



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Minutes
March 1, 2023
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*; Brooke Delmotte Goldstein, **Treasurer**, *Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*
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.*

Committee Members, Absent:

Dr. Beth McBride, **Secretary, Chair-Human Resources Committee** *Director, Early Learning, Designee-Collier County Public Schools*; Tara Sherrod, **Chair-Events Committee** *First Baptist Preschool, Representative of Faith-Based Childcare Providers.*

ELC Staff: Susan Block, *Chief Executive Officer*; Leona Adkins, *Chief Quality Office*; Gilda Duran, *Chief Programs Officer*;

(*) *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 10:03 am and a quorum was established	Dr. Kelly Roy opened the meeting.
Public Comments		
1. Executive Committee*	Search Committee Minutes from 2/3/23	Motion to approve the minutes

<p>A. Approval of Search Committee Minutes, February 3, 2023</p> <p>B. CEO Transition Plan:</p> <ul style="list-style-type: none"> • Approval: Proposed Consulting Agreement, Transition Support • Approval of Proposed CEO Transition Committee 	<p>were presented.</p> <p>Susan Block reviewed plans for the upcoming CEO transition including the timeline, proposed consulting agreement following the end of her employment, and a recommendation for the board to form an Ad Hoc Transition Committee for the first year of Dr. Stefanowicz’s employment at the ELC. Dr. Kelly Roy and Rebecca McKellar would like to serve on this Ad Hoc Committee. Board members will be asked for interest.</p>	<p>from 2/3/23 by Brooke Goldstein, Second by Doug Szabo. Motion approved.</p> <p>Motion to accept transition timeline, as presented, by Brooke Goldstein. Second by Rebecca McKellar. Motion approved.</p> <p>Motion to accept proposed consulting agreement for transition support by Rebecca McKellar. Second by Doug Szabo. Motion approved.</p> <p>Motion to appoint an Ad Hoc Transition Committee by Doug Szabo. Second by Brooke Goldstein. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of February 1, 2023**</p>	<p>Minutes from the 2/1/23 board meeting were presented</p>	<p>Motion to approve the board meeting minutes from 2/1/23 by Rebecca McKellar. Second by Brooke Goldstein. Motion approved.</p>
<p>3. Finance Committee</p> <p>A. Discuss: SR Utilization Management Forecast</p> <p>B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures</p>	<p>Brooke Goldstein, Treasurer, presented the SR Utilization Management Forecast.</p> <p>Brooke Goldstein reviewed the Utilization Reports and Statements of Revenues and Expenditures.</p>	<p>Motion from a standing (Finance) Committee to approve the Utilization Reports and Statements of Revenues and Expenditures. Motion approved.</p>

<p>C. Approval: FY23 Budget Modification</p> <p>D. Approval: FY 2023 Budget Amendment</p> <p>E. Status Update: FY DEL Fiscal Monitoring</p> <p>F. Approval: Sliding Fee Scale FY 2024</p>	<p>Brooke Goldstein reviewed the staff recommendations for modifications of the FY 2023 Budget based on items that exceed the budgeted amount by over \$10,000.</p> <p>Brooke Goldstein presented the amended FY23 Budget, reflecting the deobligation of \$3.7M School Readiness funds back to the Division of Early Learning.</p> <p>Brooke Goldstein presented the Sliding Fee Scale FY 2024 with the staff recommendation of no changes from FY 2023.</p>	<p>Motion from a standing (Finance) Committee to approve FY23 Budget Modifications. Motion approved.</p> <p>Motion from a standing (Finance) Committee to approve FY23 Budget Amendment. Motion approved.</p> <p>Motion from a standing (Finance) Committee to approve Sliding Fee Scale FY 2024. Motion approved.</p>
<p>4. HR Committee</p> <p>A. Status Update Human Resources Compensation (HRCC) Market Survey</p> <p>B. Notification of ELC Staff One-Time Incentive pg.</p> <p>C. Approval: Employee Reference Guide, Section 706, pgs.</p> <p>D. Approval of Updated Process and Approval of CEO Evaluation</p>	<p>The HR Committee did not meet as scheduled. Susan Block reported that HRCC is completing the updated Market Survey. The preliminary report from HRCC indicated a 6% increase in salaries when reviewing the same data sources from the 2021 compensation study. Susan Block, and Dr. Melanie Stefanowicz will meet with HRCC to review their findings. HRCC will present their findings (and the resulting staff recommendation) at the April 19, 2023, Executive Committee meeting.</p> <p>Susan Block notified the Executive Committee about the payout of a one-time incentive to staff who have sustained the workload despite severe staffing shortages.</p>	<p>Motion to accept the updated ERG Policy, Section 706, as presented, by Brooke Goldstein. Second by Rebecca McKellar.</p>

	<p>Susan Block reviewed the proposed language changes in ERG, Section 706.</p> <p>The updated process and approval of the CEO Evaluation is tabled for the HR Committee meeting, 4/6/23.</p>	Motion approved.
<p>5. Nominations & Bylaws Committee</p> <p>A. Board Development: Introduction, Dr. Melanie Stefanowicz</p> <p>B. Strategic Plan: Review of Dashboard</p> <p>C. Status of Recruiting Gubernatorial Appointees for the ELC</p>	<p>Rebecca McKellar reported on potential legislation being followed by the ELC during the 2023 Legislative Session due to potential impact on the ELC.</p> <p>The committee reviewed the Strategic Plan Dashboard, refining the report.</p> <p>Susan Block reported that Laura Bright, ELC Board member, has applied for consideration by the Governor to be the ELC Board Chair.</p>	
<p>6. Events Committee</p> <p>A. Hello/Goodbye Event</p> <p>B. Staff Appreciation Luncheon – Debrief, 2/24/23</p>	<p>Michele King reported that the Events Committee is planning an open house on April 20, 2023, 6-8 pm at the ELC to say goodbye to Susan Block and welcome Melanie Stefanowicz. Details will follow.</p> <p>Michele King reported on a successful staff appreciation luncheon where eight board members served and ate with staff. The event was well received by ELC staff.</p> <p>The postponed Business Breakfast will be</p>	

	on the Events Committee agenda when Melanie Stefanowicz joins the ELC to resume plans to repeat this event.	
7. Program Committee Update	Michele King reported on the committee meeting, noting that the conversations aren't as robust as they once were when people would attend in person. Overall, updates on program related matters, including grants, were reported.	
8. Review Agenda for the Board Meeting, March 15, 2023	The committee reviewed the draft board meeting agenda for 3/15/23.	Motion to approve the meeting agenda for 3/15/23 by Rebecca McKellar. Second by Brooke Goldstein. Motion approved.
Adjournment	Meeting adjourned at 10:33 am	
Next Meeting	Wednesday, April 19, 2023	