

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



**Meeting Agenda
February 28, 2024
10:00 AM**

Microsoft Teams meeting
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Meeting ID: 258 140 311 672
Passcode: 4xf6Qq

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:

- Laura Richardson Bright**, Interim Board Chair, Chief Innovation Officer, Golisano Children’s Museum of Naples
- Sharon Love**, Vice-Chair, Long, Murphy & Shemkus, P.A.
- 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 Officer
- Gilda Duran**, Chief Programs Officer
- Wynetta Upshaw**, Chief Administrative Officer
- Monica Gaddy**, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
<u>Welcome and Introductions</u> <u>Chair’s Update</u>	Laura Bright	
Public Comment	Laura Bright	
1) Executive Committee* a) <u>Approve</u> of Executive Committee Minutes from January 17, 2024	Laura Bright	
2) Finance Committee a) <u>Informational:</u> i. Single Audit Update: March 14, 2024, Board Meeting	Brooke Goldstein, Treasurer	

Agenda Items	Facilitator	Discussion and Actions
<p>b) Discussion: SR Utilization Management Forecast through January 2024</p> <p>c) Request Approval: of Utilization Reports and Statements of Revenues and Expenditures and Financial Statements</p> <p>d) Request Approval: of FY24 Contracts and Requests for Proposals (RFP)</p> <p>i. None</p>		
<p>3) HR Committee</p> <p>a. Approve: CEO 6-month evaluation and merit pay eligibility (<i>Reference Employee Resource Guide Policy 409: Merit Pay</i>)</p> <p>b. Informational: CFO Search Update</p>	<p>Dr. Beth McBride. Secretary</p>	
<p>4) Nominations & Bylaws Committee</p> <p>a. Request Approval: New board member recruitment:</p> <p>i. See four candidate applications in the meeting packet.</p> <p>b. Request Approval: New board member replacement of Mandatory Member: SDLC Director of Early Childhood Development</p> <p>i. See application in the meeting packet.</p> <p>c. Informational: Board Development</p> <p>Legislative Update: Molly Grant, Executive Director, Association of Early Learning Coalitions.</p>	<p>Rebecca McKellar, Committee Chair</p>	
<p>5) Events Committee</p>	<p>Tara Sherrod,</p>	

Agenda Items	Facilitator	Discussion and Actions
a) Discussion: 2023-2024 events and fundraising initiatives	Committee Chair	
6) Program Committee Updates i) Quality and Program Services Updates	Michele King, Committee Chair	
7) Next Executive Committee Meeting: April 18, 2024 10:00 a.m. to 11:00 a.m.	Laura Bright	
Adjournment	Laura Bright	

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