



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, May 25, 2016

4:00- 6:00 p.m.

Board Members Present: **Gerry Poppe**, Board Chair, Chief Financial Officer, Waterman Broadcasting; **Peter Seif**, Board Treasurer, President, Synergy Networks; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Maggie Stevens**, Principal, Early Childhood Learning Services, Lee County School District; **Douglas Szabo, Esq.** Henderson, Franklin, Sterns and Holt; **Maureen Ungarean**, Director of Early Learning Programs, Collier County School District; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

Board Members via phone: **John Ahern**, Commissioner, Glades County Board of County Commissioners; **Curt Neary**, Group Controller, Enterprise Holdings; **Dr. Joseph Pepe**, Chair-Health, Safety and Developmental Services Committee, Health Dept. Administrator, Florida Dept. of Health in Hendry/Glades Counties

Staff Present: **Susan Block**, CEO; **Nga Cotter**, CFO/Associate Director of Business Services; **Gayla Thompson**, Chief Quality Officer; **Tom Barrick**, Chief Operating Officer; **Ginger McHale**, Executive Admin. Asst. to CEO

Board Members Absent: **Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Damaris Boone**, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Jennifer Lange**, Owner/Director, Little People's School; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Andrew Wozniak, Esq.**, Salvatori, Wood, Buckel, Carmichael & Lottes;

(*) Materials included in Board packet

(**) Materials posted on Sharepoint for Board Members' access

Agenda Items	Discussion	Action/Assignments
Welcome and Introduction	<ul style="list-style-type: none"> Mr. Poppe called the meeting to order at 4:03 p.m. A quorum was established. 	

	<ul style="list-style-type: none"> Mr. Poppe recognized Mr. Bamrick's eight years of service as he is leaving the Coalition June 28th. 	
Public Comment	<ul style="list-style-type: none"> None 	
1. Executive Committee Report	<ul style="list-style-type: none"> Ms. Block presented Policy 220.4. 	Motion made by Mr. Bower and seconded by Dr. Wright. Motion approved.
A. Update: Policy 220.4 Complaint and Disputes Resolution**		
B. Anti-Fraud Plan: Update**	<ul style="list-style-type: none"> Ms. Block presented the Coalition's Anti-Fraud Plan. 	Motion made by Mr. Bower and seconded by Ms. Houk. Motion approved.
C. FY16/17 Meeting Dates**	<ul style="list-style-type: none"> Ms. Block presented the proposed FY16/17 meeting dates for the Finance Committee, Executive Committee, and Board Meetings. There was a discussion about the Board's meeting time. It was suggested that the meeting time be alternated between starting times of 9:00am and 4:00pm. 	Motion made by Mr. Seif and seconded by Mr. Mraz to approve the meeting dates with the recommended meeting times for the Board Meetings. Motion approved.
2. Finance Committee*	<ul style="list-style-type: none"> Mr. Seif discussed the Financial Reports ending March, 2016. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children being served. 	
A. Review Financial Reports**		
B. SR Utilization and Waitlist**	<ul style="list-style-type: none"> M. Block discussed the Wait List enrollment process through the Office of Early Learning (OEL) Family Portal with the required documents. Ms. Block presented the graphs providing SR enrollment trends over the past four years. 	
C. Sliding Fee Scale**	<ul style="list-style-type: none"> Ms. Block explained the State requires an annual review of the Sliding Fee Scale. 	Motion made by Mr. Seif and seconded by Mr. Bower Motion approved.

	<ul style="list-style-type: none"> The recommendation is to not raise the client co-pay effective July 1, 2016. 	
D. FY16/17 Proposed Budget**	<ul style="list-style-type: none"> Ms. Cotter presented the FY17 Budget in detail. We are budgeting 81% for SR slots, this is above the state minimum of 78%. The budget will be revised to include the Memorandum of Understanding (MOU) with Naples Children and Education Foundation for \$400,000. Ms. Cotter noted a correction to one Other Cost Accumulator Code (OCA). 	Motion made by Mr. Seif and seconded by Mr. Szabo to accept the FY17 Budget with the noted revisions. Motion approved.
E. CCEP De-obligation of Funds	<ul style="list-style-type: none"> Ms. Block announced notification to the Florida Office of Early Learning to de-obligate \$31,000.00 of unspent Child Care Executive Partnership (CCEP) funds. 	
F. CCEP Renewal**	<ul style="list-style-type: none"> Ms. Block discussed the MOU with the Naples Children and Education Foundation (NCEF) beginning July 1, 2016. The Coalition is awaiting approval of a request to match \$200,000 by the CCEP Board in June. This funding is specified for Collier County only. The CCEP enrollment is at 200% of the federal poverty level instead of the 150% for SR. 	
G. Final Fiscal Monitoring Report**	<ul style="list-style-type: none"> Ms. Block stated there was one finding, a tuition reimbursement issue. The Coalition has taken the appropriate corrective actions to update the tuition reimbursement policy (which will be presented later in this meeting) and completed necessary staff training. 	
H. Related Party Contract**	<ul style="list-style-type: none"> Tabled to the June 22, 2016 Board Meeting. 	

