



## EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MEETING MINUTES

June 22, 2022

9:00 am

**Board Members:** **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 (via Zoom); **Alex Breault**, VP Teen Initiatives, Boys and Girls Club of Collier County (via Zoom); **Nate Halligan**, Vice President Commercial Lending, Charlotte Bank & Trust (via Zoom); **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; **Barbara Short**, Quality Assurance Program Manager, CareerSource Southwest Florida; **Dr. Kelly Roy**, Chair-Nominations & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College (via Zoom); **Tara Sherrod**, Director, First Baptist Preschool, Representative of Faith-Based Childcare Providers (via Zoom).

**Board Members, Absent:** **Marshall Bower**, Interim Board Chair; **Chair-Events Committee**, President/CEO, The Foundation for Lee County Public Schools; **Jason Himschoot**, Chair-Human Resources Committee, Attorney, Maughan, Himschoot and Adams Law Group; **Dr. Beth McBride**, Director, Early Learning, Designee-Collier County Public Schools; **Chantal 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; **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.

**ELC Staff:** **Susan Block**, Chief Executive Officer; **Gilda Duran**, Chief Program Officer; **Lugeenya Blackstock**, Chief Financial Officer.

(\*) Materials included in Board Packet.

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	The meeting was called to order at 9:07 am by Doug Szabo. A quorum was established.	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>• No members of the public were present.</li> </ul>	

<p><b>1. Executive Committee Report*</b> A. Status Update: Single Audit FY 2021</p>	<ul style="list-style-type: none"> <li>Susan Block discussed status of current FY21 single audit. She reported that the extended review is focused on reporting errors in EFS Mod, the statewide data base. The ELC has an extension until September 2022, for audit filling purposes.</li> </ul>	
<p><b>2. Approval of Board Meeting Minutes</b> A. May 4, 2022</p>	<ul style="list-style-type: none"> <li>The May 4, 2022, Board Meeting minutes were approved.</li> </ul>	<ul style="list-style-type: none"> <li>Motion to approve the minutes of May 4, 2022, Board Meeting by Michelle King. Second by Brooke Delmotte. Motion approved.</li> </ul>
<b>Committee Reports</b>		
<p><b>3. Financial Committee*</b> A. Review: SR Utilization Management Forecast Review and Approval of Utilization Reports and Statements of Revenues and Expenditures B. Approval: FY 2022 Budget Amendment 5/3/2022 C. Contract Approval 1. Krizner Group 2. Collier DOH – Nursing 3. RCMA – Shared Staff E. Approval, Anti-Fraud Plan FY 2023 F. Review: ELC 2021 Fiscal Monitoring: Final Report</p>	<ul style="list-style-type: none"> <li>Brooke Delmotte provided an overview of SR forecasting and the new report showing demographics for those served. She reviewed SR and VPK expenditures pointing out the ELC is under required minimum percentages for administration according to the grant agreement.</li> <li>Brooke Delmotte reviewed the updated FY22 Budget from the new notice of award which included increases for both SR and VPK.</li> <li>Brooke Delmotte reviewed FY23 contracts and provided an overview for each contract presented. Discussion regarding Krizner and Susan provided summary and new scope of work for FY23.</li> </ul>	<ul style="list-style-type: none"> <li>Motion to approve Utilization Reports and Statements of Revenue and Expenditures by Nate Halligan; Second by Rebecca McKellar. Motion approved.</li> <li>Motion from standing committee to approve the budget amendment. Motion approved.</li> <li>Motion to approve the Krizner Contract for FY23 by Nate Halligan. Second by Michelle King. Motion Approved</li> <li>Motion to approve the Collier DOH contract for FY23 by Nate Halligan. Second by Brooke Delmotte. Motion approved</li> </ul>

