



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE MINUTES

Wednesday, October 14, 2015

10:00- 11:15 a.m.

**Purpose:** The Executive Committee is composed of 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 Present:** **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Trina Puddefoot, Board Vice-Chair, Chair, HR (Ad Hoc) Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Jane Lane, Esq., Chair-Outreach Committee**, *Lane Mediation and Arbitration Services*; **Jill Turner, Chair, Nominations/Bylaws & Policy Committee**, *CEO, Children’s Advocacy Center*

**Committee Members Attended via Telephone:** **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*

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

(\*) *Materials included in Executive Committee Packet.*

(\*\*) *Materials posted on Sharepoint for Committee Members.*

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting called to order at 10:05 a.m. by Mr. Poppe. A quorum was established.</li> </ul>	
<b>1. Executive Committee A. Approval of Meeting Minutes of June 3, 2015**</b>	<ul style="list-style-type: none"> <li>• The 6/3/15 minutes were approved.</li> </ul>	Motion to accept the minutes made by Mr. Seif and seconded by Mr. Paterno. Motion approved.

<b>B. Office of Early Learning Accountability Review Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the accountability review is an overview of our implementation of program procedures. In part, the feedback provided assists the quality improvement process.</li> </ul>	
<b>C. RCMA 2015 VPK Monitoring Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the Coalition monitors the RCMA VPK program throughout the state.</li> </ul>	
<b>D. Evaluate Appeal process**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the current appeal process and asked the Executive Committee to consider the scheduling of standing Appeals Committees. After a discussion, it was decided to leave the appeal process as is. As needed, the Coalition will schedule appeals.</li> </ul>	
<b>E. Strategic Planning</b>	<ul style="list-style-type: none"> <li>There was a discussion about scheduling a meeting in January 2016 to identify five overarching goals for board governance for the next five years.</li> </ul>	
<b>2. Vote to Move the Board Meeting Minutes of June 17, 2015 **</b>	<ul style="list-style-type: none"> <li>The 6/17/15 minutes were approved to move to the Board Meeting.</li> </ul>	Motion made by Mr. Seif and seconded by Mr. Paterno. Motion approved.
<b>3. Finance Committee A. Review of Financial Reports**</b>	<ul style="list-style-type: none"> <li>Ms. Cotter discussed the financial reports ending June 2015. Ms. Cotter addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and non-direct services. The finance reports included a balance sheet and statement of cash flows previously requested by committee members.</li> <li>The Office of Early Learning (OEL) revised the VPK grant to 22M to cover the increased expenditures.</li> <li>The Coalition's deficit of \$624,804 included Child Care Executive Partnership Funding. The Office of Early Learning was unable to meet our request for</li> </ul>	Motion made by Mr. Seif to move the finance reports to the Board and seconded by Ms. Lane. Motion approved.

	additional funding to offset the deficit and has reduced the grant for FY15/16 by this amount.	
<b>B. Review Draft Policies**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained that the grant with the Office of Early Learning including additional controls from the state, some of which stem from changes at the federal level. The updated draft policies mirror the OEL grant agreement. One correction noted on page 126, Z8 is duplicated.</li> </ul>	Motion made by Mr. Paterno to move the draft policies with the noted correction and seconded by Ms. Lane. Motion approved.
<b>C. SR Utilization Forecast (to be provided at meeting)</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the Utilization Report graphs covering four years of data for the number of children served and categories of families served. Variations in the School Readiness program enrollment were discussed.</li> </ul>	
<b>D. 2015 Market Rate Analysis and Recommendations (including Gold Seal)**</b>	<ul style="list-style-type: none"> <li>Mr. Bamrick discussed the Market Rate data using average market rates for 2011 and 2015 from the Office of Early Learning for the Coalition's four counties. The state market rates are done every two years, includes ELC contracted and non-contracted child care providers.</li> <li>There was a discussion about what additional information the committee needs to make a recommendation to the Board.</li> </ul>	
<b>4. Human Resources Committee* A. Update**</b>	<ul style="list-style-type: none"> <li>Ms. Puddefoot explained the updated Drug Free Workplace/Background Screening Policy states, "maybe drug tested periodically". Ms. Block will obtain clarification from the HR attorney and include recommended language in the draft for the Board.</li> </ul>	Motion made by Ms. Puddefoot to move the updated policy to the Board pending further clarification and seconded by Ms. Turner. Motion approved.
<b>5. Nominations &amp; By-Laws Committee* A. Notification of Three New Board Members: Dr. Joe Pepe, Commissioner</b>	<ul style="list-style-type: none"> <li>Ms. Turner announced the three new mandatory Board Members.</li> </ul>	

<b>John Ahern, and Dr. Maureen Ungarean**</b>		
<b>B. Board Member &amp; Committee Chair Vacancies**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated we have several vacant Board positions in the four counties and one Governor Appointee position. Mr. Poppe encourages committee members to assist in recruiting new Board Members.</li> </ul>	
<b>6. Program Committee A. Motion to Modify BG8 Priority**</b>	<ul style="list-style-type: none"> <li>Ms. Houk presented the motion to modify the Economically Disadvantaged enrollment (priority 3, from FS 1002.87). During periods of enrollment, this change would allow more children to participate in the Early Learning Head Start Program.</li> </ul>	Motion made by Ms. Houk to move to the Board with more detailed language to clarify the intent of the change and seconded by Mr. Seif. Motion approved.
<b>7. Review Agenda for the Board Meeting, October 28, 2015**</b>	<ul style="list-style-type: none"> <li>Mr. Poppe presented the 10/28/15 Board Meeting agenda. Change noted to add the Drug Free Workplace/Background Screening Policy to the agenda under the Human Resources Committee.</li> </ul>	Motion to move the agenda with the noted change made by Mr. Seif and seconded by Mr. Paterno. Motion approved.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 11:40 a.m.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>December 2, 2015</li> </ul>	