



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA**  
**BOARD MEETING MINUTES**  
 March 15, 2023  
 9:00 am

**Board Members:** Dr. Kelly Roy, Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College; Doug Szabo, Board Vice-Chair, Attorney, Henderson, Franklin, Starnes and Holt, P.A.; Alex Breault, Director, Talent Initiatives, Naples Chamber of Commerce; Michele King, Chair Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SWFL; Sharon Love, Esq., Long, Murphy & Zung; Rebecca McKellar, Chair, Nominations & Bylaws Committee, Creative World Schools, Private for Profit Child Care; Barbara Short, Quality Assurance Program Manager, CareerSource Southwest Florida; Kimberly Ross, Owner, Ross Dynasty Cares; Tara Sherrod, Chair, Events Committee, Director, First Baptist Preschool, Representative of Faith-Based Childcare Providers;

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

**Guests:** Dr. Melanie Stefanowicz, Incoming CEO, ELC of SWFL

**Board Members, Absent:** Brooke Goldstein, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; Dr. Beth McBride, Board Secretary, Director, Early Learning, Designee-Collier County Public Schools; Aaron Stitt, Florida Department of Children and Families; Chantal Porte, Regional Supervisor for Child Care Licensing, Department of Children and Families;; Laura R. Bright, Chief Advancement Officer, Golisano Children’s Museum; Mary Grace Romo, Director, Early Childhood Learning Services, Lee County Public Schools Shay Smith, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County; Tanya Williams, Interim Public Services Director, Collier County, Designee-Collier Board of County Commissioners.

(\*) Materials included in Board Packet.

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

Agenda Items	Discussion	Action
<b>Welcome and Introductions</b>	Dr. Kelly Roy welcomed the board and introduced Dr. Melanie Stefanowicz, the	

	<p>ELC's incoming CEO. Everyone was asked to introduce themselves.</p> <p>Quorum was established toward the end of the meeting. Minutes record actions taken by the board, However, notes were not necessarily recorded in the exact order of this agenda. All participants attended via MS Teams.</p>	
<b>Public Comments</b>	No one from the public was at the meeting.	
<p><b>1. Executive Committee Report*</b></p> <p>A. Approval of updated Board Meeting Agenda, 3/15/23</p> <p>B. Status: Fiscal Audit, FY 2022</p> <p>C. CEO Transition Plan:</p> <ul style="list-style-type: none"> <li>• Approval: Proposed Consulting Agreement, Transition Support</li> <li>• Approval of Proposed CEO Transition Committee</li> </ul>	<p>A motion to approve the amended agenda for the meeting 3/15/23 was presented for approval.</p> <p>Moss, Krusick' s presentation of the FY 2022 audit is tabled until a Special Executive Committee meeting, 3/22/23. All board members are welcome to attend.</p> <p>Dr. Kelly Roy presented the CEO Transition Plan. Dr. Stefanowicz will overlap with Susan Block beginning March 27 and ending April 25, 2023, for the transition and onboarding. The starting date for Dr. Stefanowicz was changed from March 29 to March 27 to allow her to participate in Children's Week in Tallahassee.</p> <p>Susan Block has offered to work on a consulting basis, as needed, to support Dr. Stefanowicz and the board following her exit. Susan Block recommended that the board assign an ad hoc Transition Committee to provide additional support during Dr. Stefanowicz's first year.</p>	<p>Motion to approve the amended agenda for 3/15/23 board meeting by Michele King. Second by Rebecca McKellar. Motion approved.</p> <p>Susan Block will share the meeting invitation with the full board for those who wish to hear the audit report on 3/22/23.</p> <p>Motion to approve the CEO Transition Plan by Rebecca McKellar. Second by Michele King. Motion approved.</p> <p>Motion from the standing (Executive) committee to approve, CEO Proposed Consulting Agreement, Transition Support (with Susan Block post-employment) and an Ad Hoc Committee to support Dr. Stefanowicz during her first year of employment. Motion approved.</p>

