



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MEETING MINUTES

May 3, 2023
9:00 am

Board Members Present:

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

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

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

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

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

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

Board Members Absent:

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

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

Kimberly Ross, *Owner, Ross Dynasty Cares*

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

ELC Staff: **Dr. Melanie Stefanowicz**, *Chief Executive Officer*; **Leona Adkins**, *Chief Quality Officer*; **Gilda Duran**, *Chief Program Officer*; **Lugeenya Blackstock**, *Chief Financial Officer*. **Wynetta Upshaw**, *Chief Administrative Officer*

(*) *Materials included in Board Packet.*

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

Agenda Items	Discussion	Action
Welcome and Introductions	The meeting commenced at 9:00 a.m.	Dr. Kelly Roy opened the meeting.
Public Comments	No members of the public were present.	
<p>1. Executive Committee Report*</p> <ul style="list-style-type: none"> • Updates to Agenda <p>A. <u>Presentation: Family Child Care</u> by Lois Kendrick, <u>pgs.</u> 4-12</p> <p>B. Presentation of HRCC Market Update and <u>Approval</u> of Recommendations, <u>pgs.</u> 13-22</p> <p>C. <u>Authority to Approve: FY 2024 DEL Grant Agreement</u>, <u>pgs.</u> 23-107</p> <p>D. <u>Approval</u> to Update 401(k) Administrators (Affirmation), <u>pgs.</u> 108-109</p>	<p>Finance Committee, 3.C.: Approve FY 23 Budget Modification.</p> <p>Ms. Kendrick shared a presentation discussing the benefits of Family Child Care.</p> <p>The compensation plan prepared by HRCC was reviewed by Melanie Stefanowicz and the Executive Committee’s motion to approve was reconsidered to revise the compensation plan implementation date from July 1, 2023 to April 26, 2023.</p> <p>Authorizes Dr. Roy to execute the ELC 2023-2024 DEL Grant Agreement</p> <p>Authorizes changing 401(k) Administrators to Interim Chair and Incoming CEO effective April 26, 2023.</p>	<p>Dr. Beth McBride moved to amend the agenda. Second by Laura Richardson. Motion carried.</p> <p>No action required.</p> <p>Dr. Beth McBride moved to reconsider the motion to approve, revising the implementation date to April 26, 2023. Second by Sharon Love. Motion carried.</p> <p>Motion to approve FY 204 DEL Grant Agreement by Laura Richardson. Second by Rebecca McKellar. Motion carried.</p> <p>Motion to approve updating the ELC 401(k) Administrations by Laura Richardson. Second by Dr. Beth McBride. Motion carried.</p>

<p>2. Approval of Board Meeting Minutes A. March 15, 2023, <u>pgs.</u> 110-114</p>		<p>Dr. Beth McBride moved to approve the March 15, 2023 board meeting minutes. Second by Tara Sherrod. Motion carries.</p>
<p>Committee Reports</p>		
<p>3. Finance Committee* A. Discussion: SR Utilization Management Forecast, <u>pg.</u> 115 B. Review and <u>Approval</u> of Utilization Reports and Statements of Revenues and Expenditures, <u>pgs.</u> 116-127 C. <u>Approval</u>: FY 23 Budget Modification, <u>pgs.</u> 128-129 D. <u>Approval</u>: FY 24 ELC Budget, <u>pgs.</u> 130-138 E. <u>Approval</u>: Teachstone Training Contract (Affirmation), <u>pg.</u>139</p>	<p>Melanie Stefanowicz presented the SR Utilization Management Forecast. Vice-Chair Dou Szabo reviewed the year-to-date statements of revenues and expenditures. Vice-Chair Doug Szabo reviewed the FY 24 ELC Budget. Melanie Stefanowicz presented the Teachstone contract.</p>	<p>No action required. The Executive Committee moved to approve the year-to-date statements of revenues and expenditures. Motion carried. The Executive Committee moved to approve the FY 24 ELC Budget. Motion carried. The Teachstone Contract was approved by the Executive Committee during its April 19, 2023 meeting. The board of directors affirmed that approval with Dr. Beth McBride moving to affirm. Second by Rebecca McKellar. Affirmed.</p>

<p>F. <u>Approval</u>: 8x8 phone implementation agreement, <u>pg.</u> 139</p> <p>G. <u>Approval</u>: RCMA contract FY 24, <u>pg.</u> 139</p> <p>H. <u>Approval</u>: Collier County DOH contract FY 24, <u>pg.</u> 139</p> <p>I. <u>Approval</u>: Webauthor LLC, <u>pg.</u> 140</p> <p>J. <u>Approval</u>: 990, <u>pgs.</u> 141-174</p>	<p>Melanie Stefanowicz presented the phone implementation agreement.</p> <p>No discussion of the FY 24 RCMA Contract.</p> <p>No discussion of the FY 24 Collier County DOH contract.</p> <p>Melanie Stefanowicz presented the Webauthor LLC contract.</p> <p>Vice-Chair Doug Szabo presented the 990 tax returns.</p>	<p>The Executive Committee moved to approve the implementation agreement. Motion carried.</p> <p>The Executive Committee moved to approve the FY 24 RCMA Contract. Motion carried.</p> <p>The Executive Committee moved to approve the FY 24 Collier County DOH contract. Motion carried.</p> <p>The Executive Committee moved to approve the FY 24 Webauthor contract. Motion carried.</p> <p>The Executive Committee moved to approve the 2022 900 tax returns. Motion carried.</p>
<p>4. HR Committee*</p> <p>A. <u>Approval</u> of Updated CEO Evaluation Process, <u>pgs.</u> 175-178</p> <p>B. Discussion: Updated Staff Engagement Process</p>	<p>Rebecca McKellar presented the CEO Evaluation Process required by the DEL.</p> <p>Melanie Stefanowicz presented the progress toward a new staff engagement process.</p>	<p>The Executive Committee moved to approve the CEO Evaluation Process as required by the DEL. Motion carried.</p> <p>No action required.</p>
<p>5. Nominations & Bylaws Committee</p> <p>A. Status of Recruiting Gubernatorial Appointees for the ELC</p>	<p>Rebecca McKellar provided an update on the status of the gubernatorial appointment process. Melanie Stefanowicz presented an update.</p>	<p>No action required</p>

<p>6. Events Committee</p> <p>A. <u>Update</u>: Hello/Goodbye Event</p> <p>B. <u>Update</u>: Plans for Business Breakfast</p> <p>C. <u>Update</u>: Provider Appreciation Plans</p>	<p>Tara Sherrod presented the Hello/Goodbye Event.</p> <p>Tara Sherrod shared plans to host the Business Breakfast in October.</p> <p>Laura Richardson and Melanie Stefanowicz presented plans for Provider Appreciation Day.</p>	<p>No action required.</p> <p>No action required.</p> <p>No action required.</p>
<p>7. Program Committee</p> <p>A. Update</p>	<p>Michele King provided updates from the Program Committee.</p>	<p>No action required.</p>
<p>8. Report of the CEO*</p> <p>A. Executive Director's Report** <u>pgs.</u> 179-180</p>	<p>Melanie Stefanowicz provided the Executive Director's Report</p>	<p>No action required.</p>
<p>9. Adjournment</p>	<p>Meeting adjourned at 10:54 a.m.</p>	<p>Laura Richardson moved to adjourn the meeting. Second by Dr. Beth McBride. Motion carried.</p>
<p>Next Board Meeting:</p>	<p>June 21, 2023</p>	

All meetings are Hybrid – attend in person or via TEAMS