



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

January 26, 2022

9:00 a.m.

Board Members Present: Marshall Bower, Interim Board Chair

Board Members Present via ZOOM: ; **Board Members:** Marshall Bower, Interim Board Chair; **Chair-Events Committee**, President/CEO, The Foundation for Lee County Public Schools; Doug Szabo, Board Vice-Chair, Attorney, Henderson, Franklin, Starnes and Holt, P.A; Brooke Delmotte, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; Alex Breault, Director, Talent Initiatives, Naples Chamber of Commerce; Nate Halligan, Asst. Vice President/Small Business Portfolio Manager, Busey Bank; Michele King, Chair Program Committee, Director Child Advocacy Program, Golisano Children's Hospital of SWFL; Dr. Beth McBride, Director, Early Learning, Designee-Collier County Public Schools; Rebecca McKellar, Creative World Schools, Private, for-Profit Child Care; Joe Paterno, Executive Director, CareerSource Southwest Florida; Chantel Porte, Regional Supervisor for Child Care Licensing, Department of Children and Families; Mary Grace Romo, Director, Early Childhood Learning Services, Lee County Public Schools; Kimberly Ross, Owner, Ross Dynasty Cares; Dr. Kelly Roy, Chair-Nominations & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College; Tara Sherrod, Director, First Baptist Preschool, Representative of Faith-Based Childcare providers; Shay Smith, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County; Tanya Williams, Director, Collier County Library Designee-Collier Board of County Commissioners

Board Members Absent: Jason Himschoot, Chair-Human Resources Committee, Attorney, Maughan, Himschoot and Adams Law Group

Staff Present: Susan Block, Chief Executive Officer; Leona Adkins, Interim Chief Quality and 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
<p>Welcome and Introductions</p> <p>A. Motion to approve Amended Agenda, 1/26/22</p> <p>B. Approval: For Profit Provider (Updated, Lee): Rebecca McKellar</p> <p>C. Affirmation of Required, Mandated Seats, effective January 1, 2022</p> <ol style="list-style-type: none"> 1. Lee County School District Designee: Mary Grace Romo, Director of Early Learning Services 2. Collier County BOCC: Tanya Williams, Director Collier County Libraries 3. Department of Children and Families: Chantal Porte, Regional Supervisor, Suncoast Region <p>D. Announcement of Approved Recommendations for Board Membership (Exec Committee Approval 12/15/21)</p> <ol style="list-style-type: none"> 1. Faith Based Provider (Hendry/Glades), Tara Sherrod 2. Private Sector (Collier), Alex Breault, Director of Talent Initiatives, Naples Chamber of Commerce <p>E. Discussion: “Welcome New Members: Why we Serve the ELC”</p>	<ul style="list-style-type: none"> • Marshall Bower called the meeting to order at 9:00 am. A quorum was established. • Approval of amended board meeting agenda, 1/26/22 • Approval of For-Profit Provider (Lee): <u>Rebecca McKellar</u>, Private, for-Profit Child Care Creative World Schools, • Affirmation of Required, Mandated Seats, effective January 1, 2022. 1) Lee County School District Designee: <u>Mary Grace Romo</u>, Director of Early Learning Services; Collier County BOCC: 2) <u>Tanya Williams</u>, Director Collier County Libraries; and 3) <u>Chantal Porte</u>, Department of Children and Families (DCF) Regional Supervisor, Suncoast Region • Affirmation of board membership decision made by the Executive Committee 12/15/21: 1) <u>Tara Sherrod</u>, Faith Based Provider (Hendry/Glades) and 2) <u>Alex Breault</u>, Private Sector (Collier), Director of Talent Initiatives, Naples Chamber of Commerce. <p>All board members introduced themselves and shared the opportunities and challenges that come along with ELC Board Membership. New board members introduced themselves.</p>	<p>Motion to approve amended board meeting agenda for 1/26/22 by Kelly Roy. Second by Brooke Delmotte. Motion approved.</p> <p>Motion to approve For-Profit Provider (Lee): Rebecca McKellar by Joe Paterno Second by Nate Halligan. Motion approved.</p> <p>Motion to affirm Mandated Member seats, Mary Grace Romo, Tanya Williams and Chantal Porte, effective January 1, 2022, by Nate Halligan. Second by Joe Paterno. Motion approved.</p> <p>Motion to affirm Board Membership approved by the Executive Committee for Tara Sherrod and Alex Breault, on 12/15/21 by Joe Paterno. Second by Brooke Delmotte. Motion approved</p>
<p>Public Comments</p>	<ul style="list-style-type: none"> • None 	

