



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
**EXECUTIVE COMMITTEE**  
**Meeting Minutes**  
**April 19, 2023**  
**10:00 a.m.**

**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*; **Brooke 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 SWFL*; **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:** **Douglas Szabo**, *Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt*; and **Brooke Goldstein**, *Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*

**ELC Staff:** **Susan Block**, *Chief Executive Officer*, **Dr. Melanie Stefanowicz**, *Incoming ELC CEO*, **Lugeenya Blackstock**, *Chief Financial Officer*; **Leona Adkins**, *Chief Quality Officer*; **Wynetta Upshaw**, *Chief Administrative Officer*.

**ELC Guests:** **Katie Busch**, *Human Resources Compensation Consultants (HRCC)*

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

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Welcome and Introductions Chair’s Update</b>	The meeting opened at 10:00 am and a quorum was established	Dr. Kelly Roy opened the meeting.

<b>Public Comments</b>	No members of the public were present.	
<p><b>1. Executive Committee*</b></p> <p>A. Presentation of HRCC Market Update and <u>Approval</u> of Recommendations</p> <p>B. <u>Approval</u> of Executive Committee Minutes from March 1, 2023, and March 22, 2023.</p> <p>C. <u>Authority to Approve</u>: FY 2024 DEL Grant Agreement</p> <p>D. <u>Approval</u> to Update 401(k) Administrators</p>	<p>HRCC reviewed local compensation rate data and recommended adjustments to the ELC pay scale.</p> <p>The DEL Grant agreement was reviewed and request for Dr. Roy to have authorization execute the ELC 2023-2024 DEL Grant Agreement was requested.</p> <p>Authorizes changing 401(k) Administrators to Interim Chair and Incoming CEO effective April 26, 2023.</p>	<p>Motion to approve HRCC's recommendation by Dr. Beth McBride. Second by Michele King. Motion approved.</p> <p>Motion to approve minutes from March 1, 2023, and March 22, 2023, by Rebecca McKellar. Second by Tara Sherrod. Motion approved.</p> <p>Motion to approve FY 204 DEL Grant Agreement by Michele King. Second by Rebecca McKellar. Motion approved.</p> <p>Motion to approve updating the ELC 401(k) Administrators by Dr. Beth McBride. Second by Michele King. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of March 15, 2023**</b> <u>Pgs. 16 - 22</u></p>		<p>Motion to approve the March 15, 2023, board meeting minutes from March 15, 2023 by Rebecca McKellar. Second by Dr. Beth McBride. Motion approved.</p>

<p><b>3. Finance Committee</b></p> <p><b>A.</b> Discussion: SR Utilization Management Forecast</p> <p><b>B.</b> Review and <u>Approval</u> of Utilization Reports and Statements of Revenues and Expenditures</p> <p><b>C.</b> <u>Approval</u>: FY 24 DEL Agreement</p> <p><b>D.</b> <u>Approval</u>: Teachstone Contract</p> <p><b>E.</b> <u>Approval</u>: 8x8 phone implementation Agreement</p> <p><b>F.</b> <u>Approval</u>: RCMA Contract FY 24</p>	<p>Susan Block, CEO, presented the SR Utilization Management Forecast.</p> <p>Lugeenya Blackstock, CFO, reviewed the Utilization Reports and Statements of Revenues and Expenditures.</p> <p>Susan Block presented the FY 24 DEL Agreement.</p> <p>Susan Block presented the Teachstone contract.</p> <p>Susan Block presented the 8x8 phone implementation agreement.</p> <p>Susan Block presented the RCMA FY 24 contract.</p>	<p>Motion to approve the approve the Utilization Reports and Statements of Revenues and Expenditures by Michele King. Second by Rebecca McKellar. Motion approved.</p> <p>Motion to approve the FY 24 DEL Agreement by Rebecca McKellar. Second by Dr. Beth McBride. Motion approved.</p> <p>Motion to approve the Teachstone contract by Michele King. Second by Rebecca McKellar. Motion approved.</p> <p>Motion to approve phone implementation 8x8 phone implementation agreement by Tara Sherrod. Second by Dr. Beth McBride. Motion approved.</p> <p>Motion to approve the RCMA FY 24 contract by Rebecca McKellar. Second by Michele King. Motion approved.</p>
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<p><b>G. <u>Approval</u>:</b> Collier County DOH Contract FY 24</p> <p><b>H. <u>Approval</u>:</b> FY 24 Webauthor</p> <p><b>4. Approval:</b> FY 22 990 Review</p>	<p>Susan Block presented the Collier County DOH FY 24 contract.</p> <p>Susan Block presented the FY 24 Webauthor contract.</p> <p>Susan Block presented FY 22 990.</p>	<p>Motion to approve the Collier County DOH FY 24 contract by Rebecca McKellar. Second by Michele King. Motion approved.</p> <p>Motion to approve the Webauthor contract by Michele King. Second by Rebecca McKellar. Motion approved.</p> <p>Motion to approve the FY 22 900 by Rebecca McKellar. Second by Michele King. Motion approved.</p>
<p><b>5. HR Committee</b></p> <p><b>A. <u>Approval</u></b> of Updated CEO Evaluation Process</p> <p><b>B. Discussion:</b> Updated Staff Engagement Process</p> <p><b>6.</b></p>	<p>Dr. Beth McBride presented the CEO evaluation approval process required by the DEL.</p> <p>Susan Block presented the update to the Staff Engagement Process.</p>	<p>Recommendation by the standing committee to approve CEO evaluation process required by the DEL. Motion approved.</p> <p>Informational; no action required.</p>
<p><b>7. Nominations &amp; Bylaws Committee</b></p> <p><b>A. Scheduled Board Development:</b> 5/3/23, "Family Child Care", by Lois Kendrick</p> <p><b>8. <u>Discussion</u></b> of Board Member Application</p>	<p>Scheduled Board Development "Family Child Care" by Lois Kendrick is confirmed.</p> <p>Rebecca McKellar provided presented recent board member</p>	<p>Informational; no action required.</p> <p>Informational; no action required.</p>

	applications.	
<b>9. Events Committee</b> <b>A. <u>Update:</u></b> Hello/Goodbye Event <b>B. <u>Update:</u></b> Plans for Business Breakfast <b>C. <u>Update:</u></b> Provider Appreciation Plans <b>10.</b>	Tara Sherrod presented updates regarding the Hello/Goodbye event, the business breakfast, and provider appreciation plans. The committee is planning the business breakfast for October.	Informational; no action required.
<b>11. Program Committee</b> <b>12. Update</b>	Michele King provided an update on the committee meeting, which included updates on program-related matters and grant initiatives were provided.	Informational; no action required.
<b>13. Review Agenda for the Board Meeting, May 3, 2023 <u>pgs.</u></b>	The committee reviewed the draft board meeting agenda for May 3, 2023.	Motion to approve the board meeting agenda for May 3, 2023, by Rebecca McKellar. Second by Michele King. Motion approved.
<b>14. Adjournment</b>	Meeting adjourned at 10:52 a.m.	
<b>15. Next Meeting</b>	Wednesday, June 7, 2023, 10:00 a.m.	