



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Agenda
November 3, 2021
10:00 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;* **Douglas Szabo, Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt;** **Brooke Delmotte, 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;** **Leona Adkins, Interim, Chief Quality & Programs Officer;** **Lugeenya Blackstock, Chief Financial Officer;** **Janet Quintero, Administrative Coordinator**

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

Agenda Items	Facilitator/Presenter
Welcome and Introductions	Marshall Bower, <i>President/CEO, The Foundation for Lee County Public Schools</i>
Public Comments	Marshall Bower
1. Executive Committee* A. Approval of Meeting Minutes of September 15, 2021** <u>pgs.1-3</u>	Marshall Bower
2. Vote to Move the Board Meeting Minutes of September 29, 2021** <u>pgs.</u>	Marshall Bower

<p>3. Finance Committee</p> <p>A. Review: SR Utilization Forecast <u>pg.10</u></p> <p>B. Approval of Utilization Reports and Statement of Revenues and Expenditures <u>pgs.19-32</u></p> <p>C. Review: Budget Update September 30, 2021, <u>pgs.34-36</u></p> <p>D. Discussion: Lee BOCC Grant <u>pgs.82-84</u></p> <p>E. Approval: Surplus Inventory <u>pgs.37-</u></p>	
<p>4. HR Committee*</p> <p>A. Employee Reference Guide: Review and Approval of Policy Section 706** <u>pgs.</u></p> <p>B. Approval: Proposed Salary Scale <u>pgs.88-91</u></p> <p>C. Approval: CEO Job Description <u>pgs. 92</u></p> <p>D. Discussion & Recommendation: CEO Annual Evaluation</p> <p>E. Discussion: Staff Engagement Survey Data <u>pgs.97-107</u></p>	<p>Jason Himschoot, <i>Attorney, Maughan, Himschoot & Adams Law Group</i></p>
<p>5. Nominations & Bylaws Committee</p> <p>A. Review and Approve Draft Bylaws Amendments <u>pgs.133-146</u></p> <p>B. Review and Approve Draft Governance Policies <u>pgs.108-132</u></p> <p>C. Review and Approve recommendations for Board Membership</p> <ol style="list-style-type: none"> 1. Faith Based Provider (Hendry/Glades) <u>pgs.147-148</u> 2. For Profit Provider (Lee) <u>pgs.152-153</u> <p>D. Recruitment of Applicants for Governor’s Appointees</p> <p>E. Status: Mandated Seats, effective January 1, 2022</p> <ol style="list-style-type: none"> 1. Lee County School District Designee 2. Collier County BOCC <p>F. Discussion: Recruitment of Optional Board Member - Parent</p>	<p>Dr. Kelly Roy, <i>Professor/Coordinator of Early Childhood Education, Florida Southwestern State College</i></p>
<p>6. Review Agenda for the Board Meeting, November 17, 2021** <u>pgs.149-151</u></p>	<p>Marshall Bower</p>
<p>Adjournment</p>	<p>Marshall Bower</p>
<p>Next Meeting</p>	<p>Wednesday, January 12, 2022</p>

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

Join Executive Committee, November 3, 2021, 10 am via Zoom:

<https://us02web.zoom.us/j/87639834986?pwd=RTQ0OFFIRG54N25tcUVjRWdBMTltdz09>

Meeting ID: 876 3983 4986

[Ex Comm Agenda 11.03.21.docx](#)

Passcode: 771924

One tap mobile

+13126266799,,87639834986# US (Chicago)

+19294362866,,87639834986# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 876 3983 4986

Find your local number: <https://us02web.zoom.us/j/87639834986>