



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, June 22, 2016

4:00- 6:00 p.m.

Board Members Present: **Gerry Poppe**, Board Chair, Chief Financial Officer, Waterman Broadcasting; **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Damaris Boone**, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Jennifer Lange**, Owner/Director, Little People's School; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Maggie Stevens**, Principal, Early Childhood Learning Services, Lee County School District; **Douglas Szabo, Esq.** Henderson, Franklin, Sterns and Holt;

Board Members via phone: **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Curt Neary**, Group Controller, Enterprise Holdings; **Dr. Joseph Pepe**, Chair-Health, Safety and Developmental Services Committee, Health Dept. Administrator, Florida Dept. of Health in Hendry/Glades Counties; **Maureen Ungarean**, Director of Early Learning Programs, Collier County School District

Staff Present: **Susan Block**, CEO; **Nga Cotter**, CFO/Associate Director of Business Services; **Gayla Thompson**, Chief Quality Officer; **Ginger McHale**, Executive Admin. Asst. to CEO

Board Members Absent: **Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **Peter Seif**, Board Treasurer, President, Synergy Networks; **John Ahern**, Commissioner, Glades County Board of County Commissioners; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Andrew Wozniak, Esq.**, Salvatori, Wood, Buckel, Carmichael & Lottes; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

(*) Materials included in Board packet

(**) Materials posted on Sharepoint for Board Members' access

Agenda Items	Discussion	Action/Assignments
Welcome and Introduction	<ul style="list-style-type: none"> Mr. Poppe called the meeting to order at 4:05 p.m. A quorum was established. 	

Public Comment	<ul style="list-style-type: none"> • None 	
1. Executive Committee Report	<ul style="list-style-type: none"> • None at this time. 	
2. Finance Committee* A. Review Financial Reports**	<ul style="list-style-type: none"> • Ms. Cotter discussed the Financial Reports ending April, 2016. Ms. Cotter addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children being served. • The Coalition de-obligated \$31,000 unspent Child Care Executive Partnership (CCEP) funds. • Ms. Cotter reported the Coalition has received re-obligation funds of \$690,000 for the increased number of enrolled VPK children. 	Motion made by Mr. Szabo and seconded by Mr. Paterno. Motion approved.
B. SR Utilization and Waitlist**	<ul style="list-style-type: none"> • Ms. Block stated there was 4,089 SR children in April. • Ms. Block discussed the Wait List enrollment process through OEL's family portal and the required documentation. 	
C. OEL Contract (informational)**	<ul style="list-style-type: none"> • Ms. Block presented FY2016-17 OEL contract for Board notification. 	
D. 2016-17 Related Party Contract (RCMA SR & VPK)**	<ul style="list-style-type: none"> • Ms. Block presented the 2016-17 Redlands Migrant Christian Association (RCMA) SR and VPK contract for Board approval. This is a related party contract, therefore, the conflict of interest form (Form 8B) was signed by the RCMA Board member, Damaris Boone and the vote requires a 2/3 majority of Board Members be present. 13 of 19 Board members attended today's meeting. The special conditions to vote on a related party contract were met. 	Motion made by Mr. Szabo to approve the FY2016-17 RCMA SR & VPK Contract and seconded by Mr. Mraz. Ms. Boone recused herself from the vote. Motion unanimously approved.

E. 2016-17 RCMA VPK Contract (informational)**	<ul style="list-style-type: none"> Ms. Block presented the FY2016-17 RCMA VPK contract for Board notification. 	
F. RCMA FY2015-16 Performance Review Report (informational)**	<ul style="list-style-type: none"> Ms. Block presented the RCMA FY2015-16 Performance Review Report for Board notification. 	
G. 2016-17 Child Care Health Consultant Nurse Contract (informational)**	<ul style="list-style-type: none"> Ms. Block presented the FY2016-17 Child Care health Consultant Nurse Contract with Collier County for Board notification. 	
3. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of the May 25, 2016 Board Meetings**	<ul style="list-style-type: none"> The 5/25/16 minutes were presented for approval. 	<p>Motion made by Mr. Paterno and seconded by Ms. Haas. Motion approved.</p>
4. Committee Reports		
A. Human Resource (HR) Committee* 1. Paid Leave Review**	<ul style="list-style-type: none"> Ms. Block discussed the staff paid leave policies. This information was requested at the May 25th Board Meeting. Corrections to Workforce Development Board information were made indicating 240 hours/30 days of “carry over” are allowed. 	
B. Nominations & Bylaws Committee 1. Sept. 9th Joint Board Meeting with ELC of Sarasota	<ul style="list-style-type: none"> Mr. Poppe stated the joint Board Meeting with ELC of Sarasota will start at 10:00 am Sept. 9th at the Florida Southwestern State College’s Punta Gorda campus. The ELC of the Heartlands may also be participating. A speaker from the Florida Chamber of Commerce Foundation will present, The Business Alliance for Early Learning. 	

<p>5. Report of the CEO* A. Executive Director's Report **</p>	<ul style="list-style-type: none"> • Ms. Block stated OEL's changes to the block grant are expected this summer. • Ms. Block thanked the Board Members for their input and continued service to the Coalition. • Mr. Poppe asked the Board Members to share the Literacy Buddy link on their Facebook and within their networks. • Ms. Block discussed the new VPK rack cards which are in English and Spanish. It was suggested the cards be distribution to pediatricians in the 4 counties. • Mr. Poppe thanked Tom Bamrick for his service. Mr. Bamrick is leaving the Coalition, June 28th. • Mr. Mraz requested information about changes in overtime due to the changes in the Fair Labor Standards Act. Ms. Block stated this fall we would have better information regarding any impact. 	
<p>6. Public Comments</p>	<ul style="list-style-type: none"> • None 	
<p>7. Adjournment</p>	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 4:40 p.m. 	
<p>Joint Board Meeting with ELC of Sarasota</p>	<ul style="list-style-type: none"> • Friday, September 9, 2016 at 10:00 am at Florida Southwestern State College, Punta Gorda campus 	<p>Detailed information to follow later in the summer.</p>
<p>Next Meeting</p>	<ul style="list-style-type: none"> • Wednesday, September 28, 2016 at 9:00 am 	