



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Minutes
January 18, 2023 – VIA ZOOM
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 : **Dr. Kelly Roy**, *Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*; **Douglas Szabo**, *Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt*; **Dr. Beth McBride**, *Secretary, Chair-Human Resources Committee Director, Early Learning, Designee-Collier County Public Schools*; **Michele King**, *Chair-Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida*; **Rebecca McKellar**, *Chair-Nominations & Bylaws, Committee, Creative World Schools, Private for-Profit Child Care*; **Tara Sherrod**, *Chair-Events Committee First Baptist Preschool, Representative of Faith-Based Childcare Providers.*

Committee Members, Absent: **Brooke Delmotte**, *Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council.*

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

Guest: **Chris Gomez**, *CEO, Spirit Consulting*

(*) *Materials included in Executive Committee Packet.*
 (**) *Materials posted on SharePoint for Committee Members.*

Agenda Items	Discussion	Action Items
Welcome and Introductions Chair’s Update	The meeting opened at 10:01 am and a quorum was established	
Public Comments		
1. Executive Committee* A. CEO Search: Confirming	Chris Gomez provided an update to the committee on the progress of the	A motion to interview the top four candidates was made by

<p>Candidate Interview Schedule, February 1, 2023 <u>pg.4</u></p> <p>B. Approval of Meeting Minutes of Executive Committee November 2, 2022** <u>pgs. 5-7</u></p> <p>C. Approval of Search Committee Minutes, December 6, 2022, December 15, 2022, and January 4, 2023 <u>pgs.6-15</u></p> <p>D. School Readiness Plan: Review and Approval, Policies; Review and Approve SR Plan (to be presented 2/1/23)</p>	<p>CEO Search. He presented the six (6) top candidates for the Committee to consider as potential finalists. After some discussion, the four (4) top candidates were identified and are to be invited to interview, face-to-face, at the February 1, 2023 board meeting.</p> <p>There was discussion about some of the logistics, including the review of the Leadership Assessments and the salary expectations of the candidates.</p> <p>Meeting minutes of the 11/2/2022 Executive Committee were presented for approval.</p> <p>Minutes of the 12/6/22, 12/15/22, and 1/4/23 CEO Search Committee meetings were presented for approval.</p> <p>Susan Block alerted that Committee that the final documents, needed to submit the ELC's SR Plan, will be presented for approval at the 2/1/23 Board Meeting.</p>	<p>Doug Szabo. Second by Brooke Delmotte. Motion approved.</p> <p>Susan Block will schedule a meeting of the Executive (CEO Search) Committee on 1/30/23, 1:15 pm, via Zoom, for a presentation by Spirit Consulting on the Leadership Assessments of the finalists.</p> <p>Motion to approve meeting minutes of the 11/2/2022 Executive Committee was made by Doug Szabo. Second by Brooke Delmotte. Motion approved.</p> <p>Motion to approve meeting minutes of the 12/6/22, 12/15/22, and 1/4/23 CEO Search Committee meetings by Rebecca McKellar. Second by Beth McBride. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of</p>	<p>The meeting minutes from the 11/16/22 board meeting were</p>	<p>Motion to approve meeting minutes of the 11/16/22 board</p>

<p>November 16, 2022** <u>Pgs. 16 - 22</u></p>	<p>presented for approval.</p>	<p>meeting was made by Brooke Delmotte. Second by Rebecca McKellar. Motion approved.</p>
<p>3. Finance Committee</p> <p>A. Review: SR Utilization Management Forecast <u>pg. 29</u></p> <p>B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures <u>pgs.30-44</u></p> <p>C. Approval: FY 2023 Budget Amendment (new NOA – to be presented 2/1/23 if an updated NOA is received)</p> <p>D. Approval: FY 23 contracts 1. Media contract (Outreach) <u>pg. 45</u></p> <p>E. Deobligation of School Readiness Funds FY 23 <u>pgs. 46-47</u></p> <p>F. DEL Expenditure Validation <u>pgs. 48-49</u></p> <p>4.</p>	<p>Brooke Delmotte presented the SR Utilization forecast.</p> <p>Brooke Delmotte noted that the administrative costs for both SR and VPK were high for this time of year. This issue is being followed to ensure that staff are recording time to appropriate cost centers that influence administrative costs.</p> <p>The NOA is not yet available for the board to approve an updated budget.</p> <p>An RFP process resulted in the choice of Priority Marketing as the vendor to support outreach work as part of a grant.</p> <p>Brooke Delmotte reported that the ELC of SWFL deobligated \$3,784,646, from FY 2023 SR funds to the statewide system. A conservative amount was released, and this action contributes to the statewide system. This helps other ELCs that do not have sufficient funds to maintain their enrollment.</p>	<p>A motion from the Finance Committee was made to approve the Utilization Reports and Statements of Revenues and Expenditures. Motion approved.</p> <p>A motion from the Finance Committee to approve the media contract and forward to the board for approval on 2/1/23 was made. Motion approved.</p>

	Brooke Delmotte presented the DEL Expenditure Validation report for review by the Committee. There were no findings in this report.	
5. HR Committee Update	<p>Beth McBride announced that the market refresh, to update compensation data, is underway. Information from the report is to inform the upcoming budgeting process for 2023-24.</p> <p>The ELC continues to experience challenges to fill vacancies. Currently, only 48 of 64 full-time positions are filled at the ELC.</p>	
6. Nominations & Bylaws Committee A. Board Development Recruiting B. Gubernatorial Appointees for the ELC	<p>Rebecca McKellar announced upcoming Board Development topics. 2/1/23 – CEO Candidate interviews; 3/15/23 Introduce incoming CEO (tentative); 5/3/23 – Lois Kendricks, presentation on family child care; 6/21/23 – report on building child care capacity/Lee BOCC grant progress.</p> <p>The ELC continues to seek applicants for consideration to be gubernatorial appointee members of the ELC Board.</p>	
7. Events Committee A. Business Breakfast	Tara Sherrod announced that the Committee agreed to hold off on the	

<p>B. Hello/Goodbye Event C. Staff Appreciation Luncheon</p>	<p>rescheduling of the Business Breakfast until the new CEO is appointed.</p> <p>The Committee is considering an event to introduce the incoming CEO and say goodbye to Susan Block.</p> <p>The Staff Appreciation Luncheon is confirmed for 2/24/23.</p>	<p>A calendar invitation to board members with a request for donations will be sent for 2/24/23.</p>
<p>8. Program Committee 9. Update</p>	<p>No update was available.</p>	
<p>10. Review Agenda for the Board Meeting, February 1, 2023 <u>pgs.51-54</u></p>	<p>The agenda for the 21/23 board meeting was presented</p>	<p>Motion to approve the 2/1/23 board meeting agenda was made by Doug Szabo. Second by Beth McBride. Motion approved.</p>
<p>11. Adjournment</p>		
<p>12. Next Meeting</p>		<p>CEO Search 1/30/23; Executive Committee 3/1/23</p>

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