<p>1. Executive Committee Report* A. Update: Implementation of ELC Compensation & Classification Study</p>	<ul style="list-style-type: none"> Susan Block announced that the Pay Framework from the ELC Compensation & Classification Study was comprised of several factors including the current job market. The positions were broken into four levels to create competitive salaries. The results will hopefully improve the ELC competitiveness in the local jobs market to recruit and retain employees. 	<ul style="list-style-type: none"> Motion to approve the updated Pay Framework from the Compensation & Classification Study made by Nate Halligan and seconded by Kelly Roy. Motion approved.
<p>2. Consent Agenda (Vote required) * Approval of Board Meeting Minutes September 29, 2021** and November 29, 2021, from 11/3/21.</p> <p>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration.</p>	<ul style="list-style-type: none"> The Board meeting minutes of September 29, 2021** (from 11/3/21) and November 29, 2021, were presented for approval. 	<ul style="list-style-type: none"> Motion to approve the September 29, 2021 & November 29, 2021, board minutes by Joe Paterno. Second by Michele King. Motion approved.
Committee Reports		
<p>3. Financial Committee*</p> <p>A. Review: SR Utilization Forecast**</p> <p>B. Approval of Utilization Reports and Statements of Revenues and Expenditures**</p> <p>C. Review of Updated NOA; Approval of update 2021-2022 Budget.</p> <p>D. Discussion: Lee BOCC Grant.</p> <p>E. Approval Surplus Inventory (from 11/3/21)</p> <p>F. DEL Desk Audit</p>	<ul style="list-style-type: none"> Brooke Delmotte reviewed the Utilization Forecast. stating the numbers look good, are aligned with grant requirements. The waiting list changes daily and there are plenty of funds available to enroll more children. Many providers report being short staffed which impacts capacity and the ability to enroll more SR children. Review of the updated NOA shows that the total NOA is over \$62 million dollars and growing. Susan discussed the BOCC Grant funding can be used towards new equipment for the classroom which will help build capacity. Providers are being encouraged to use these funds to improve salaries. Enrollment is being affected by lack of staffing. 	<ul style="list-style-type: none"> Motion to approve Utilization Report and Statements of Revenues and Expenditure presented by Brooke Delmotte (Finance Committee recommendation). Motion approved. Motion to approve to approve updated 2021-2022 budget by Brooke Delmotte (Finance Committee recommendation). Motion approved. Motion to approve Surplus Inventory by Brooke Delmotte

	<ul style="list-style-type: none"> The approval of Surplus Inventory was presented for approval. Brooke Delmotte reported from the DEL desk audit were limited to observations related to travel. 	(Finance Committee recommendation). Motion approved.
4. Events Committee A. Discussion: Business Breakfast	<ul style="list-style-type: none"> Susan Block reported the next business breakfast will be held on Friday, August 5, 2022. 	
5. HR Committee* A. Employee Reference Guide: Review and Approval of Policy Section 706** B. Approval: CEO Job Description C. Follow-up and Recommendations: CEO Annual Evaluation D. Discussion: Staff Engagement Survey Data	<ul style="list-style-type: none"> Susan Block shared grant language from the grant agreement with Division of Early Learning which does not support a payout of Paid Leave Time, as described in the ELC Employee Reference Guide, Section 706 Human Resources Compensation Consultants (HRCC) recommended an CEO job description as part of the Compensation and Classification Study. The updated job description was presented for approval The CEO's annual evaluation was completed with favorable results. The HR Committee recommends approval of a 3.5% salary increase, retroactive to the beginning of the fiscal year. This increase is consistent with all other ELC staff. The recommendation was presented for approval. Staff Engagement Survey Data from October 2021 show improvement within the ELC. This survey will continue to be implemented every 6 months. 	<ul style="list-style-type: none"> Motion to approve change to Employee Reference Guide, Section 706, removing the 2 for 1 Paid Leave Time payout made by Marshall Bower (HR Committee recommendation). Motion approved. Motion to approve the CEO Job Description, as updated by HRCC by Marshall Bower (HR Committee recommendation). Motion approved. Motion to approve the 3.5% increase for the CEO, retroactive to the beginning of FY 2022 by Marshall Bower (HR Committee recommendation). Motion approved.

<p>6. Nominations & By-Laws Committee</p> <p>A. Items pending board approval, January 26, 2022</p> <p>1. Review and Approve Draft Bylaws Amendments from 11/3/21.</p> <p>2. Review and Approve Draft Governance Policies from 11/3/21.</p> <p>B. Slate of Officers</p> <p>C. Discussion: Recruitment of Parent Board Representative</p>	<ul style="list-style-type: none"> • Dr. Roy presented a request for Approval of the Bylaws Amendments, tabled from 11/29/21, due to lack of board quorum. • Dr. Roy presented a request for Approval of the Draft Governance Policies tabled from 11/29/21, due to lack of board quorum. • The Slate of Officers 2022 was presented for approval. • Susan Block is looking forward to having a Parent Board Representative. Susan believes it will be helpful in making decisions with a new perspective. ELC will do outreach to find candidates and make Providers aware in case they may know of someone that would be a good fit. 	<ul style="list-style-type: none"> • Motion to approve Bylaws Amendments Policies by Joe Paterno. Second by Brooke Delmotte. Motion approved. • Motion to approve Draft Governance Policies by Michele King. Second by Brooke Delmotte. Motion approved. • Motion to approve the Slate of Officers for 2022 by Joe Paterno. Seconded by Nate Halligan. Motion approved.
<p>7. Program Committee</p> <p>A. Update</p>	<ul style="list-style-type: none"> • Michele King explained the Program Committee is made up of ELC staff and Providers. She talked about the reported the difficulty in finding and retaining new staff. Some providers have closed due to lack of staffing.. 	
<p>8. Appeals Committee</p> <p>A. Report and Approval of Minutes, Rhythm of Learning</p>	<ul style="list-style-type: none"> • Doug Szabo reported on the outcome of the Appeals Hearing for Rhythm of Learning to the board members.. 	<ul style="list-style-type: none"> • Motion to approve the minutes of the Rhythm of Learning hearing was approved by Joe Paterno. Second by Alex Breault. Motion approved.
<p>9. Report of the CEO</p> <p>A. Executive Director’s Report**</p> <p>B. Legislative Priorities, Association of Early Learning Coalitions</p>	<p>Susan Block reported that the CRSSA Phase VI grant applications are in process. The ELC has submitted our application for the “Workforce Initiative” grant. DEL approval is pending. Susan welcomed all the new ELC Board members.</p> <p>Susan Blocked stated the importance of educating</p>	

	legislators. Susan believes that meeting with legislative representative's will help involve and teach them about the commitment the ELC has to our community, children and families that we serve.	
10. Adjournment	The board meeting adjourned at 10:37 am.	
Next Board Meeting	March 16, 2022, 9:00 am – 11:00am	