	<ul style="list-style-type: none"> <li>• Brooke Delmotte reviewed Anti-Fraud plan for FY23. Susan reiterates that no major changes had been made to the plan. It was mainly title changes from OEL to DEL and internal employee titles.</li> <li>• Brooke Delmotte provided summary of findings for the DEL Fiscal Monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve the RCMA shared staff contract for FY23 by Nate Halligan. Second by Michelle King. Motion Approved.</li> <li>• Motion to Approve FY23 Anti-fraud plan by Kelly Roy. Second by Rebecca McKellar. Motion approved.</li> <li>• Motion to approve DEL Fiscal Monitoring by Barbara Short. Second by Michelle King. Motion approved</li> </ul>
<p><b>4. Nominations &amp; Bylaws Committee</b> A. Approval: Strategic Planning, 2022-2024</p>	<ul style="list-style-type: none"> <li>• Dr. K. Roy reviewed the Strategic Plan for each board area of focus. Discussion of specific measures of the Board. Susan Block reported on goals developed by staff. A reporting dashboard will be put together to follow the progress of strategic plan implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to Approve the 2022-2024 Strategic Plan by Brooke Delmotte. Second by Rebecca McKellar. Motion approved.</li> </ul>
<p><b>5. Events Committee</b> A. Discussion: Business Breakfast August 5, 2022</p>	<ul style="list-style-type: none"> <li>• Susan Block and Marshall Bower will meet with Armando Llechu, of Lee Health, who is the keynote speaker. Longtime board member Joe Paterno will receive the Early Learning Champion Award. Dr. Mike Martin, FGCU president, is co-hosting with Marshall Bower.</li> <li>• Susan Block reported that invitations went out last week and asked board</li> </ul>	

	members to share with others in the community as this is our intended audience for the Business Breakfast.	
<p><b>6. HR Committee*</b></p> <p>A. ERG Policy Changes</p> <ol style="list-style-type: none"> <li>1. #313 Telework</li> <li>2. 408 Internal Promotion Policy</li> <li>3. #501 Work Schedule</li> <li>4. #608 Workers' Compensation Insurance (#608.1 Responsibilities While on Workers' Compensation Leave</li> <li>5. #905 Other Employment</li> <li>6. #920 Workplace Surveillance</li> <li>7. #921 No Unauthorized Recording in the Workplace</li> <li>8. #1102 Merit Based Performance</li> <li>9. #1202 Violence in the Workplace Policy</li> </ol> <p>B. Discussion: DEL Required CEO Evaluation, due 8/30/22</p>	<ul style="list-style-type: none"> <li>• Susan Block provided overview of policy changes that are outlined in the ELC ERG.</li> <li>• The telework policy suggestion is to have direct language, potentially vetted by an attorney.</li> <li>• Susan Block reiterated that the procedures are being drafted to accompany the policy change for telework.</li> <li>• Susan Block that there are two words transposed in Section #1102 Merit Base Performance to be corrected.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion from the standing committee to approve proposed changes as outlined in policy numbers 313, 408, 501, 608, 905,920,921, 1102, and 1202. Motion approved.</li> </ul>
<p><b>7. Program Committee</b></p> <p>A. Update</p>	<ul style="list-style-type: none"> <li>• Michelle King reported the committee discussed program funding for SR and VPK programs along with grant funding at the recent committee meeting.</li> </ul>	
<p><b>8. Report of the CEO*</b></p> <p>Executive Director's Report**</p>	<ul style="list-style-type: none"> <li>• Susan Block stated the Lee County ARPA grant planning is moving according to schedule.</li> </ul>	

<b>9. Approval: 2022-2023 Board Meeting Calendar</b>	<ul style="list-style-type: none"> <li>• Doug Szabo asked for input regarding the new meeting calendar. No changes were suggested..</li> </ul>	Motion to approve the Board Meeting Calendar for FY23 as presented by Brooke Delmotte. Second by Kelly Roy. Motion approved.
<b>10. Adjournment</b>	Meeting adjourned at 9:44 am	
<b>Next Board Meeting:</b>	September 28, 9:00 am	

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