



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE

Meeting Minutes

July 23, 2021

9:30 AM via Zoom

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

**Committee Members :** **Marshall Bower, Interim Board Chair, Chair-Events Committee;** *President/CEO, The Foundation for Lee County Public Schools;* **Douglas Szabo, Board Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt;** **Brooke Delmotte, Board Treasurer,** *Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council* **Selina Jefferson, Board Secretary,** *Mount Hermon Ministries/Dew of Hermon Early Learning Center;* **Michele King, Chair-Program Committee,** *Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida;* **Jason Himschoot, Chair-Human Resources Committee,** *Attorney, Maughan, Himschoot and Adams Law Group;* **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee,** *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*

**ELC Staff:** **Susan Block, Chief Executive Officer**

(\*) *Materials included in Executive Committee Packet.*

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

Agenda Items		
<b>Welcome and Introductions</b>	Meeting began at 9:30 am	Quorum was established
<b>Public Comments</b>		
<b>A. HR Committee: Chair’s Response to Staff Email</b>	An ELC staff member sent a complaint directly to Jason Himschoot and Marshall Bower. The Committee talked about the recently updated policies and how best to address this situation concluding that this was a matter for the CEO to address directly with that staff member.	Susan Block will acknowledge the email to Jason Himschoot and invite the staff member to have continued conversations about the exact nature of the problem. With this information, Susan Block will follow-up as appropriate.
<b>B. Approval: Compensation &amp; Classification Study</b>	The RFP resulted in two responses. The internal review of the proposals resulted in a recommendation to retain HR Compensation Consultants. The board	Motion to approve the Compensation and Classification Study, by HRCC, for \$30,660 by Marshall Bower and Second by Brooke Delmotte. Motion approved.

	previously approved up to \$20,000 for this study. The amount quoted, in total, was \$30,600, which includes the study, an audit of all positions and a presentation of findings to the board. This is an essential tool needed to ensure appropriate compensation at the ELC and board approval is needed to proceed.	
<b>Adjournment</b>	Meeting adjourned at 10:11 am	
<b>Next Meeting</b>	<b>Wednesday, August 19, 2021</b>	

Until further notice: All meetings will be held via Zoom.