

**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE**



**Meeting Minutes
November 1, 2023
10:00 AM**

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Meeting ID: 299 066 053 339
Passcode: HzTmrH

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 Kantz 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
- Wynetta Upshaw**, Chief Administrative Officer
- Monica Gaddy**, Administrative Coordinator

(*) Materials included in Executive Committee Packet.
(**) Materials posted on SharePoint for Committee Members.

Agenda Items	Facilitator	Discussion and Actions
Welcome and Introductions Chair’s Update	Dr. Kelly Kantz Roy	Meeting called to order; quorum established.
Public Comment	Dr. Kelly Kantz Roy	No public comment
1) Executive Committee* a) Approve of Executive Committee Minutes from September 27, 2023	Dr. Kelly Kantz Roy	September 27, 2023. meeting minutes approved by standing committee.
2) Finance Committee a) Informational: Staffing Update b) Discussion: SR Utilization Management Forecast	Brooke Goldstein, Treasurer	Staffing update. CFO and Accounting director positions have not been filled. CAO, Wynetta Upshaw has an accounting degree and has been working with the accounting team to

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<p>c) Request Approval: of Utilization Reports and Statements of Revenues and Expenditures</p> <p>d) Request Approval: of Updated FY24 Budget</p> <p>e) Request Approval: of FY24 Contracts and Requests for Proposals (RFP)</p> <ol style="list-style-type: none"> 1) Priority Marketing 2) Teachstone World Class Workforce 3) Webauthor Platform 4) Childrens' Forum CLASS Assessments 5) Discovery Source Curriculum 6) LENA Language environment analysis program 8) Charles Becker & Bros. 9) Provider Mini Grant Payments 10) Spirit Consulting 11) McKenzie Forensic Auditors 12) Welter Consultants 13) RFP – Tech for Early Childcare 14) RFP – Attendance Software 15) RFP – Transition to Kinder Kits 16) RFP – Re-branding Services 17) RFP – Outreach / Mall Panels <p>f) Request Approval: of FY 2024 Surplus Inventory</p>		<p>keep invoices and payments up to date.</p> <p>Request for approval for c, d, e 1-16 and f.</p> <p>Motion to approve by standing committee. Motion approved, none opposed. Motion carries.</p>
<p>3) HR Committee</p> <p>a. Approve: Employee Reference Guide: Review of Proposed Policy Updates:</p> <ol style="list-style-type: none"> 1) 304 Background Screening Policy 2) 902 Arrest 	<p>Dr. Beth McBride, Secretary</p>	<p>Motion to approve a. Employee reference guide Motion to approve by standing committee none opposed, motion carried,</p> <p>1.) Reviewed 2.) 902 Arrest were reviewed. Motion to approve by standing committee, none opposed motion carried.</p>
<p>4) Nominations & Bylaws Committee</p> <p>a) Request Approval: of Bylaws</p> <p>b) Request Approval: of Governance Policy</p> <p>c) Nominations for Slate of Officers:</p> <p>Fiscal/Program Year: 01/2023-06/2025</p> <ol style="list-style-type: none"> b. Interim Chair c. Vice-Chair d. Treasurer e. Secretary <p><i>Bylaws referenced: 4.1, 7.3.3, 7.3.4</i></p> <p>d) Discussion and Approval: of Slate of</p>	<p>Rebecca McKellar, Committee Chair</p>	<p>Motion to approve Bylaws, and Governance Policy by standing committee, none opposed motion carried.</p> <p>c. Fiscal/Program Year request extension due to hurricanes and vacancies. For new term 01-2023-06-2025 for b, c, d, e, and Bylaws referenced: Motion to approve by standing committee, none opposed motion carries.</p> <p>d) State of Officers for FY2024 approved by standing committee non</p>

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<p align="center"><u>Officers for FY 2024</u></p> <p>e) <u>Informational: Board Development Presentation scheduled for 11/01/2023:</u> McKenzie Forensic Auditors</p>		<p>opposed, motion carried.</p> <p>e) McKenzie Forensic auditors will present at scheduled Board Meeting November 1, 2023.</p>
<p>5) Events Committee</p> <p>a) <u>Discussion:</u> 2023-2024 events and fundraising initiatives</p>	<p>Tara Sherrod, Committee Chair</p>	<p>Melanie Stefanowicz discussed events and fundraising. Upcoming events 11.17 Potluck and board member suggested they bring dessert. This would allow us the opportunity to meet and greet employees. Business Breakfast is on hold for now need to build relationships and funding ideas. Committee working on community outreach, building relationships, and creating ELC brand in the community. The Events committee meeting was moved from 8am to 8:30am to allow travel time for members. Discuss rebranding and what efforts could be provided by the Events committee towards this effort. The events committee will provide dessert for staff during our Holiday Luncheon. Fund raising is not allowed. Working on building more support and donations from future and existing partners.</p>
<p>6) Program Committee Updates</p> <ul style="list-style-type: none"> i) Quality and Grant Updates ii) Program Services Updates iii) Health and Safety Updates iv) CLASS Assessments and Provider Contracts v) Child Assessment and ASQ vi) Professional Development, Provider Profiles, and Literacy Buddy Update 	<p>Michele King, Committee Chair</p>	<ul style="list-style-type: none"> i.) New ARPA grant for 12.4 million. Working on ways to make full use of grant funding. ii) VPK campaign was a success. Looking to repeat efforts and add additional advertisement. iii) FL Department of Health will no longer make recommendations for Covid19 testing. Also working to heighten awareness about small child drownings. iv) Class assessments and Provider contracts. VPK will be done first followed by school readiness (SR) Number of assessments done 22-23 is 757. Projection for 23-24 is 808. vi) We are still in need of LB-volunteers we have 500 children the coalition is sponsoring.
<p>7) Next Executive Committee Meeting: January 17, 2024 10:00 a.m. to 11:00 a.m.</p>	<p>Dr. Kelly Kantz Roy</p>	<p>Confirmed next meeting is currently scheduled for January 17, 2024.</p>
<p>Adjournment</p>	<p>Dr. Kelly Kantz Roy</p>	<p>Meeting adjourned 10:34 a.m.</p>

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