



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

May 4, 2022
8:30 a.m.

Board Members Present: Marshall Bower, *Interim Board Chair; Chair-Events Committee, President/CEO, The Foundation for Lee County Public Schools*; Michele King, *Chair Program Committee, Director Child Advocacy Program, Golisano Children's Hospital of SWFL*; Rebecca McKellar, *Creative World Schools, Private, for-Profit Child Care*; Joe Paterno, *Executive Director, CareerSource Southwest Florida*; Dr. Kelly Roy, *Chair-Nominations & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*

Board Members Present via ZOOM: Alex Breault, *Director, Talent Initiatives, Naples Chamber of Commerce*; Nate Halligan, *Vice President Commercial Lending, Charlotte Bank & Trust*; Dr. Beth McBride, *Director, Early Learning, Designee-Collier County Public Schools*; 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*; Tara Sherrod, *Director, First Baptist Preschool, Representative of Faith-Based Childcare providers*;

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

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

Guest Presenter: Erin Smeltzer, *Executive Director, Association of Early Learning Coalitions*

(*) *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 opened the meeting at 9:00 am. The meeting was scheduled for 8:30 am however, due to unclear communication, most members joined closer to 9:00 am. • A quorum was established • Marshall Bower and Susan Block presented Joe Paterno with a clock from the Coalition in appreciation for his seventeen years of service to the board. Joe is retiring from CareerSource at the end of May 2022. | |
| 1. Nominations & Bylaws Committee Strategic Planning, 2022-2024 <u>pg.</u> | <ul style="list-style-type: none"> • Marshall moved this item to the top of the agenda. • Susan Block provided an overview of the planning process which began with the Nominations & Bylaws Committee. She and the Chief Operating Officers will work with staff to develop end statements along with means as part of the plan. Two goals were drafted by the Nominations & Bylaws Committee. • Erin Smeltzer facilitated a discussion of the preliminary goals for the board, one which focuses on the Board itself and the other one on the SWFL Community. • Some changes were made to the draft “Ends Statements” with input from board members. • The Nominations & Bylaws Committee will work on the details of means, data points and measurements at the May meeting. • | <ul style="list-style-type: none"> • The Nominations and Bylaws Committee will bring final draft of the Strategic Plan for approval at the June 22, 2022, Board meeting. |
| Public Comments | <ul style="list-style-type: none"> • No members of the public were at the meeting. | |

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| <p>2. Executive Committee Report*</p> | <ul style="list-style-type: none"> • There was no update to report | <ul style="list-style-type: none"> • |
| <p>3. Consent Agenda (Vote required) * A. Approval of Board Meeting Minutes of March 16, 2022, <u>pgs.</u></p> <p>Note: Any items on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</p> | <ul style="list-style-type: none"> • The minutes of the March 16, 2022, Board Meeting were presented for approval | <ul style="list-style-type: none"> • Motion to approve the minutes of the March 16, 2022, board meeting by Joe Paterno. Second by Kelly Roy. Motion approved. |
| <p>Committee Reports</p> | | |
| <p>4. Financial Committee*</p> <p>A. Review: SR Utilization Management Forecast <u>pg.</u></p> <p>B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures <u>pgs.</u></p> <p>C. Approval, FY 2022 Budget Modifications <u>pg.</u></p> <p>D. Proposed Budget Presentation & Approval: FY 2023 <u>pgs.</u></p> <p>E. Affirmation of Approval Sliding Fee Scale FY 2023 <u>pgs.</u></p> <p>F. Approval: FY 2023 SR Rate increase <u>pgs.</u></p> <p>G. Update: FY 2022 Single Fiscal Audit, Moss, Krusick</p> <p>H. Approval: Spiro Associates \$ Webauthor LLC contracts</p> | <ul style="list-style-type: none"> • Susan Block reviewed the SR Utilization Management Forecast. • Lugeenya Blackstock reviewed Utilization Reports and Statements of Revenues and Expenditure. All costs are within required minimum and maximum percentages, according to the grant agreement with DEL. • Lugeenya Blackstock presented Budget Modifications for FY 2022 for line items exceeding a \$10,000 change from the original budget for approval. The net change to the overall operating budget is zero. • Alex Breault, a participant in this year's budget work group, presented an overview of the FY 2023 Budget for approval. • Susan Block asked the board to affirm approval of the FY 2023 Sliding Fee Scale. The originally | <ul style="list-style-type: none"> • Motion to approve the Utilization Reports and Statements of Revenues and Expenditures by Rebecca McKellar. Second by Nate Halligan. Motion approved. • Motion to approve the FY 2022 budget modifications by Joe Paterno. Second by Rebecca McKellar. Motion approved. • Motion to approve the FY 2023 Budget by the standing committee. Motion approved. • Motion to approve (affirm) |

