



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

November 29, 2021

8:30 a.m.

Board Members Present: Marshall Bower, Interim Board Chair, Chair-Events Committee, President and CEO, The Foundation for Lee County Public Schools; Michele King, Chair-Program Committee, Director Child Advocacy Program, Golisano Children's Hospital of SW Florida.

Board Members Present via ZOOM: Douglas Szabo, Esq., Board-Vice Chair, Henderson, Franklin, Starnes, and Holt P.A.; Jason Himschoot, Esq., Chair-Human Resources Committee, Designee-Collier County Public Schools; Rita Dellatore, Owner/Director, Kid City Early Learning Academy, LLC; Jim Palmer, Child Care Regulations Supervisor, Department of Children and Families; Joe Paterno, Executive Director, Southwest Florida Workforce Development Board. Dr. Beth McBride, Director, Early Learning,

Board Members Absent: Brooke Delmotte, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; 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; Nate Halligan, Asst. Vice President/Small Business Portfolio Manager, Busey Bank, Maughan, Himschoot & Adams Law Group; Kimberly Ross, Owner, Ross Dynasty Care; Selina Jefferson, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; Dr. Beth Barfield, Superintendent, Glades County Public Schools District; Shay Smith, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County;

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

Guest Presenter: Katie Busch, Human Resources Compensation Consultants (via Zoom)

(*) Materials included in Board packet

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

| Agenda Items | Discussion | Action/Assignments |
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| Welcome and Introductions | <ul style="list-style-type: none"> Marshall Bower called the meeting to order at 9:00 am. (The start of the meeting was delayed due to technology issues) Business was limited to discussion due to a lack of quorum. | Marshall Bower, Interim Board Chair, Chair- Events Committee, <i>President/CEO, The Foundation for Lee County Public Schools</i> |
| Public Comments | <ul style="list-style-type: none"> None | |
| 1. Executive Committee Report* A. Presentation: Compensation & Classification Study; Approval of Pay Framework. | <ul style="list-style-type: none"> Katie Busch presented a summary of HRCC compensation and compensation study results including an overview of an analysis of local market rates which show the salaries at the ELC to be competitive in comparison with other organizations. The study looked at job composition, created a job map for the ELC and considered time in position. A graded pay framework complementing the job map was shared. Most employees were being compensated within the new pay framework. For those who were not, HRCC made recommendations about bringing individuals up to the minimum pay for the grade. Additionally, equity adjustments were presented as a means of acknowledging length in the current position at the ELC. HRCC recommended a 3.5% increase across the board to bring the compa- ratio (pay compared to the salary range) up. Prior to the study, the board approved a budget with room to adapt study | Katie Busch, Human Resources Compensation Consultants (HRCC) (via Zoom) <ul style="list-style-type: none"> Susan Block will implement HRCC Study recommendations and report to the board at the January 26, 2022 meeting. |

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| | <p>recommendations and therefore, they are already approved and a part of the 2021-2022 budget.</p> <ul style="list-style-type: none"> • Jason Himschoot stated that Susan Block is authorized to implement the HRCC recommendations (minimum salary, equity adjustments and 3.5% across the board increase for 2021-22) since the Board has already approved the budget. Therefore, no specific action by the board is required at this time. • Susan Block expressed a desire to implement the recommendation to take care of staff and facilitate hiring decisions. • Susan Block will include this item at the January 2022 meeting for consideration at a meeting where there is a quorum. | |
| <p>2. Consent Agenda (Vote required) * Approval of Board Meeting Minutes September 29, 2021** Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration.</p> | <p>Tabled meeting due to lack of quorum.</p> | <ul style="list-style-type: none"> • Motion to be presented January 26, 2022. |
| Committee Reports | | |
| <p>3. Financial Committee* A. Review: SR & VPK Utilization Forecast** B. Approval of Utilization Reports and Statements of Revenues and Expenditures** C. Review: Budget Update September 30, 2021**</p> | <ul style="list-style-type: none"> • Tabled meeting due to lack of quorum. | <ul style="list-style-type: none"> • To be presented and approved at January 26, 2022 meeting. |

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| <p>D. Approval: Surplus Inventory** E. Discussion: Lee BOCC Grant**</p> | | |
| <p>4. Events Committee A. Discussion: Business Breakfast 2022</p> | <p>Tabled meeting due to lack of quorum.</p> | <ul style="list-style-type: none"> • To be discussed at January 2022 board meeting |
| <p>5. HR Committee* A. Employee Reference Guide: Review & Approval of Policy Section 706. B. Approval: CEO Job Description C. Discussion & Recommendation: CEO Annual Evaluation ** D. Discussion: Staff Engagement Survey Data**</p> | <p>Tabled meeting due to lack of quorum.</p> | <ul style="list-style-type: none"> • To be presented and approved at the January 26, 2022, meeting. |
| <p>6. Nominations & By-Laws Committee A. Review and Approve Draft Bylaws Amendments. B. Review and Approve Draft Governance Policies. C. Faith Based Provider (Henry/Glades) D. For Profit Provider (Lee) E. Recruitment of applicants for Governor's Appointees F. Status: Mandated Seats, Effective January 1, 2022 G. Lee County School District Designee</p> | <p>Tabled meeting due to lack of quorum.</p> | <ul style="list-style-type: none"> • To be presented and approved at the January 26, 2022, meeting. |

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| H. Collier County BOCC I. Discussion: Recruitment of Operational Board Member - Parent | | |
| 7. Program Committee A. Update | Tabled meeting due to lack of quorum. | <ul style="list-style-type: none"> • To be presented at the January 26, 2022, meeting. |
| 8. Report of the CEO* A. Executive Director's Report** | Susan Block's written report was included in the meeting materials folder on the Board SharePoint. | |
| 9. Adjournment | The board meeting adjourned at 9:32 am. | |
| Next Meeting | January 26, 2022, 9:00 am – 11:00am | |