



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Minutes
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, Board Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt;** **Brooke Delmotte, Board Treasurer,** *Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council;* **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: **Selina Jefferson, Board Secretary,** *Mount Hermon Ministries/Dew of Hermon Early Learning Center*

ELC Staff: **Susan Block, Chief Executive 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		
Welcome and Introductions	<ul style="list-style-type: none"> • Meeting called to order at 10:08 am by Mr. Bower. A quorum was not established. 	
Public Comments	None	

<p>1. Executive Committee** A. Approval of Meeting Minutes of September 15, 2021**</p>	<ul style="list-style-type: none"> Approval of the September 15, 2021. 	<p>Motion to approve the September 15, 2021, by Doug Szabo Second by Jason Himschoot. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of September 29, 2021**</p>	<ul style="list-style-type: none"> Approval to move the September 29, 2021, Board Meeting minutes. 	<p>Motion to move the September 29, 2021, Board Meeting minutes by Doug Szabo. Second by Jason Himschoot. Motion approved.</p>
<p>3. Finance Committee A. SR Utilization Forecast**</p>	<ul style="list-style-type: none"> Brooke Delmotte explained that the waiting list may be at zero by the end of the day. Funding has increased, but that there is a shortage of child care capacity due to lack in the ability to staff. Susan Block stated that grant funding will be used for outreach and providers. We are recruiting providers to increase capacity for more children. 	<p>.</p>
<p>B. Approval of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> Brooke Delmotte presented the financial reports. 	<p>Finance Committee recommended a motion to approve the Utilization Reports and Statements of Revenues and Expenditures. Motion approved.</p>
<p>C. Review: Budget Update September 30, 2021.</p>	<ul style="list-style-type: none"> An updated notice of award for \$62M in revenue includes the CRRSA grant, a workforce initiative grant, and outreach funding. Doug Szabo asked how we make sure that the money flowing through the Coalition is being used correctly and if there is accountability. Susan Block is going to speak with 	<p>Finance Committee recommended a motion to accept the new budget as presented. Motion approved.</p>

	Chancellor for further guidance on the subject. We will follow specific guidelines given by the DEL.	
D. Discuss: Lee BOCC Grant.	<ul style="list-style-type: none"> Susan Block noted that the \$2.8 grant will help increase childcare capacity in Lee County. 	
E. Approval: Surplus Inventory	<ul style="list-style-type: none"> Surplus inventory was presented to the Committee for approval to release. 	Motion to approve the surplus Inventory made by Doug Szabo and seconded by Dr. Roy.
4. HR Committee		
A. Employee Reference Guide: Review and Approval of Policy Section 706	<ul style="list-style-type: none"> Susan Block described that the 2 for 1 payout is no longer allowable under the terms of the FY 22 Grant Agreement with DEL. Section 706 Paid Leave Time had to be updated. 	Committee recommendation to remove Section 706 from the Employee Reference Guide made. Motion approved.
B. Approval: Proposed Salary Scale.	<ul style="list-style-type: none"> Jason Himschoot discussed that this was an outsourced project to keep the Coalition in line with competitive salaries. Susan Block confirmed that most of the coalition salaries are competitive with the market. Details of the completed study to be presented at the November 17, 2021 meeting. The new pay framework is already figured into the 2021-2022 Budget. 	Committee recommendation to approve the proposed Pay Framework made. Motion approved..
C. Approval: CEO Job Description	<ul style="list-style-type: none"> Language to update supervisory responsibilities were presented 	Committee recommendation to approve the updated job description made. Motion approved.
D. Discussion & Recommendation: CEO Annual Evaluation	<ul style="list-style-type: none"> Jason Himschoot confirmed that this evaluation was done through Survey Monkey and is completely anonymous. 	Wynetta Upshaw, HR Director, will distribute the survey for feedback from the board members.
E. Discussion: Staff Engagement Survey Data	<ul style="list-style-type: none"> Jason Himschoot reported that the Engagement Survey included over forty responses. It appears that all 	

	<p>responses are heading in a positive direction. The positive results for Question 8, “My supervisor/manager and I have a good working relationship”, shows critical improvement.</p> <ul style="list-style-type: none"> • Susan Block stated that the Engagement Work Group is working on improving the ELC culture. 	
<p>5. Nominations & Bylaws Committee A. Review and Approve Draft Bylaws Amendments</p>	<ul style="list-style-type: none"> • No quorum was established. • Susan Block discussed that the Bylaws update was mostly due to updates required by statutory changes and grammatical changes. 	<p>Motion to approve draft Bylaws made by Kelly Roy. Second by Michele King. Motion approved.</p>
<p>B. Review and Approve Draft Governance Policies</p>	<ul style="list-style-type: none"> • Dr. Roy presented changes to Governance Policies. • Clarification made that where there is a need to search for a CEO candidate, the Executive Committee would be responsible, not the HR Committee. 	<p>Motion to approve draft Governance Policies made by Kelly Roy. Second by Brooke Delmotte. Motion approved.</p>
<p>C. Review and Approve recommendations for Board Membership 1. Faith Based Provide (Hendry/Glades) 2. For Profit Provider (Lee)</p>	<ul style="list-style-type: none"> • Kelly Roy presented applications for both Faith and For-Profit Provider Representatives for terms beginning January 1, 2021 – December 31, 2025. 	<p>Motion to approve recommendations for both Faith Based Provider, Tara Sherrod, made by Kelly Roy and seconded by Brooke Delmotte. Motion approved.</p> <p>Motion to approve For Profit Provider, Maria Borges Hernandez, made by Kelly Roy. Second by Doug Szabo. Motion approved.</p>
<p>D. Recruitment of Applicants for Governor’s Appointees</p>	<ul style="list-style-type: none"> • Susan Block mentioned that it is up to the Board to do the recruiting. 	

<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 	<ul style="list-style-type: none"> • Susan Block stated that Dr. Barfield is ending her term and will need a replacement from Lee County Public Schools. • Roger Mercado is ending the Lee County BOCC term. A replacement will be named from Collier County BOCC. • Plaques are being ordered for these Board members to be given at the next meeting on November 17, 2021. • Salena Jefferson's term will be ending on December 31, 2021. The Board Secretary position will be available. 	
<p>F. Discussion: Recruitment of Optional Board Member - Parent</p>	<ul style="list-style-type: none"> • In discussion all agree that it will be beneficial to recruit a parent to be on the Board. This parent will be required to have a child in one of our programs and be vocal and engaging. Recruiting will be done via provider recommendations, social media, and our website. Potential applicants will be vetted through the membership application process. 	
<p>6. Review Agenda for the Board Meeting, November 17, 2021.</p>	<ul style="list-style-type: none"> • 	<p>Motion to approve Board Meeting Agenda for November 17, 2021, made by Dr. Roy. Second by Michele King. Motion approved.</p>
<p>Adjournment</p>	<p>Meeting adjourned at 10:45 am</p>	
<p>Next Meeting</p>	<p>Wednesday, November 17, 2021</p>	