<p>3. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of the February 24, 2016 Board Meetings**</p>	<ul style="list-style-type: none"> The 2/24/16 minutes were presented for approval. 	<p>Motion made by Mr. Seif and seconded by Mr. Szabo. Motion approved.</p>
<p>4. Committee Reports</p>		
<p>A. Program Committee* 1. Draft: Teaching Strategies Gold Letter**</p>	<ul style="list-style-type: none"> Ms. Houk shared the Program Committee’s draft letter in response to OEL’s notification that the TS Gold assessment tool will not be used next year. The Board members viewed a video of a child taking the VPK AP 1, 2, 3 assessment. The link will be included in the letter. 	<p>Motion made by Ms. Stevens and seconded by Mr. Bower. Motion approved.</p>
<p>B. Health, Safety, and Development Services Committee 1. Child Care Program Emergency Plan**</p>	<ul style="list-style-type: none"> Dr. Pepe explained the updated Emergency Plan provides various templates for the use of providers and additional information for parents. The Emergency Plan was reviewed by community emergency personnel. 	<p>Motion made by Ms. Houk and seconded by Mr. Seif to distribute to providers. Motion approved.</p>
<p>C. Human Resources/Personnel Committee 1. Draft: Holidays, ERG #306**</p>	<ul style="list-style-type: none"> Ms. Block explained the draft proposal was reworded to include workflow coverage as needed from Christmas through New Year’s Day. This proposed holiday schedule is similar to the public school’s holiday schedule. The Coalition will be closed however, a small number of staff will work to assure that essential services are covered. This change will increase the holidays from 12 to 13 days per year. Dr. Wright called for a roll call vote. 	<p>Motion made by Ms. Houk and seconded by Mr. Bower. Eight Yea votes: Mr. Ahern, Mr. Bower, Ms. Houk, Mr. Neary, Dr. Pepe, Ms. Stevens, Dr. Ungarean, Dr. Wright. Four Nay votes: Mr. Mraz, Mr. Poppe, Mr. Seif, Mr. Szabo. Motion approved.</p>

<p>2. Draft: Educational Benefits, ERG #309**</p>	<ul style="list-style-type: none"> Ms. Block explained the draft is the corrective action in response to OEL's fiscal monitoring report finding, presented earlier in the meeting. 	<p>Motion made by Mr. Szabo and seconded by Mr. Seif. Motion approved.</p>
<p>3. Revised CEO Job Description**</p>	<ul style="list-style-type: none"> Ms. Block presented changes recommended by the HR attorney and explained the human resources responsibilities have moved from the CFO to the CEO. 	<p>Motion made by Mr. Szabo and seconded by Mr. Bower. Motion approved.</p>
<p>D. Nominations and Bylaws Committee, 1. Joint Board Meeting with ELC of Sarasota**</p>	<ul style="list-style-type: none"> Dr. Wright stated the committee selected two potential dates in late September for the joint meeting. Ms. Block will coordinate with the ELC of Sarasota Director. The meeting will be held at the Florida Southwestern State College Charlotte campus. A speaker from the Florida Chamber may be invited. 	
<p>5. Report of the CEO* A. Executive Director's Report **</p>	<ul style="list-style-type: none"> Ms. Block stated she will be meeting with Sheriff Scott next week to discuss staff safety. The Head Start roundup was successful and the OEL staff participation was appreciated. Ms. Block thanked Mr. Bamrick for his service to the ELC and wished him well. 	
<p>6. Public Comments</p>	<ul style="list-style-type: none"> Dr. Wright suggested an analysis of the Coalition's staff Paid Leave Time (PLT) and Holiday time at the next Board Meeting. Ms. Stevens thanked the ELC for providing the office space for the Head Start roundup. Members of OEL participated in the process. Mr. Mraz suggested a review of the impact of FLSA 	

	<p>changes to the Coalition including staff who changed from exempt to non-exempt status of Coalition staff as well as the impact of overtime.</p> <ul style="list-style-type: none"> • Dr. Ungarean discussed the MMCI training and Head Start sign up at the ELC's Naples office. 	
7. Adjournment	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 5:44 p.m. 	.
Next Meeting	<ul style="list-style-type: none"> • Wednesday, June 22, 2016 at 4:00 pm 	