



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

September 29, 2021

9:00 a.m.

Board Members Present: **Marshall Bower**, Interim Board Chair, Chair-Events Committee, President and CEO, The Foundation for Lee County Public Schools; **Douglas Szabo, Esq.**, Board-Vice Chair, Henderson, Franklin, Starnes, and Holt P.A, **Jim Palmer**, Child Care Regulations Supervisor, Department of Children and Families.

Board Members Present via ZOOM: ; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, **Brooke Delmotte**, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; **Selina Jefferson**, Board Secretary, Director, 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; Designee-Collier County Public Schools; **Dr. Beth Barfield**, Superintendent, Glades County Public Schools District; **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Kimberly Ross**, Owner, Ross Dynasty Care; **Shay Smith**, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County.

Board Members Absent: **Dr. Kelly Roy**, Chair-Nomination & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners; **Dr. Beth McBride**, Director, Early Learning, **Nate Halligan**, Asst. Vice President/Small Business Portfolio Manager, Busey Bank, Maughan, Himschoot & Adams Law Group; **Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board.

Staff Present: **Susan Block**, Chief Executive Officer; **Leona Adkins**, Chief Quality Officer, and Interim Chief Program Officer; **Lugeenya Blackstock**, CFO; **Janet Quintero**, Administrative Coordinator

(*) Materials included in Board packet

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

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Marshall Bower called the meeting to order at 9:11 am. Introduction of Janet Quintero – Administrative Coordinator. 	
Public Comments	<ul style="list-style-type: none"> None 	
1. Executive Committee Report* A. Informational: Accountability Monitoring Report	<ul style="list-style-type: none"> Marshall Bower presented the updated agenda, which added item “1.A”, “Informational: Accountability Monitoring Report” Susan Block stated that this Monitoring Report is from Accountability Monitoring that began back in May 2021. There will be updated training and a Corrective Action Plan (CAP) to address findings. . 	Motion to approve the updated agenda by Doug Szabo. Seconded by Brooke Delmotte. Motion approved.
2. Consent Agenda (Vote required) * Approval of Board Meeting Minutes August 24, 2021** Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration.	<ul style="list-style-type: none"> The August 24, 2021, board minutes presented for approval. 	Motion to approve the August 24, 2021, minutes made by Doug Szabo and seconded by Selina Jefferson. Motion approved.
Committee Reports		
3. Financial Committee* A. Discuss SR & VPK Utilization Forecast** B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures** C. Approval: Amended IT Contract D. Notice of Award & Updated FY22	<ul style="list-style-type: none"> Brooke Delmotte discussed the waiting list which has dropped due to the summer scheduling and children aging out of the program. The vacant Chief Information Officer (CIO) position is not going to be filled. The IT needs of the ELC going forward are best served through a vendor. An updated notice of award was presented along with the updated budget to include newly awarded funds. 	Motion to approve Utilization reports made by Brooke Delmotte and seconded by Michele King. Executive Committee recommended approval of the amended IT Contract Motion approved. Motion to approve updated budget made by Brooke

<p align="center">Budget**</p>		<p>Delmotte and seconded by Douglas Szabo.</p>
<p>4. Events Committee A. Update</p>	<ul style="list-style-type: none"> • None 	
<p>5. HR Committee* A. Update: Compensation & Classification Study B. Review: Organizational Chart**</p>	<ul style="list-style-type: none"> • Susan Block stated that the vendor, HRCC, is currently reviewing job descriptions. A new salary scale will be created to align with local market rates. The draft study report will be presented the November board meeting. • Susan Block noted that the current organizational chart shows a vacancy at Chief Operating Officer position which will not be filled at this time. The work of the vacant CIO will be taken over by the IT Vendor, Element and Lugeenya Blackstock is supervising the two IT staff. 	
<p>6. Nominations & By-Laws Committee A. Reminder: Recruiting Governor's Appointees B. Mini-Training: Pandemic Relief Funding Overview *</p>	<ul style="list-style-type: none"> • Susan Block explained that although the Florida Statute no longer requires one-third private sector members, the goal is to maintain it. This provides a healthy balance the public & private membership. • Applications for gubernatorial candidates to the board are needed as part of our requirement to recruit for consideration by the Governor. Doug Szabo suggested the ELC reach out to the Lee County Bar Members for support. 	

	<ul style="list-style-type: none"> • Susan Block provided an overview of Pandemic Relief Funding for providers is the additional funding has been offered in grants and through professional development opportunities for providers, amongst other things. Copayments have been offered to families and the first responder program offered childcare to those on the front lines. • Additional grants to stabilize the early learning operations and assist with teacher recruitment are forthcoming, awaiting approval by the Division of Early Learning/Department of Education. 	
7. Program Committee A. Update	<ul style="list-style-type: none"> • Michele King provided the update from the committee, including the expressed interest in the creation of a fund that could be used as a memorial. Heather Singleton, Executive Director of Child’s Path, will work with ELC staff to arrange. 	
8. Report of the CEO* A. Executive Director’s Report**	<ul style="list-style-type: none"> • Susan Block will be moderating a panel discussion on the “Challenges of Early Learning” for Leadership Collier on 9/30/21 	
9. Adjournment	The board meeting adjourned by acclamation at 9:53 am.	
Next Meeting	November 17, 2021, 9:00am – 11:00am	