



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

June 21, 2023

9:00 am

Board Members:

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

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

() Materials included in Board Packet.*

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

| Agenda Items | Discussion | Action/Assignments |
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| Welcome and Introductions | The meeting was called to order at 9:03 am by. A quorum was established. | |
| Public Comments | None | |
| 1. Executive Committee Report* A. Approval of Board Meeting Minutes: May 3, 2023 B. Board Development Presentation: Strategic plan dashboard review and Lee County BOCC Grant update | B. Dr. Melanie and the ELC Chief Officers, Lugeenya Blackstock, Gilda Duran, and Leona Adkins provided a summary update on the current ELC strategic plan. | Motion to Approve Board Meeting Minutes of May 3, 2023. Motion-Brooke Goldstein Second-Dr. Beth McBride |
| Committee Reports | | |
| 2. Finance Committee* A. Discussion: SR Utilization Management Forecast B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures C. Approval: FY '23 Budget Update D. Review: DEL Expenditure Validation-2 E. Approval: FY '24 Krizner Contract F. Approval: Amendment to Teachstone Virtual Contract | A. Brooke Goldstein provided SR utilization summary. B. Brooke Goldstein provided overview if statement of revenue and expenditures. C. Brooke Goldstein reviewed the updates for the FY23 budget indicating additional allocation D. Brooke Goldstein reviewed outcomes of expenditure validation emphasizing no disallowable cost noted. E. Brooke Goldstein provided summary of Krizner contract for FY24 | A. Motion to approve from standing committee. Motion passed. B. Motion to approve from standing committee. Motion passed. C. Motion to approve from standing committee. Motion passed. D, E, F, G, and H approved by the standing committee. Motion carried. |

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| <p>G. Approval: FY '24 Children's Forum Contract – Program Assessments</p> <p>H. Approval: FY '24 Teachstone Contract Program Assessments</p> | <p>F. Brooke Goldstein provided summary for amendment for Teachstone contract to end June 30, 2023.</p> <p>G. Brooke Goldstein provided a summary of the children's Forum contract needed for assessments for FY24.</p> <p>H. Brooke Goldstein provided a summary of the Teachstone contract needed for assessments for FY24. Brooke Goldstein also noted that the difference in price between the two vendors have occurred because Children's Forum has a limited capacity and the ELC would need both vendors to complete all assessments for FY24.</p> | |
| <p>3. HR Committee*</p> | <p>Dr. Beth McBride</p> | |
| <p>A. Informational: of Updated CEO Evaluation Process</p> | <p>A. Dr. Beth McBride reviewed the CEO evaluation process which is due in August 2023 to Division of Early Learning (DEL)</p> | |
| <p>4. Nominations & Bylaws Committee</p> <p>A. 2023 Legislation Session's Impact on the ELC</p> <p>B. Status of Recruiting Gubernatorial Appointees for the ELC</p> <p>C. 2023-2024 Board Development Schedule</p> | <p>A. Dr. Melanie Stefanowicz provided a summary of the impact with additional funding for SR, VPK, and ARPA grants</p> <p>B. Dr. Melanie Stefanowicz stated continued efforts to reach out to the Governor's office for appointee.</p> <p>C. Dr. Melanie Stefanowicz provided a summary of ideas for development.</p> | |
| <p>5. Events Committee</p> | <p>A. Tara Sherrod reviewed the updated plans</p> | |

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| <p>A. Update: Plans for Business Breakfast</p> <p>B. Update: New Year's Celebration (July)</p> <p>6. Program Committee</p> <p>A. Updates</p> | <p>for the Business Breakfast with estimated date in October 2023</p> <p>B. Tara Sherrod provided summary of Staff's New Year celebration that will take place in July 2023.</p> <p>A. Michelle King provided updates of grants, waitlist, and literacy buddies program. Also, denoted providers who scored below the minimum requirement will receive coaching from the ELC staff.</p> | |
| <p>7. Report of the CEO*</p> <p>A. Executive Director's Report</p> | <p>A. Dr. Melanie Stefanowicz provided highlights from the CEO's report.</p> | |
| <p>Adjournment</p> | <p>Meeting adjourned at 9:55 am</p> | |
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| <p>Next Board Meeting:</p> | <p>September 27, 2023</p> | |

All meetings are Hybrid – attend in person or via Zoom.