



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
**EXECUTIVE COMMITTEE**  
**CEO Search - Meeting Minutes**  
**December 6, 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:** **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 SW Florida; **Dr. Kelly Roy**, Chair-Nominations & Bylaws Committee, *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*; **Dr. Beth McBride**, Director, Early Learning, *Designee-Collier County Public Schools*. **Douglas Szabo**, *Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt*; **Rebecca McKellar**, Creative World Schools, Private For-Profit Child Care

**ELC Board Members, Excused:** **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*.

**ELC Staff:** **Susan Block**, *Chief Executive Officer*

(\*) *Materials included in Executive Committee Packet.*

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

Agenda Items	Discussion	Action Items
<b>Welcome</b>	Marshall Bower opened the meeting at 10:01 am. Quorum was established	
<b>Organizing the Search:</b> <ol style="list-style-type: none"> <li>1. Overview of Search Process</li> <li>2. Roles and Responsibilities</li> <li>3. Search Timeline</li> <li>4. Salary Range</li> <li>5. Job Description</li> <li>6. Transition Considerations</li> </ol>	<p>Marshall Bower reviewed the overview of the search process. The committee discussed roles and responsibilities as the point of contact for the executive search firm, Spirit Consulting. The search timeline discussed concludes with the incoming CEO starting in late March 2023.</p> <p>The salary range discussed was the one from the 2021 Compensation Study by the</p>	

	<p>ELC where the CEO salary ranges from \$112,000 - \$168,000.</p> <p>The CEO job description was updated in early 2022 and approved by the board. No updates were needed.</p> <p>Susan Block offered possible transition strategies where she would support the onboarding process of the incoming CEO. The exact transition support plan will be determined once the incoming CEO is known, and these supports can be tailored to meet their needs.</p>	
<b>Adjournment</b>	Meeting adjourned at 10:46 am	
<b>Next Meeting</b>	To Be Scheduled	

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