

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



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

Microsoft Teams meeting
[Click here to join the 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	Welcome by Laura Bright,
Public Comment	Laura Bright	No public comment.
1) Executive Committee* a) <u>Approve</u> of Executive Committee Minutes from January 17, 2024	Laura Bright	Brooke Goldstein made motion to approve January 17, 2024, meeting minutes. Seconded by Michele King. None opposed motion carries.
2) Finance Committee a) <u>Informational:</u> i. Single Audit Update: March 14, 2024, Board Meeting	Brooke Goldstein, Treasurer	Motion made by Rebecca McKellar to approve items a, b, c, and d. Seconded by Tara Sherrod. None opposed motion carries.

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<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>Motion to approve CEO 3% Merit pay increase for Board approval made by Michele King and Seconded by Brooke Goldstein. None opposed motion carries.</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>The NB meeting scheduled for 02/22/2024 was cancelled. The Committee was unable to satisfy quorum requirements.</p> <p>Motion for new board member recruitment to move all four candidates forward, for Board approval, made by Sharon Love and seconded by Brooke Goldstein None opposed motion carries.</p> <p>Motion to approve new board member replacement of Mandatory Member made by Rebecca McKellar and Seconded by Brooke Goldstein. None opposed motion carries.</p> <p>New Board member orientation process under review. Current Board members will have the opportunity to make recommendations for the on-boarding process.</p> <p>Molly Grant has been invited to the Board Meeting to provide Legislative updates.</p>
<p>5) Events Committee</p>	<p>Tara Sherrod,</p>	<p>Staff appreciation scheduled for May 10, 2024. Business Breakfast has been placed on hold. Our Programs Services team will be participating in upcoming outreach and community projects.</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	First round of ARPA-Plans to have a one-day retreat for childcare Directors being planned for June 2024. DTBD Nurses Townhall meeting every second Tuesday of each month. Meetings provide information and support to providers with current information on health updates and Continuing education class, Grant updates and New contractors overview of products and how to apply.
7) Next Executive Committee Meeting: April 18, 2024 10:00 a.m. to 11:00 a.m.	Laura Bright	Next Executive Committee meeting has been confirmed for April 18, 2024, at 10:00 a.m.
Adjournment	Laura Bright	Meeting adjourned at 10:21 a.m.