



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
EXECUTIVE COMMITTEE  
MEETING MINUTES  
September 14, 2022**

**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:** Marshall Bower, Interim Board Chair, Chair-Events Committee; President/CEO, The Foundation for Lee County Public Schools; Douglas Szabo, Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt; 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:** Brooke Delmotte, Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; Jason Himschoot, Chair-Human Resources Committee, Attorney, Maughan, Himschoot and Adams Law Group; Dr. Beth McBride, Director, Early Learning, Designee-Collier County Public Schools:

**ELC Staff:** Susan Block, Chief Executive Officer; Lugeenya Blackstock, Chief Financial Officer

(\* ) Materials included in Board Packet.

(\*\* ) Materials available on SharePoint for Board Members.

| Agenda Items  | Discussion  | Action/Assignments   |
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| <b>Welcome and Introductions</b>  | This meeting was called to order at 10:03 am by Marshall Bower. A quorum was established.   |  |
| <b>Public Comments</b>  | None  |  |
| <b>1. Executive Committee*</b><br>A. Approval of Meeting Minutes of Executive Committee June 8, | A. The minutes of the June 8 <sup>th</sup> Executive Committee were presented for approval. | A. Motion to approve the minutes of June 8, 2022, by Doug Szabo. |

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| <p>2022**pgs. 3</p> <p>B. Approval of Draft Policy: Aggressive Clients <u>pgs.</u></p> <p>C. Approval: Recommendation for Local Eligibility Priorities for Children <u>pgs.6</u></p>  | <p>B. Item B, “Aggressive Clients” is a procedure, not a policy. Therefore, no board action is needed, and this is being removed for consideration.</p> <p>C. Susan Block provided summary for correction made for priority 5-7.</p>  | <p>Seconded by Kelly Roy.</p> <p>B. This item will be removed from the board agenda.</p> <p>C. Motion to approve the recommendation for eligibility priorities by Doug Szabo. Second by Kelly Roy.</p>   |
| <p><b>2. Vote to Move the Board Meeting Minutes of June 22, 2022**pgs. 10</b></p>   |   | <p>Motion to move Board meeting minutes of June 22, 2022, by Kelly Roy. Seconded by Michele King.</p>  |
| <p><b>3. Finance Committee</b></p> <p>A. Review: SR Utilization Management Forecast pgs. 15-17</p> <p>B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures pgs.18-29</p>   | <p>A. Doug Szabo provided current summary of slot utilization.</p> <p>B. Doug Szabo reviewed SR and VPK expenditures pointing out under requirement for minimum percentages for Admin according to the grant agreement</p>  | <p>A. No action needed.</p> <p>B. Motion to approve from standing committee. Motion approved.</p>  |
| <p>C. Approval: FY 2023 Budget Amendment (new NOA) pgs. 30-36</p> <p>D. Approval: FY 23 contracts</p> <ol style="list-style-type: none"> <li>1. Fred Pryor Professional Development Contract pgs. 37</li> <li>2. Element Technology pgs.37</li> </ol> | <p>C. Doug Szabo reviewed the updated FY23 Notice of Award including increases which bring the budget over \$100 million.</p> <p>D.1. Doug Szabo reviewed contract for Fred Pryor for ELC staff training for one year of service. No change from current contract.</p> <p>D2. Doug Szabo reviewed contract for Element Technology contract. No changes from current contract and the vendor is comparable to eliminated (Chief Information Officer) position.</p> | <p>C. Motion to approve FY 2023 as presented from standing committee. Motion approved.</p> <p>D1. Motion to approve Fred Pryor contract renewal from standing committee. Motion approved.</p> <p>D2. Motion to approve Element Technology contract from standing committee. Motion approved.</p> |

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| <p>E. Approval: Updated Fiscal Policies pgs. 38-156</p> <p>F. Approval: FY 23 Scrap Inventory pgs. 157-159</p>   | <p>E. Doug Szabo reviewed changes to fiscal policy were marginal updates.</p> <p>F. Doug Szabo reviewed FY23 scrap inventory list.</p>  | <p>E. Motion to approve updated fiscal policies from standing committee. Motion passed.</p> <p>F. Motion to approve scrap inventory from a standing committee. Motion passed.</p>                        |
| <p><b>4. HR Committee*</b><br/>Approval: ERG Policy Changes pgs. 160-166</p>   | <p>A. Susan Block provided summary of changes to the ERG indicating the changes align with federal requirements.</p>  | <p>A. Motion to approve from standing committee. Motion passed.</p>  |
| <p><b>5. Nominations &amp; Bylaws Committee</b><br/>A. Approval: ELC Bylaws changes. pgs. 167-180<br/>B. Board Development: Presentation, Family Child Care.</p> | <p>A. Kelly Roy presented the additional changes were requested by the Division of Early Learning (DEL).</p> <p>B. Susan Block discussed that there will be a presentation from a provider at the next Board meeting.</p>   | <p>A. Motion to approve changes to the Bylaws from standing committee. Motion passed.</p>  |
| <p><b>6. Events Committee</b><br/>A. Event Update: Business Breakfast, October 28, 2022</p>  | <p>A. Susan Block provided summary of 56 participants registered and the need to solicit more participants for the Business Breakfast.</p>  | <p>A. Board members will be asked to help promote the event.</p>   |
| <p><b>7. Review Agenda for the Board Meeting, September 28, 2022</b></p>   | <p>Susan Block requested changes to the agenda to move presentation of provider and presentation to Moss Krusick to beginning of agenda.</p> <p>Susan Block requested authorization for Marshall Bower to approve future Mental Health contract which is grant funded upon received of the NOA with funding for this project.</p> | <p>Motion to approve changes to the Board Meeting agenda<br/>Motion by Doug Szabo.<br/>Second by Michele King.<br/>Motion approved.</p> <p>Motion to approve from standing committee. Motion passed.</p> |
| <p><b>Adjournment</b></p>  | <p>Meeting adjourned at 10:35 am</p>  |  |
| <p><b>Next Meeting</b></p>   | <p>Wednesday, November 2, 2022</p>  |  |

All meetings are Hybrid – attend in person or via Zoom.