



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE MINUTES
 Wednesday, June 8, 2022
 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: **Marshall Bower, Interim Board Chair, Chair-Events Committee;** *President/CEO, The Foundation for Lee County Public Schools;* **Douglas Szabo, Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt;** **Brooke Delmotte, 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; **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee,** Professor/Coordinator of Early Childhood Education, Florida Southwestern State College

Committee Members, Absent: **Jason Himschoot, Chair-Human Resources Committee,** Attorney, Maughan, Himschoot and Adams Law Group.

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

(*) Materials included in Executive Committee Packet.

Agenda Items	Discussion	Action/Assignments
Welcome & Introductions	<ul style="list-style-type: none"> • The meeting was called to order at 10:01 Quorum was established, by Marshall Bower. 	
Public Comments	<ul style="list-style-type: none"> • No members of the public were present. 	

<p>Approval of Meeting Minutes of Executive Committee April 20,2022</p>	<ul style="list-style-type: none"> The April 20, 2022, Executive Committee minutes were presented. 	<p>Motion to approve by Doug Szabo. Second by Kelly Roy. Motion approved.</p>
<p>Vote to Move the Board Meeting: Minutes of May 4,2022</p>	<ul style="list-style-type: none"> May 4, 2022, minutes presented for review. 	<ul style="list-style-type: none"> Motion to approve the minutes for review at the June 22, 2022, board meeting by Brooke Delmotte. Second by Michele King. Motion approved.
<p>3.Finance Committee</p> <p>A. Review SR Utilization/Forecast</p> <p>B. Review and Approve Utilization Reports and Statements of Revenues and Expenditures</p> <p>C. Approval: FY22 Budget amendment 5/3/2022</p> <p>D. Contract Approval</p> <ol style="list-style-type: none"> 1. Krizner Group 2. Collier DOH-Nursing 3. RCMA-Shared 4. Staff Approval, Anti-Fraud FY23 <p>E. Review ELC2021 Fiscal Monitoring: Final Report</p>	<ul style="list-style-type: none"> Brooke Delmotte reviewed the report. School Readiness enrollment remains around 5100 children. Those on the wait list are due to a lack of available spaces however, there is enough funding to serve all requests where space is available. VPK enrollment is decreasing as school year programs conclude. A new report, displaying the demographic breakdown of SR children served was presented to the committee for their information. Utilization and Statements of Revenue and Expenditures report reviewed by Brooke Delmotte. Administrative costs are within the required maximum percentages with SR at 3.64% and VPK at 2.14%. FY22 Budget Amendment based on Notice of Award, May 3, 2022, which included additional funding for SR and VPK, presented. The Krizner Group contract covers legal consulting for HR matters, annual 	<ul style="list-style-type: none"> Recommendation by a standing committee to approve the Utilization Report. Motion approved. Recommendation by a standing committee to approve the FY 22 Budget Amendment. Motion approved. Motion to approve the Krizner Group Contract by Brooke Delmotte. Second by Beth McBride. Motion approved.

	<p>supervisory training and next year, includes an affirmative action plan.</p> <ul style="list-style-type: none"> • Collier DOH-Nursing contract covers health and safety consulting by Danna Breeden for childcare providers at \$60.900 annually. • RCMA shares a staff member in the RCMA Immokalee Office to serve ELC SR families at \$20k annually. • Anti-Fraud Plan presented for approval. This is an annual requirement that includes minor changes reflecting changes at both DEL and the ELC of SWFL. • The DEL Fiscal Monitoring for FY 2021 Fiscal Monitoring Report included one finding related to a printer contract from 2009 that hadn't been properly updated. • Susan Block noted that the Single Audit report from Moss Krusick remains incomplete as items related to how match funding was recorded are being examined. 	<ul style="list-style-type: none"> • Motion to approve Collier DOH-Nursing contract by Brooke Delmotte. Second by Kelly Roy. Motion approved. • Motion to approve RCMA – Shared Staff contract by Brooke Delmotte. Second by Kelly Roy. Motion approved. • Motion to approve Anti-Fraud Plan by: Brooke Delmotte. Second by Michelle King. Motion approved. • Motion to approve DEL Fiscal monitoring report by Brooke Delmotte. Second by Michelle King. Motion approved.
<p>HR Committee: ERG Policy changes</p> <ul style="list-style-type: none"> • #313 Telework • 408 Internal Promotion policy • #501 Work Schedule • #608 Workers Compensation insurance (#608.1) Responsibilities while on workers' compensation leave 	<ul style="list-style-type: none"> • Policy recommendations originated from the HR Audit by Krizner and Associates except for #313 which updated the Telework Policy. • Susan Block announced the release of Incentive pay for staff. The ELC has continued to meet all grant requirements despite a high staff vacancy rate 	<ul style="list-style-type: none"> • Motion by recommendation of a standing committee to approve the proposed ERG Policy changes, as presented. Motion approved.

<ul style="list-style-type: none"> • #905 Other employment • #920 Workplace surveillance • #921 No authorized Recording in the workplace. • #1102 Merit Based Performance • #1202 Violence in the Workplace Policy <p>A. Informational: Staff Incentive B. Discussion: DEL Required CEO Evaluation, due 08/30/2022</p>	<p>throughout the year and an increased workload. Marshall Bower approved the incentive payment for the CEO.</p> <ul style="list-style-type: none"> • DEL requires the completion of a CEO Evaluation by the board. This is in addition to the annual review conducted by the board with input from all board members. Agreed with the group to allow for Marshall to complete no need for the Board to be involved. 	<ul style="list-style-type: none"> • CEO (Susan Block) Evaluation, newly required by DEL by 08/30/2022, to be completed by Marshall Bower.
<p>Nominations & Bylaws Committee: Approval: Strategic Plan</p>	<ul style="list-style-type: none"> • Kelly Roy presented the strategic goals, per the committee’s recommendation • Susan Block reported departmental strategic plan goals, created by staff, will be completed by next meeting, and presented for approval by the full board. 	<ul style="list-style-type: none"> • Motion by recommendation of a standing committee. Motion approved.
<p>Events Committee</p> <p>Update: Business Breakfast, August 5, 2022</p>	<ul style="list-style-type: none"> • Marshall Bower reported that plans are underway for the 8/5/22 Business Breakfast at the Broadway Palms. He and Susan Bock are scheduled to meet with Armando Llechu, Golisano Children’s Hospital, to prepare him to speak about the impact of early learning on the economy. A virtual option for the program will also offered. • Joe Paterno is this year’s Early Learning Champion. 	

Review Agenda for Board Meeting, 6/22/22	<ul style="list-style-type: none"> Proposed board meeting agenda presented to the committee. 	Motion to approve June 22, 2022, board meeting agenda by Brooke Delmotte. Second by Kelly Roy. Motion approved.
Approval of Executive Committee Meeting Calendar FY2023	<ul style="list-style-type: none"> Proposed meeting calendar for FY2023 presented. 	Motion to approve FY 2023 meeting calendar by Brooke Delmotte. Second by Beth McBride. Motion approved.
Adjournment	<ul style="list-style-type: none"> The meeting was ended at 10:29 am by Marshall Bower. 	
Next Meeting	<ul style="list-style-type: none"> September 28, 2022, 10:00 am. 	