



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
BOARD MEETING AGENDA**

September 27, 2023

9:00 am

Microsoft Teams meeting
[Click here to join the meeting](#)

Meeting ID: 276 097 322 92

Passcode: kg4gC6

At the request of the Nominations and Bylaws Committee, this meeting is being held in person at the ELC's Fort Myers offices.

Board Members:

Dr. Kelly Kantz Roy, Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern

Doug Szabo, J.D., Board Vice-Chair, Attorney, Henderson, Franklin, Starnes and Holt, P.A.

Dr. Beth McBride, Board Secretary, Director, Early Learning, Designee-Collier County Public Schools

Brooke Goldstein, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council

Alex Breault, Partnership Manager, FutureMakers Coalition

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

Chantal Porte, Regional Supervisor for Child Care Licensing, Department of Children and Families

Mary Grace Romo, Director, Early Childhood Learning Services, Lee County Public Schools

Kimberly Ross, Owner, Ross Dynasty Cares

Tara Sherrod, Chair, Events Committee, Director, First Baptist Preschool, Representative of Faith-Based Childcare Providers

Shay Smith, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County

Aaron Stitt, Florida Department of Children and Families

Tanya Williams, Interim Public Services Director, Collier County, Designee-Collier Board of County Commissioners

Laura R. Bright, Chief Advancement Officer, Golisano Children's Museum.

ELC Staff:

Dr. Melanie Stefanowicz, *Chief Executive Officer*

Leona Adkins, *Chief Quality Officer*

Gilda Duran, *Chief Program Office*

Lugeenya Blackstock, *Chief Financial Officer*

Wynetta Upshaw, *Chief Administrative Officer*

Monica Gaddy, *Administrative Coordinator*

Agenda Items	Page #	Facilitator	Discussion and Actions
Welcome and Introductions		Dr. Kelly Kantz Roy	
Public Comments		Doug Szabo	
1. Executive Committee Report* A. Approval of Board Meeting Minutes: June 21, 2023 B. <u>Board Development Presentation</u> Partnership Spotlight: FutureMakers Coalition Tessa LeSage, FutureMakers Coalition Director	6-10	Doug Szabo Rebecca McKellar	
Committee Reports			
2. Finance Committee A. Discussion: SR Utilization Management Forecast B. Review and Approval: Utilization Reports and Statements of Revenues and Expenditures C. Approval: Updated FY24 Budget D. Request Approval of FY24 Contracts and Requests for Proposals (RFP) <ul style="list-style-type: none"> • Fred Pryor Learning • Element Technologies • Priority Marketing • RFP – Audit • RFP – Fraud Risk Analysis 	11-12 13-26 27-33 34-35	Brooke Goldstein	

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<ul style="list-style-type: none"> • RFP – Marketing and Community Outreach <p>E. Request Approval of Request Approval of ARPA Discretionary Grant in the amount of \$12,252,180</p> <p>F. Approval: Fiscal Policies</p> <ul style="list-style-type: none"> a. I-PO-B10 Suspected Misconduct Policy b. I-PO-B11 Lobbying Policy c. I-PO-B2 Conflict of Interest d. I-PO-D Procurement Policy e. I-PO-E4 Credit Card Policy f. I-PO-G Records and Maintenance Policy g. I-PO-H Travel and Business Expense Policy h. I-PO-I10 Purchasing Policy i. I-PO-I11 Accounts Payable Management Policy j. I-PO-I12 Disbursement Policy k. I-PO-I13 Payroll and Related Policy l. I-PO-I14 Cash Management Policy m. I-PO-I15 Government Returns Policy n. I-PO-I16 Capitalized Assets and Inventory Requirement Policy o. I-PO-I20 Billing/Invoice Policy p. I-PO-I6 Revenue Recognition Policy q. I-PO-M Match Policy r. I-PO-S Federal Awards Costs Policy s. I-PR-F Tangible Personal Property Maintenance t. ISSP-06.00.21 Electronic Signature Policy 	<p>36</p> <p>37-38 39-43</p> <p>44-45 46-49 50-58 59-63 64-65</p> <p>66-68</p> <p>69-70 71-77</p> <p>78-83 84-86 87-92 93-94 95-100</p> <p>101-102 103 104-106 107-110 111-119</p> <p>120-121</p>		

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<p>3. HR Committee*</p> <p>A. <u>Approval:</u></p> <ul style="list-style-type: none"> • CEO Evaluation • CEO Merit Raise • CEO Job Description <p>B. <u>Approve:</u> Employee Reference Guide: Review of Proposed Policy Updates:</p> <ul style="list-style-type: none"> • 103 Purpose of Employee Reference Guide • 209 Workplace Harassment and Discrimination • 310 Anniversary Date • 311 Introductory Period • 313 Emergency Contact Information (New) • 314 Telework (renumbered/Old 313) • Employee Benefits, pg. 23 (Section Updated) • 408 Internal Promotion Policy • 903 Nepotism & Anti Fraternization • 1002 Personal Use • 1003 Information Security/Passwords • 1006 Electronic Records Retention Practices • 1007 Internet • 1008 Email Policy • 1010 Use of “external” software products • 1106 Employee Grievance Procedure • 1202 Violence in the Workplace • 1313 Animals in the Workplace (New) • 1314 EAP (Renumbered/Old 1313) • 1315 Emergency/Disaster Events 	122-214	Dr. Beth McBride	

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4. Nominations & Bylaws Committee A. Discussion: Status of Gubernatorial Appointments		Rebecca McKellar	
5. Events Committee A. Discussion: 2024 Business Breakfast B. Discussion: 2023-2024 events and fundraising initiatives		Tara Sherrod	
6. Program Committee A. Updates		Michele King	
7. Report of the CEO* A. Executive Director's Report	215-217	Melanie Stefanowicz	
8. Next Board Meeting: November 15, 2023, at 9:00 a.m.		Dr. Kelly Kantz Roy	
9. Adjournment		Dr. Kelly Kantz Roy	

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