



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
**EXECUTIVE (CEO Search) COMMITTEE**  
**Meeting Minutes**  
**February 3, 2023 – VIA ZOOM**  
**3:00 PM**

**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 Goldstein**, *Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*

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

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

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

Agenda Items	Discussion	Action Items
<b>Welcome and Introductions</b> <b>Chair’s Update</b>	The meeting opened at 3:00 pm and a quorum was established	Dr. Kelly Roy opened the meeting.
<b>Public Comments</b>	No members of the public were present.	
<b>1. Executive Committee*</b>	The minutes of the January 30, 2023,	Motion to approve the

<p>A. Approval of Meeting Minutes of Executive (CEO Search) Committee January 30, 2023</p> <p>B. Review of Employment Terms for Incoming CEO</p> <p>C. Approval of CEO Transition and Training Plan</p> <ul style="list-style-type: none"> <li>• CEO Overlap Period</li> <li>• CEO Consulting Support</li> <li>• CEO Advisory Sub - Committee -Year One</li> </ul>	<p>Executive (CEO Search) Committee were presented for approval.</p> <p>Dr. Melanie Stefanowicz has accepted the ELC offer of \$160,000 annually. A relocation package, consistent with allowable expenses, not to exceed \$10,000 was presented for consideration. Her starting date is March 29, 2023. Dr. Stefanowicz is requesting consideration for a previously scheduled vacation in July 2023. The Committee discussed how to best address this issue and agreed to support use of accrued PLT and unearned time in advance. This will be included in the offer letter.</p> <p>The relocation allocation requires Prior Approval from the Division of Early Learning, based on technical assistance offered by the Division. Susan Block requested assistance to finalize the offer letter. Doug Szabo agreed to help.</p>	<p>January 30, 2023, minutes by Doug Szabo. Second by Tara Sherrod. Motion approved.</p> <p>Motion to approve Offer Letter and Relocation Package, by Doug Szabo. Second by Beth McBride. Motion approved.</p> <p>Chris Gomez will finalize the negotiations with Dr. Stefanowicz.</p> <p>Susan Block will request prior approval from the Division of Early Learning for the relocation package prior to the completion of the offer letter and will share this information with Doug Szabo when available.</p>
<p><b>2. Next Meeting</b></p>	<p>Meeting adjourned at 4:05 pm</p>	<p>Regular Executive Committee 3/1/23</p>