



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
EXECUTIVE COMMITTEE  
Meeting Minutes  
September 15, 2021  
10:00 AM – 11:15 AM**

**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;* **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 Member Absent:** **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;* **Janet Quintero,** *Administrative 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>• The meeting was called to order at 10:00am by Mr. Bower. A quorum was established.</li> <li>• Ms. Block introduced Ms. Quintero as the new ELC Administrative Coordinator. All present introduced themselves.</li> </ul>	
<b>Public Comments</b>	None	
<b>1. Executive Committee** A. Approval of Meeting Minutes of August 19,</b>	<ul style="list-style-type: none"> <li>• Approval of the August 19, 2021 minutes.</li> </ul>	Motion to approve the August 19, 2021 made by Ms. Delmotte and seconded by Ms. King. Motion

<b>2021**</b>		approved.
<b>2. Vote to Move the Board Meeting Minutes of August 24, 2021**</b>	<ul style="list-style-type: none"> <li>Approval to move the August 24, 2021, Board Meeting minutes.</li> </ul>	Motion to move the August 24, 2021, Board Meeting minutes made by Dr. Roy and seconded by Ms. Delmotte. Motion approved.
<b>3. Finance Committee A. SR Utilization Forecast**</b>	<ul style="list-style-type: none"> <li>Ms. Delmotte stated the number of children on the waitlist has decreased to 180. The number of School Readiness (SR) children has decreased as parents opt out of the program for the summer and children are aging out.</li> </ul>	.
<b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b>	<ul style="list-style-type: none"> <li>Ms. Delmotte presented the financial reports ending July 2021. Ms. Delmotte stated the reports &amp; statements look good.</li> </ul>	Motion to approve the Utilization Reports and Statements of Revenues and Expenditures made by Ms. King and seconded by Dr. Roy. Motion approved.
<b>C. Approval: Amended IT Contract</b>	<ul style="list-style-type: none"> <li>Ms. Block confirmed the CIO position will not be filled. IT support will be expanded, and the vendor will be providing support per the Addendum Agreement.</li> </ul>	Motion to approve the Amended IT Contract made by Dr. Roy and seconded by Ms. Jefferson. Motion approved.
<b>D. Notice of Award and Updated FY22 Budget**</b>	<ul style="list-style-type: none"> <li>Ms. Delmotte confirmed the Notice of Award amount being \$45,292,746. The grant money is expected to double.</li> </ul>	Motion to approve the updated FY22 Budget made by Ms. King and seconded by Ms. Jefferson. Motion approved.
<b>4. HR Committee A. Update: Compensation &amp; Classification Study</b>	<ul style="list-style-type: none"> <li>Susan stated that the contract was signed and Ms. Upshaw will be providing information to the contractor.</li> <li>The Compensation &amp; Classification Study will be presented at the November 17, 2021 Board Meeting.</li> </ul>	
<b>B. Review Organizational Chart**</b>	<ul style="list-style-type: none"> <li>Susan confirmed that there is no immediate plan to hire a COO. The COO and CIO positions will be removed from the organizational chart.</li> </ul>	

<b>5. Nominations &amp; Bylaws Committee</b> <b>A. Reminder: Recruiting Governor's Appointees</b>	<ul style="list-style-type: none"> <li>• Dr. Roy stated the Coalition still needs Government applicants from the private sector.</li> <li>• Ms. Block sated we have an ongoing program for recruitment.</li> </ul>	
<b>B. Min-Training: Pandemic Relief Funding Overview</b>	<ul style="list-style-type: none"> <li>• Dr. Roy announced Coalition staff will present the next min-training - Relief Funding for Providers.</li> </ul>	
<b>6. Review Agenda for the Board Meeting, September 29, 2021**</b>	<ul style="list-style-type: none"> <li>• The September 29, 2021 Board Agenda was approved.</li> </ul>	Motion to approve the September 29, 2021 Board Meeting agenda made by Ms. Delmotte and seconded by Ms. Jefferson. Motion approved.
<b>Adjournment</b>	Meeting adjourned at 10:24 am	
<b>Next Meeting</b>	<b>Wednesday, November 3, 2021</b>	

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