

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



Meeting Agenda

April 18, 2024

10:00 a.m.

Microsoft Teams meeting

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Meeting ID: 281 390 500 924

Passcode: u86R2T

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

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

Richard Cocchieri, Chief Financial Officer

Leona Adkins, Chief Quality Office

Gilda Duran, Chief Programs Officer

Wynetta Upshaw, Chief Administrative Officer

Monica Gaddy, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
Welcome and Introductions	Laura Bright	New Member Introductions
Interim Chair’s Update		Chair’s Update
Agenda Modifications		<ul style="list-style-type: none"> • Committee Composition • Board Retreat
Public Comment	Laura Bright	
Executive Committee	Laura Bright	
1. Approval of Executive Committee Meeting Minutes from February 28, 2024		
2. Discussion and Approval of the Continuity of Operations Plan (COOP)		

Agenda Items	Facilitator	Discussion and Actions
3. <u>Informational:</u> Rebranding		
Finance Committee 1. <u>Informational</u> a. Sliding Fee Scale b. Lee BOCC ARPA Grant Update c. <u>DRAFT</u> FY 2025 DEL Grant Agreement 2. <u>Discussion and Approval</u> of SR Utilization through March 25, 2024 3. <u>Discussion and Approval</u> of a. Summary of Revenues and Expenditures and Financial Statements b. Cost Allocation Plan d. Surplus List (Naples Office) 4. <u>Request Approval</u> of FY24 Contracts a. Element Technologies b. Crown Plaza Fort Myers Gulf Coast c. Blue Outdoor FY 25 Contracts a. Teaching Strategies, LLC b. Helios Colliers, LLC	Melanie Stefanowicz	
Human Resources Committee 1. <u>Discussion and Approval:</u> Human Resources Audit 2. <u>Informational:</u> Employee Engagement Survey		
Nominations & Bylaws Committee 1. <u>Informational:</u> New Board Member Orientation Process		
Events Committee <u>Informational</u> a. Outreach events b. BBQ Lunch – May 10 c. Teacher Appreciation		

Agenda Items	Facilitator	Discussion and Actions
Programs Committee Informational: Quality and Program Services Updates		
1) Next Executive Committee Meeting: June 6, 2024 10:00 a.m. to 11:00 a.m.	Laura Bright	
Adjournment	Laura Bright	

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