



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE MINUTES

Wednesday, December 2, 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*; **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*;

**Committee Members Attended via Telephone:** **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Dr. Joe Pepe**, *Interim Health Dept. Administrator, Glades & Hendry Counties*

**Committee Members Absent:** **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **Jill Turner, Chair, Nominations and Bylaws Committee**, *CEO, Children's Advocacy Center*

**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 10:00 a.m. by Mr. Poppe. A quorum was established.</li> </ul>	
<b>1. Executive Committee A. Approval of Meeting Minutes of October 14, 2015**</b>	<ul style="list-style-type: none"> <li>• The 10/14/15 minutes were approved.</li> </ul>	Motion to accept the minutes made by Mr. Seif and seconded by Ms. Lane. Motion approved.

<p><b>B. Strategic Planning: 1/19/16, 4:00pm</b></p>	<ul style="list-style-type: none"> <li>Ms. Block confirmed the date of the meeting and stated the data collection for the strategic planning meeting is underway.</li> </ul>	
<p><b>C. The Lastinger Contract**</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<p>Motion made by Mr. Seif to approve the Lastinger Contract and seconded by Ms. Lane. Motion approved.</p>
<p><b>D. Committee Chair Updates</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented Dr. Pepe as chair of the Health, Safety, and Developmental Services Committee and Dr. Wright as chair of the Nomination &amp; Bylaws Committee.</li> </ul>	<p>Committee chairs are appointed by the Board Chair.</p>
<p><b>E. Executive Director: Annual Evaluation</b></p>	<ul style="list-style-type: none"> <li>Mr. Poppe stated the same format as last year will be used. The link will be forwarded to the Board Members.</li> </ul>	
<p><b>2. Vote to Move the Board Meeting Minutes of October 28, 2015 **</b></p>	<ul style="list-style-type: none"> <li>The 10/28/15 minutes were approved to move to the Board Meeting.</li> </ul>	<p>Motion made by Mr. Paterno and seconded by Ms. Lane. Motion approved.</p>
<p><b>3. Finance Committee A. Review of Financial Reports**</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>Ms. Cotter explained the Coalition’s FY16 deficit decreased to \$233,705 due to an increase in the SR Grant award.</li> </ul>	<p>Motion made by Mr. Paterno to move the finance reports to the Board and seconded by Ms. Lane. Motion approved.</p>
<p><b>B. SR Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the Utilization Report graphs covering three years of data for the number of children served and categories of families served.</li> <li>There was a discussion about how the fluctuation in funding effects the number of children being</li> </ul>	

	served. Mr. Poppe commended the Coalition on its pro-active enrollment process.	
<b>C. Audit Presentation: Moss, Krusick &amp; Associates</b>	<ul style="list-style-type: none"> <li>The audit presentation was moved to the 2/10/16 Executive Committee meeting.</li> </ul>	
<b>4. Human Resources Committee*</b> <b>A. Draft Employee Reference Guide Updates**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the HR Committee is working with an HR consultant who recommended updates the Employee Reference Guide. Clarifying questions were posed by the committee.</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. Outreach Committee</b> <b>A. Motion to Disband the Committee</b>	<ul style="list-style-type: none"> <li>Ms. Lane stated the Outreach Committee met its' goal and the work continues through the Coalition's Community Outreach Coordinator.</li> </ul>	Motion made by Ms. Lane to disband the Outreach Committee and seconded by Mr. Paterno. Motion approved.
<b>6. Nominations &amp; By-Laws Committee*</b> <b>A. Draft By-Laws Changes**</b>	<ul style="list-style-type: none"> <li>Consistent with the recommendation and motion of the Outreach Committee, Ms. Block presented the updated Bylaws and Governance Policy due to the deletion of the Outreach Committee.</li> </ul>	Motion made by Mr. Paterno and seconded by Ms. Lane. Motion approved.
<b>B. Nominations for Board Membership:</b> <b>1. Katie Haas**</b> <b>2. Douglas Szabo**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented Ms. Katie Haas to fill a Lee County private sector board position. Ms. Haas' governor appointee application is in process however, she has indicated an interest in serving as a regular, private sector member in the meantime.</li> <li>Ms. Block presented Mr. Douglas Szabo to fill a Lee County private sector board position. Mr. Szabo is a current member of the Coalition's Finance Committee.</li> </ul>	Motion made by Mr. Paterno and seconded by Ms. Lane. Motion approved.  Motion made by Ms. Lane and seconded by Mr. Paterno. Motion approved.
<b>7. Review Agenda for the Board Meeting, December 16, 2015**</b>	<ul style="list-style-type: none"> <li>Mr. Poppe presented the 12/16/15 Board Meeting agenda. One change was noted.</li> </ul>	Motion made by Mr. Paterno to move the agenda with the noted change and seconded by Ms. Lane. Motion approved.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 11:05am</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>February 10, 2016</li> </ul>	