



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
EXECUTIVE COMMITTEE  
Meeting Minutes  
August 19, 2021  
8:30 AM – 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 :** **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*

**Committee Members Absent:** **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*

**ELC Staff:** **Susan Block**, *Chief Executive Officer*; **Leona Adkins**, *Chief Quality Officer and Interim Chief Program Officer*; **Lugeenya Blackstock**, *Chief Financial Officer*; **Ginger McHale**; *Executive Coordinator*

(\*) *Materials included in Executive Committee Packet.*  
(\*\*) *Materials posted on SharePoint for Committee Members.*

<b>Agenda Items</b>		
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting called to order at 8:30am by Ms. Delmotte. A quorum was established.</li> <li>• The committee members welcomed Ms. Delmotte and Ms. King to their first Executive Committee meeting.</li> </ul>	
<b>Public Comments</b>	None	
<b>1. Executive Committee** A. Approval of Meeting</b>	<ul style="list-style-type: none"> <li>• Approval of the June 2, 2021, and July 23, 2021, minutes.</li> </ul>	Motion to approve the June 2, 2021, and July 23, 2021, minutes made by Dr. Roy

<p><b>Minutes of June 2, 2021, and July 23, 2021**</b></p>		<p>and seconded by Ms. Jefferson. Motion approved.</p>
<p><b>B. Approval: Electronic Signature Policy**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block explained as more functions become digital, this electronic signature policy is needed.</li> </ul>	<p>Motion to approve the electronic signature policy made by Dr. Roy and seconded by Ms. King. Motion approved.</p>
<p><b>C. Approval: Information Technology Support</b></p>	<ul style="list-style-type: none"> <li>An RFP has been posted to provide additional IT support. Ms. Block stated our Chief Information Officer (CIO) is out on leave and that additional IT support, in general, is needed. This presents the ELC with limited support of two IT staff. The requested allocation amount is not to exceed \$50,000. in this fiscal year.</li> </ul>	<p>Motion to approve the amount of the IT RFP not to exceed \$50,000.in this fiscal year made by Ms. Jefferson and seconded by Dr. Roy. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of June 16, 2021**</b></p>	<ul style="list-style-type: none"> <li>Approval to move the June 16, 2021, Board Meeting minutes.</li> </ul>	<p>Motion to move the June 16, 2021, Board Meeting minutes made by Dr. Roy and seconded by Ms. King. Motion approved.</p>
<p><b>3. HR Committee</b> <b>A. Employee Reference Guide: Review and Approval of Policies**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block explained the Division of Early Learning (DEL) has charged the Coalitions to align their holiday schedules with the State of Florida per the grant agreement. The number of paid holidays will be reduced to nine and one floating day. We are still awaiting additional guidance from DEL. Based on what is known, the new holiday schedule, section 707, requires board approval by DEL's due date of Sept. 1, 2021, to meet grant requirements.</li> <li>The update to Section 707 allows that if the governor provides state employees with additional holidays, Coalition staff would be included.</li> </ul>	<p>Motion to approve section 707 and send to the Aug. 24, 2021, Board Meeting made by Ms. King and seconded by Dr. Roy. Motion approved.</p>
<p><b>B. Approval: Learning Management System (Exceeds \$10,000)</b></p>	<ul style="list-style-type: none"> <li>Ms. Block requested approval to subscribe to a learning management system (Fred Pryor) offering over</li> </ul>	<p>Motion to approve the purchase of a learning management system made by</p>

	5,000 webinars for one year. The cost would be \$12,000.00. This subscription, allowing unlimited use by staff, is more cost effective than sending staff to individual training sessions.	Ms. Jefferson and seconded by Ms. Delmotte. Motion approved.
<b>4. Appeals Committee A. Report on Glidden Appeal Hearing, June 16, 2021</b>	<ul style="list-style-type: none"> <li>Ms. Jefferson reported the appeal committee upheld the Coalition's requirement to recoup overpaid childcare.</li> </ul>	
<b>5. Review Agenda for the Board Meeting, August 24, 2021**</b>	<ul style="list-style-type: none"> <li>Agenda updated to include the approval of the June 16, 2021, Glidden appeal hearing minutes.</li> </ul>	Motion to update the Aug. 24, 2021, Board Meeting agenda made by Mr. Himschoot and seconded by Ms. King. Motion approved.
<b>Adjournment</b>	Meeting adjourned at 9:00 am	
<b>Next Meeting</b>	<b>Wednesday, September 15, 2021</b>	

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