



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE MINUTES

Wednesday, June 8, 2016

10:00- 11:15 a.m.

Purpose: The Executive Committee is composed of 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 Present: **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Dr. Denis Wright**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*;

Committee Members Attended via Telephone:

Committee Members Absent: **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Dr. Joe Pepe**, *Health Dept. Administrator, Glades & Hendry Counties*

Staff Present: **Susan Block, CEO**; **Nga Cotter, CFO/Associate Director of Business Services**; **Gayla Thompson, COO-Program Services**; **Ginger McHale, Executive Admin. Asst. to CEO**

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

(**) *Materials posted on Sharepoint for Committee Members.*

| Agenda Items | Discussion | Action/Assignments |
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| Welcome and Introductions | <ul style="list-style-type: none"> Meeting called to order at 10:00 a.m. by Mr. Poppe. A quorum was established. | |
| 1. Executive Committee* A. Approval of Meeting Minutes of May 11, 2016** | <ul style="list-style-type: none"> The 5/11/16 minutes were approved. | Motion to accept the minutes made by Mr. Seif and seconded by Dr. Wright. Motion approved. |

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| <p>2. Vote to Move the Board Meeting Minutes of May 25, 2016**</p> | <ul style="list-style-type: none"> The 5/25/16 minutes were approved to move to the Board Meeting. | <p>Motion made by Dr. Wright and seconded by Mr. Seif. Motion approved.</p> |
| <p>3. Finance Committee A. Review of Financial Reports**</p> | <ul style="list-style-type: none"> Ms. Cotter discussed the Financial Reports ending April, 2016. Ms. Cotter addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children being served. The Office of Early Learning (OEL) has extended the SR contract until July 31, 2016. This allows for the pooling of funds for de-obligation and re-obligation of SR funds. The Coalition has received an additional \$690,000 for the VPK grant based on the number of VPK children being served. | |
| <p>B. SR Utilization Forecast**</p> | <ul style="list-style-type: none"> Ms. Block stated the Wait List increased to over 1,000 children in May. The number is expected to increase during the summer months. There was a discussion about age limits and local funding due to the new SR Enrollment Priorities Florida Statute effective October 1, 2016. Ms. Block presented information about school age enrollment and our interpretation of eligibility. The Committee members suggested that more data was required to fully understand the impact on enrollment and that a special session of the Executive committee may be necessary ahead of the June 22nd Board Meeting. | |
| <p>C. 2016-17 Related Party Contract (RCMA SR & VPK)**</p> | <ul style="list-style-type: none"> This contract was voted on at the May Executive Committee but did not have the needed quorum at the May Board Meeting. | <p>The RCMA SR & VPK contract is on the June 22, 2016 Board Meeting agenda.</p> |

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| D. 2016-17 Child Care Health Consultant Nurse Contract** | <ul style="list-style-type: none"> Ms. Cotter presented the FY16-17 Child Care Health Services contract with the State of Florida Department of Health. | Motion made by Mr. Paterno and seconded by Dr. Wright. Motion approved. |
| E. OEL Contract (if available) | <ul style="list-style-type: none"> No discussion. The OEL Contract was not available. | |
| F. 2016-17 RCMA VPK Contract** | <ul style="list-style-type: none"> Ms. Cotter presented the FY16-17 RCMA VPK contract. | Motion made by Mr. Paterno and seconded by Dr. Wright. Motion approved. |
| 4. Human Resources Committee* A. Paid Leave Review** | <ul style="list-style-type: none"> Per the request of the Board from the May25th meeting, Ms. Block presented the total paid leave time package for review. PLT includes vacation, sick, and personal days. A leave time analysis indicates the Coalition is slightly below average in comparison with other Coalitions. | |
| 5. Nominations & By-Laws Committee* A. Sept. 9th Joint Board Meeting with ELC of Sarasota | <ul style="list-style-type: none"> Dr. Wright confirmed the Sept. 9th Joint Board Meeting at the Florida Southwestern State College Punta Gorda campus. Invitations will be extended to the ELC of Heartland and community partners. | Ms. McHale will send this meeting appointment to Board Members. |
| 6. Review Agenda for the Board Meeting, June 22, 2016** | <ul style="list-style-type: none"> Mr. Poppe presented the June 22, 2016 Board Meeting Agenda. | Motion made by Dr. Wright and seconded by Mr. Paterno. Motion approved |
| Adjournment | <ul style="list-style-type: none"> The meeting adjourned by acclamation at 11:24 am. | |
| Next Meeting | <ul style="list-style-type: none"> September 14, 2016 | |