



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, December 16, 2015

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; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Jane Lane, Esq.**, Chair-Outreach Committee, Lane Mediation and Arbitration Services; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Dr. Joseph Pepe**, Health Dept. Administrator, Florida Dept. of Health in Hendry/Glades Counties; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Maggie Stevens**, Principal, Early Childhood Learning Services, Lee County School District; **Jill Turner**, Chair-Nomination and Bylaws Committee, CEO, Children's Advocacy Center; **Maureen Ungarean**, Director of Early Learning Programs, Collier County School District; **Dr. Denis Wright**, Provost and Vice President Academic Affairs, Florida Southwestern State College;

Staff Present: **Susan Block**, CEO; **Nga Cotter**, CFO/Associate Director of Business Services; **Gayla Thompson**, Chief Quality Officer; **Tom Barrick**, Chief Operating 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; **Jennifer Lange**, Owner/Director, Little People's School; **Curt Neary**, Group Controller, Enterprise Holdings; **Andrew Wozniak, Esq.**, Salvatori, Wood, Buckel, Carmichael & Lottes; **Patti Young**, Director of Operations, Redlands Christian Migrant Association (RCMA)

(*) 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 4:01 P.M. A quorum was established. 	

	<ul style="list-style-type: none"> • Mr. Poppe recognized Jane Lane and Jill Turner for their service on the Coalition’s Board. • The Board Member list in the Feb. 4, 2015 minutes was updated. • Mr. Poppe reported the Appeals Committee met prior to the Board Meeting and upheld the Coalition’s decision to terminate child care services. 	
Public Comment	<ul style="list-style-type: none"> • None 	
1. Executive Committee Report	<ul style="list-style-type: none"> • Mr. Poppe announced the Strategic Planning meeting is scheduled for Jan. 19, 2016 at 4:00pm. Input from staff, Board Members, and providers is be collected. 	
A. Strategic Planning: 1/19/16, 4:00 pm		
B. The Lastinger Contract **	<ul style="list-style-type: none"> • Ms. Block explained the contract (not to exceed \$41,250) is with the University of Florida Lastinger Center for work completed through the “Pay for Performance” program through the Florida Office of Early Learning. 	
C. Committee Chair Updates	<ul style="list-style-type: none"> • Ms. Block announced Dr. Pepe is the new Health, Safety, and Developmental Services Committee Chair and Dr. Wright is the new Nomination & Bylaws Committee Chair. 	
D. Executive Director: Annual Evaluation	<ul style="list-style-type: none"> • Mr. Poppe reported the link for the Executive Director’s evaluation was emailed to Board Members this morning. 	
2. Finance Committee*	<ul style="list-style-type: none"> • Ms. Cotter discussed the financial reports ending October, 2015. Ms. Cotter addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs, non-direct services, and number of children being served. 	Motion made by Mr. Bower and seconded by Ms. Stevens to accept the October 2015 Financial Reports. Motion approved.
A. Review Financial Reports**		

	<ul style="list-style-type: none"> Ms. Cotter explained the Coalition's FY16 deficit decreased to \$233,705 due to an increase in the SR Grant award. 	
B. SR Utilization and Waitlist**	<ul style="list-style-type: none"> Ms. Block presented the Utilization Report trend graphs covering three years of data for the number of children served and categories of families served. Variations in the School Readiness program enrollment were discussed. Enrollment is continuing. Starting in Jan. 2016 there will be a new waitlist with more current information. 	
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 October 28, 2015 Board Meetings**	<ul style="list-style-type: none"> The 10/28/15 minutes were presented for approval. 	Motion made by Ms. Houk and seconded by Mr. Bower. Motion approved.
4. Committee Reports		
A. Outreach Committee* 1. Motion to Disband the Committee	<ul style="list-style-type: none"> Ms. Lane reported the Outreach Committee has met its initial goals with the hiring of Ms. Hess, Community Outreach Coordinator. Ms. Hess is overseeing the Coalition's social media. Therefore, Ms. Lane recommends the Outreach Committee be disbanded. 	Motion made by Ms. Lane and seconded by Ms. Ungarean. Motion approved.
B. Program Committee* 1. Committee Report	<ul style="list-style-type: none"> Ms. Houk discussed the provider voluntary STARS program, a Quality Rating Improvement System that started in January 2014. Mentors will start visits in Jan. 2016. 	

C. Health, Safety, and Development Services Committee 1. Committee Report	<ul style="list-style-type: none"> Ms. Thompson welcomed Dr. Pepe as the new committee chair starting Jan. 2016. The new hearing and vision screener will start Dec. 30, 2015. The Lions Club has been providing the VPK screenings. 	
D. Human Resources/Personnel Committee 1. Draft Employee Reference Guide Updates**	<ul style="list-style-type: none"> Ms. Block discussed the changes to the Employee Reference Guide. 	<p>Motion made by Ms. Ungarean and seconded by Ms. Stevens. Motion approved.</p>
E. Nominations and By-Laws Committee 1. Draft By-Laws Changes**	<ul style="list-style-type: none"> Ms. Block presented the change to the Bylaws is the deletion of the Outreach Committee. Ms. Block explained after the Bylaws are updated, the Outreach Committee will be deleted from the Governance Policy. 	<p>Motion made by Ms. Lane to update the By-Laws and seconded by Dr. Wright. Motion approved</p> <p>Motion made by Ms. Houk to update the Governance Policy and seconded by Ms. Lane. Motion approved.</p>
2. Approval of New Board Members: a. Katie Haas** b. Douglas Szabo**	<ul style="list-style-type: none"> Ms. Turner presented Ms. Haas for a Board position. Ms. Turner presented Mr. Szabo for a Board position. 	<p>Motion made by Ms. Turner and seconded by Mr. Paterno. Motion approved.</p> <p>Motion made by Ms. Turner and seconded by Mr. Mraz. Motion approved.</p>
5. Report of the CEO* A. Executive Director's Report **	<ul style="list-style-type: none"> Ms. Block thanked Mr. Neary for the \$1,500.00 donation from the Enterprise Holdings Foundation. These funds will go towards our match. The Office of Early Learning audit is this week. 	
6. Public Comments	<ul style="list-style-type: none"> Ms. Houk announced First Presbyterian Preschool 	

	will be celebrating its 50 th Anniversary in Feb. 2016.	
7. Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 4:55 p.m. 	
Next Meeting – Strategic Planning	<ul style="list-style-type: none"> Tuesday, January 19, 2016, 4:00 pm 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, February 24, 2016 at 4:00 pm 	