



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

April 20, 2022
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: Jason Himschoot, Chair-Human Resources Committee, Attorney, Maughan, Himschoot and Adams Law Group.

Committee Members via Zoom: 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; Dr. Beth McBride, Director, Early Learning, Designee-Collier County Public Schools; Michele King, Chair-Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida; Dr. Kelly Roy, Chair-Nominations & Bylaws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College.

Committee Members Absent: Marshall Bower, Interim Board Chair, Chair-Events Committee; President/CEO, The Foundation for Lee County Public Schools.

ELC Staff: Susan Block, Chief Executive Officer; Lugeenya Blackstock, Chief Financial Officer; Leona Adkins, Chief Quality Officer; Gilda Duran, Chief Program Officer; Janet Quintero, Administrative Coordinator.

(*) Materials included in Executive Committee Packet.

(**) Materials posted on SharePoint for Committee Members.

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:03 a.m. by Brooke Delmotte. A quorum was established. 	

Public Comments	<ul style="list-style-type: none"> • None. 	
1. Executive Committee* A. Approval of Executive Committee Meeting Minutes of March 2, 2022.	<ul style="list-style-type: none"> • Approval of minutes of Executive Committee meeting March 2, 2022. 	Motion to approve the March 2, 2022, minutes by Michele King. Second by Kelly Roy. Motion approved.
2. Vote to Move the Board Meeting Minutes of March 16, 2022**	<ul style="list-style-type: none"> • Motion to move Board meeting minutes of March 16, 2022. 	Motion to move the March 16, 2022, Board Meeting minutes by Kelly Roy. Second by Michele King. Motion approved.
3. Finance Committee A. Review: SR Utilization Management Forecast	<ul style="list-style-type: none"> • Brooke Delmotte reported SR enrollment is over 5,100. There are 138 children on the waitlist however, this changes regularly with Coalition staff regularly clearing the wait list. Attendance will be dropping soon due to summer break. 	
B. Review & Approval of Utilization Reports and Statement of Revenue and Expenditures	<ul style="list-style-type: none"> • Brooke Delmotte stated that SR is asking for additional funds. We are putting more children in seats. There are still challenges being faced due to the lack of provider availability. 	Motion to approve Utilization Reports, Statements of Revenue and Expenditures by Jason Himschoot. Second by Beth McBride. Motion approved.
C. Approval, FY 2022 Budget Modification	<ul style="list-style-type: none"> • Brooke Delmotte reviewed the budget modifications. The salary line is underspent because reported the ELC is short staffed. Temporary personnel are needed to offset the vacancies. In state travel is increasing due to restrictions being lifted. Overall, the modifications do not change the bottom line of the budget. 	Motion to approve FY 2022 Budget Modifications by Kelly Roy. Second by Beth McBride. Motion approved.
D. Proposed Budget Presentation & Approval: FY 2023	<ul style="list-style-type: none"> • Susan Block discussed the continuation of grant funding with CRSSA, ARPA and the Lee BOCC Capacity grant. Additional staff support is needed to administer funding. 	Motion to approve proposed Budget for FY 2023 by Michele King. Second Kelly Roy. Motion approved.

<p>E. Affirmation of Approval Sliding Fee Scale FY2023</p>	<ul style="list-style-type: none"> The Sliding Fee Scale was presented on an incorrect form. This motion is to approve on the form for FY 2023. 	<p>Motion to affirm approval of Sliding Fee Scale by Jason Himschoot. Second by Kelly Roy. Motion approved.</p>
<p>F. Approval: FY 2023 SR Rate increase</p>	<ul style="list-style-type: none"> Susan Block announced that the rate increase is made possible through the large increase in the SR Allocation for 2023. Details of the rate increase will be presented at the full board meeting, May 4, 2022, for final approval 	<p>Motion to approve FY 2023 SR Rate Increase by Kelly Roy. Second Michele King. Motion approved.</p>
<p>G. Update: FY 2022 Single Fiscal Audit, Moss Krusick</p>	<ul style="list-style-type: none"> The single fiscal audit is not complete due to system issues that occurred in 2019 which did not allow ELC to invoice the state using EFS Mod for local match. 	
<p>H. Approval: Spiro Associates & Webauthor LLC contract</p>	<ul style="list-style-type: none"> Susan Block elaborated on the use of the outreach funds from the DEL. These funds will help get the word out to the community about the advantages of VPK through flyers, tv, radio and other social media platforms. Webauthor contract platform will advance the ELC's efficiency in the handling of the 9 different data systems that are currently being used. 	<p>Motion to approve Spiro & Webauthor LLC contracts by Laura Bright. Second Doug Szabo. Motion approved.</p>
<p>4. HR Committee* A. Employee Reference Guide: Review of Proposed Policy Updates #504 Timecard Rounding and #706 PLT Increments</p>	<ul style="list-style-type: none"> The recommendation to approve propose policy changes for #504 timecard rounding and #706 PLT increments were discussed. 	<p>Motion from the standing committee to approve proposed Policy Updates #504 Timecard Rounding and #706 PLT Increments. Motion approved.</p>
<p>B. Review and Discussion: Staff Engagement Survey Results (4/2022)</p>	<ul style="list-style-type: none"> Jason Himschoot reviewed the survey results and suggested there be a section to elaborate on survey answers. The survey reflects a feeling of disparity within the ELC. Vacancy issues are a problem. Block suggested it's time to update the 	

	questionnaire. This will be referred to the HR Committee.	
5. Nominations & Bylaws Committee A. Strategic Planning, 2022-2024	<ul style="list-style-type: none"> The committee met on April 19th. Brooke Delmotte suggested that all Board members should experience the budget workshop. There is a need for more Board involvement. There are six goals presented in the draft plan. Erin Smeltzer and Molly Grant, Association of Early Learning Coalitions, are facilitating the writing of the plan. 	
6. Events Committee A. Update: Business Breakfast, August 5, 2022	<ul style="list-style-type: none"> Michele King report that the breakfast will take place at the Broadway Palms Dinner Theatre on August 5, 2022. Joe Paterno will be honored with the Champion award. Plans are begin made for both virtual and in-person attendance. 	
7. Review Agenda for the Board Meeting, May 4, 2022.	<ul style="list-style-type: none"> Agenda change to add approval of Coalition contracts. 	Motion to approve agenda by Doug Szabo. Second Jason Himschoot. Motion approved.
Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 10:46 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, June 8, 2022. 	