



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE

Meeting Minutes

September 13, 2023

10:00 AM

Microsoft Teams meeting

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Meeting ID: 211 129 871 746

Passcode: gesukw

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.

ELC Staff:

Dr. Melanie Stefanowicz Chief Executive Officer

Leona Adkins, Chief Quality Office

Gilda Duran, Chief Programs Officer

Lugeenya Blackstock, Chief Financial Officer

Wynetta Upshaw, Chief Administrative Officer

(*) Materials included in Executive Committee Packet.

(**) Materials posted on SharePoint for Committee Members.

| Agenda Items | Page #s | Facilitator | Discussion and Actions |
|---|---------|---------------------------|------------------------------------|
| Welcome and Introductions Chair's Update | | Doug Szabo, Vice-Chair | Welcome by Doug Szabo at 10:01 am. |
| Public Comment | | Doug | No public comment. |

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|---|---|------------------------------------|--|
| | | Szabo | |
| 1) Executive Committee* a) <u>Approve</u> of Executive Committee Minutes from June 7, 2023 | 6-9 | Doug Szabo | Meeting minutes from June 7, 2023, approved Doug Szabo and second by Brooke Goldstein |
| 2) Finance Committee a) Discussion: SR Utilization Management Forecast b) <u>Review and Request Approval</u> of Utilization Reports and Statements of Revenues and Expenditures c) <u>Request Approval</u> of Updated FY24 Budget d) <u>Request Approval</u> 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 • RFP – Marketing and Community Outreach e) <u>Request Approval</u> of Request Approval of ARPA Discretionary Grant in the amount of \$12,252,180 f) <u>Request Approval</u> of Fiscal Policies <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 | 10-11 12-25 26-32 33-34 35 36 38-42 43-44 45-48 49-57 58-62 63-64 65-67 68-69 70-76 | Brooke Goldstein, Treasurer | Brooke went over SR Utilization Management Forecast b) approved non opposed c) approved non opposed d) approved non opposed e) approved non opposed f) approved non opposed |

| Agenda Items | Page #s | Facilitator | Discussion and Actions |
|--|---|------------------------------------|--|
| 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 | 77-82 83-85 86-91 92-93 94-99 100-101 102 103-105 106-109 110-118 119-120 | | |
| 3) HR Committee a) <u>Request Approval:</u> <ul style="list-style-type: none"> • CEO Evaluation • CEO Merit Raise • CEO Job Description b) <u>Request Approval:</u> Employee Reference Guide: Review of Proposed Policy Updates: <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 | 121-213 | Dr. Beth McBride. Secretary | 3. HR Committee a) Approval for CEO, Evaluation, CEO Merit Raise and CEO Job Description. The standing committee has approved Request. CEO Job description is not in the packet but will be updated annually. b) Employee Reference Guide has been approved. |

| Agenda Items | Page #s | Facilitator | Discussion and Actions |
|---|--|---|--|
| <ul style="list-style-type: none"> • 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 | | | |
| <p>4) Nominations & Bylaws Committee</p> <p>a) <u>Request Approval</u> of Bylaws</p> <p>b) <u>Request Approval</u> of Governance Policy</p> <p>c) <u>Nominate:</u> Officers for Fiscal/Program Year 2023-2024</p> <ul style="list-style-type: none"> • Interim Chair • Vice-Chair • Treasurer • Secretary <p><i>Bylaws referenced: 4.1, 7.3.3, 7.3.4</i></p> <p>d) <u>Discussion:</u> Status of Gubernatorial Appointments</p> <p>e) Informational – Board Development Presentation scheduled for 9/27/2023: Partnership Spotlight: FutureMakers Coalition Guest Speaker Tessa LeSage, FutureMakers Coalition Director</p> | <p>214-226</p> <p>227-250</p> <p>251</p> | <p>Rebecca McKellar, Committee Chair</p> | <p>4.</p> <p>a) Request for approval of Bylaws,</p> <p>b) Governance Policy,</p> <p>c) Nominations of Officers for Fiscal/Program year 2023-2024.</p> <p>d) Status of Gubernatorial Appointments. Application submitted but currently no word on the status.</p> <p>e) Meeting will be in person and informational. Tessa Lesage will present.</p> |
| <p>5) Events Committee</p> <p>a) <u>Discussion:</u> 2024 Business Breakfast</p> <p>b) 2023-2024 events and fundraising initiatives</p> | <p>NA</p> | <p>Tara Sherrod, Committee Chair</p> | <p>a. Business Breakfast will be on hold until Spring 2024.</p> <p>b. Fundraising is not permitted. Dr. Melanie will continue efforts for community support.</p> |
| <p>6) Program Committee Updates</p> <p>i) Quality and Grant Updates</p> <p>ii) Health and Safety Updates</p> | <p>NA</p> | <p>Michele King,</p> | <p>Michele King not present. Leona Adkins presented Program Committee updates.</p> <p>i) Grants update. The 12.2 million ARPA grant</p> |

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| iii) Assessments and Provider Contracts iv) Literacy Buddies | | Committee Chair | has been approved. i) Health and Safety Health department will no longer be making COVID recommendations. |
| 7) Next Executive Committee Meeting: November 1, 2023 9:00 a.m. to 11:00 a.m. | | Doug Szabo | Next meeting scheduled for November 1, 2023, at 10:00 a.m. |
| Adjournment | | Doug Szabo | Meeting adjourned at 10:19 am |

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