconded by Dr. Roy. Ms. Boone recused herself from the vote. Motion unanimously approved.</p> <p>Motion to move the Collier County Health Department contract to the Board for approval made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>

<p>VPK FY2022 Contract (within OEL Grant Agreement)</p>	<p>FY2022 contract within the OEL grant agreement. The OEL grant agreement with the Coalition directs the Coalition to support RCMA in the provision of the VPK program in the RCMA service areas that comprises 18 counties. This is submitted for Board information only.</p>	
<p>D. Authority to approve: Anti-Fraud Plan, FY2022*</p>	<ul style="list-style-type: none"> Mr. Bower presented the FY2022 Anti-Fraud Plan. 	<p>Motion to move the FY2022 Anti-Fraud Plan to the Board made by Ms. Jefferson and seconded by Ms. Boone. Motion approved.</p>
<p>E. Authority to approve: Local School Readiness Eligibility Priorities**</p>	<ul style="list-style-type: none"> Mr. Bower discussed background history of the local SR eligibility priorities. The mission of the ELC references “early learning” which is considered birth through age five, the ELC’s major funder aligns with federal funding. OEL concurs with the Child Care Development Fund (CCDF) plan which includes children up to the sixth grade. Additionally, the ongoing financial stress on providers amid the COVID-19 pandemic and the ELC’s receipt of dedicated Waitlist funding support the concept of continued services to children ages six through twelve. The staff recommendation at this time is to leave the local priorities as currently approved by OEL and in alignment with the federal CCDF. Board Action Requested: Motion to maintain current local eligibility priorities that include services to school age children. 	<p>Motion to move to the Board made by Ms. Jefferson and seconded by Ms. Boone. Motion approved.</p>
<p>F. Executive Committee Update</p>	<ul style="list-style-type: none"> Mr. Bower reported on the following board changes effective 7-1-21: Mr. Szabo, Vice-Chair Mr. Halligan, Board Treasurer 	

	<p>Ms. King, Program Committee Chair Ms. Boone will be leaving the Board per OEL changes to the board roster.</p>	
<p>2. Vote to Move the Board Meeting Minutes of May 5, 2021**</p>	<ul style="list-style-type: none"> Approved to move the May 5, 2021 Board Meeting minutes. 	<p>Motion to move the May 5, 2021 minutes made by Ms. Jefferson and seconded by Mr. Halligan. Motion approved.</p>
<p>3. Finance Committee* A. SR & VPK Utilization Forecast**</p>	<ul style="list-style-type: none"> Mr. Szabo reported the Waitlist is at zero as the Coalition continues to enroll SR children. 	
<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 April 2021. Mr. Szabo reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs. The SR total allocation is at 76.82%. The governor has waived the minimum requirement of 78%. Mr. Szabo stated The Coalition will be de-obligating some funds at the end of the fiscal year. 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. All approved.</p>
<p>C. Status: FY2018-2019 Provider Payments</p>	<ul style="list-style-type: none"> Ms. Blackstock reported the second month of repayments have been received and the funds returned to OEL. 	
<p>D. Status Update: 990 Approval, FY2020**</p>	<ul style="list-style-type: none"> Mr. Szabo stated the Finance Committee recommended ratification of the 990 and Ms. Block's signature. 	<p>Finance Committee's recommendation to ratify the 990 and Ms. Block's signature. All approved.</p>
<p>E. Authority to Approve: SR Emergency Mini Grants,</p>	<ul style="list-style-type: none"> Mr. Szabo stated the May 5th board meeting 	<p>Finance Committee's recommendation to use</p>

<p>VPK Providers</p>	<p>approved a minimum of \$500,000. for the SR mini grants. Under SR funds we can provide mini grants to VPK providers.</p> <ul style="list-style-type: none"> • Finance Committee recommendation approved \$400,000. for VPK provider mini grants. • NOTE: Ms. Jefferson received a SR mini grant and is not eligible to receive a VPK mini grant. Therefore, she did not have to recuse herself from the vote. 	<p>\$400,000. for VPK provider mini grants. All approved.</p>
<p>F. OEL Expenditure Validation (July – December 2020)**</p>	<ul style="list-style-type: none"> • Mr. Szabo stated there were no findings in this report. 	
<p>4. HR Committee A. Employee Reference Guide: Review and Approval of Policies**</p>	<ul style="list-style-type: none"> • Ms. Block explained OEL has removed the board’s authority to set the holiday calendar for Coalition staff. The number of holidays will be reduced to 10 effective 7-1-21. 	
<p>B. Discussion: Time and Reporting Changes, OEL Grant, FY2022</p>	<ul style="list-style-type: none"> • Ms. Block stated OEL is evaluating the way time is recorded. OEL is aligning the Coalitions with all practices of state government except the state pension plan. 	
<p>5. Nominations & Bylaws Committee A. Impact of HB419 on ELC Governance</p>	<ul style="list-style-type: none"> • Dr. Roy reported there are substantial changes coming from HB419. • Ms. Block discussed one change will the CEO’s review that will be required by the end of August. The evaluation completed in January will be submitted in August. 	
<p>B. June 16, 2021 Board Mini Training: “FY2021 in Review”</p>	<ul style="list-style-type: none"> • Ms. Block stated the chiefs will provide the FY2021 review at the June 16th Board Meeting. 	

6. Review Agenda for the Board Meeting, June 16, 2021**	<ul style="list-style-type: none"> The June 16, 2021 Board Meeting agenda was reviewed and approved. 	Motion to approve the June 16, 2021 Board Meeting agenda made by Mr. Halligan and seconded by Ms. Jefferson. Motion approved.
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 10:30 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, September 15, 2021, (if FY2022 meeting calendar is approved) 	