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| | <p>approved scale was presented on the wrong format.</p> <ul style="list-style-type: none"> • Susan Block presented the context for a rate increase request. Historically, the ELC has been unable to request rate increases without negatively impacting the wait list. The SR Allocation for SWFL in the FY 2023 budget allows for both increases and continued enrollment for SR Families. The largest challenge continues to be capacity for Infant, Toddlers and Two-Year Old's. A rate increase may help to promote greater capacity. The increased rates focus on reaching the 75th percentile of the 2021 Market Rate Survey for Infants, Toddlers and Two-Year Old's. Other care levels were adjusted to a lesser degree. This is the last year ELCs can initiate rate requests to the state. • Susan Block reported that the delayed fiscal audit results are waiting on the reconciliation of local match funding, dating back to the 2018-2019 year when EFS Mod was launched. The Coalition is receiving assistance from staff at DEL. The deadline for submitting the final audit is extended this year, allowing for this work to be completed. | <p>approval of the FY 2023 Sliding Fee Scale by the standing committee. Motion approved.</p> <ul style="list-style-type: none"> • Motion to approve FY 2023 SR Rate increase by Joe Paterno. Second by Michele King. Motion approved. • Motion to approve the contracts with Spiro Associates and Webauthor LLC by the standing committee. Motion approved. |
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| <p>5. Events Committee A. Discussion: Business Breakfast August 5, 2022</p> | <ul style="list-style-type: none"> • Marshall Bower confirmed that Dr. Mike Martin, President, FGCU, as co-host (with Marshal) at this year's business breakfast. Details about the breakfast to follow shortly. | <ul style="list-style-type: none"> • |
| <p>6. HR Committee* A. Employee Reference Guide (ERG): Review of Proposed Policy Updates #504 Timecard Rounding and #706 PLT Increments <u>pgs.</u> B. Review and Discussion: Staff Engagement Survey Results (4/2022) <u>pgs.</u></p> | <ul style="list-style-type: none"> • Susan Block reviewed changes to two ERG policies. • Results from the most recent staff engagement survey were shared with the Board. The data indicated some positive trends however, not in all areas. The committee will be reviewing the survey to update to make the questions clearer. | <ul style="list-style-type: none"> • Motion from the standing committee to approve the proposed changes to sections #504 and #706. |
| <p>7. Program Committee A. Update</p> | <ul style="list-style-type: none"> • Michele King talked about rate increases for VPK providers in the new fiscal year, grants, and CLASS observations for VPK providers next year. The committee discussed issues with new VPK teacher requirements. | |
| <p>8. Report of the CEO* A. Executive Director's Report** <u>pgs.</u></p> | <ul style="list-style-type: none"> • Susan Block reported that Coalition staff continued to provide services to families and providers despite all DEL technology systems being offline last week. • Susan Block invited board members to visit legislators in the coming year. Rebecca McKellar and Joe Paterno expressed an interest. • Susan Block thanked Joe Paterno and all board members for their support. | <ul style="list-style-type: none"> • |
| <p>9. Adjournment</p> | <p>Meeting adjourned at 10:17 am.</p> | |
| <p>9. Next Board Meeting:</p> | <p>June 22, 2022, 9:00 am</p> | |