<b>2. Approval of Board Meeting Minutes</b> A. February 1, 2023, <u>pgs.</u>	The minutes from the February 1, 2023, board meeting were presented.	Motion by Rebecca McKellar to approve the minutes of 2/1/23 board meeting. Second by Tara Sherrod. Motion approved.
<b>Committee Reports</b>		
<b>3. Finance Committee*</b> A. Discuss: SR Utilization Management Forecast B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures C. Approval: FY23 Budget Modification D. Approval: FY 2023 Budget Amendment E. Status Update: FY DEL Fiscal Monitoring F. Approval: Sliding Fee Scale FY 2024	Doug Szabo presented the SR Utilization Management Forecast. Overall, everything is as it should be.  Doug Szabo presented. the Utilization Reports and Statements of Revenues and Expenditures.  Doug Szabo presented the staff recommendations for modifications of the FY 2023 Budget based on items that exceed the budgeted amount by over \$10,000.  Doug Szabo presented the amended FY23 Budget, reflecting the deobligation of \$3.7M School Readiness funds back to the Division of Early Learning.  Doug Szabo presented the Sliding Fee Scale FY 2024 with the staff recommendation of no changes from FY 2023.	Motion from the Standing Finance Committee to approve the Utilization Reports and Statements of Revenues and Expenditures. Motion approved.  Motion from the Standing Finance Committee to approve FY23 Budget Modifications. Motion approved.  Motion from the Standing Finance Committee to approve FY23 Budget Amendment. Motion approved.  Motion from the Standing Finance Committee to approve Sliding Fee Scale FY 2024. Motion approved.
<b>4. HR Committee*</b> A. Status Update Human Resources Compensation	The 2/28/23 HR Committee was cancelled.  Susan Block reported that HRCC is completing the updated Market Survey.	Motion to approve the Employee Reference Guide, Section 706, from the Standing Executive

<p>(HRCC) Market Survey</p> <p>B. Approval: Employee Reference Guide, Section 706</p>	<p>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>The changes to ERG, Section 706 were presented for review and approval.</p>	<p>Committee. Motion approved.</p>
<p><b>5. Nominations &amp; Bylaws Committee</b></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>Today's board development featured introductions to incoming CEO, Dr. Melanie Stefanowicz.</p> <p>Rebecca McKellar reviewed the draft dashboard for the 2022-24 Strategic Plan.</p> <p>Rebecca McKellar announced that board member Laura Bright has applied for consideration to be ELC Board Chair through the Governor's Appointments Office.</p>	
<p><b>6. Events Committee</b></p> <p>A. Open House: April 20, 2023, 6:00 – 8:00 pm</p> <p>B. Staff Appreciation Luncheon – Debrief, 2/24/23</p>	<p>Tara Sherrod the Events Committee is working on a "Hello/Goodbye" Open house to say goodbye to outgoing CEO Susan Block and to welcome incoming CEO, Melanie Stefanowicz. An invitation is to be distributed within the next week. Board members were encouraged to donate to</p>	

	<p>the ELC to underwrite the costs of this event.</p> <p>Tara Sherrod reported that the Staff Appreciation Luncheon went very well. Everyone, both staff and board members, enjoyed themselves.</p>	
<p><b>7. Program Committee</b> A. Update</p>	<p>Michele King reported on the last Program Committee meeting which focused on proposed legislation to increase VPK hours, grants administration and CLASS (Classroom Assessment Scoring System)</p>	
<p><b>8. Report of the CEO*</b> A. Executive Director's Report** <u>pgs.</u></p>	<p>Susan Block reported congratulated Wynetta Upshaw on her promotion to Chief Administrative Officer and thanked Melanie Stefanowicz for participating in the interview process.</p>	
<p><b>9. Adjournment</b></p>	<p>Dr. Kelly Roy acknowledged this as Susan Block's last board meeting and thanked her for her work at the ELC. She adjourned the meeting at 9:46 am.</p>	
<p><b>Next Board Meeting:</b></p>	<p>May 3, 2023</p>	