



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE MINUTES

Wednesday, February 10, 2016

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 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*;

Committee Members Attended via Telephone: **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Dr. Denis Wright**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

Committee Members Absent: **Dr. Joe Pepe**, *Health Dept. Administrator, Glades & Hendry Counties*

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

Presenter Present: **Ed Moss**, *Moss, Krusick & Associates*

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

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

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:03 a.m. by Mr. Poppe. A quorum was established. 	
1. Executive Committee A. Approval of Meeting Minutes of December 2, 2015**	<ul style="list-style-type: none"> The 12/2/15 minutes were approved. 	Motion to accept the minutes made by Mr. Seif and seconded by Mr. Paterno. Motion approved.

B. January 19, 2016 Strategic Planning Minutes and Follow-up**	<ul style="list-style-type: none"> The 1/19/16 Strategic Planning minutes were approved. 	Motion to accept the minutes made by Dr. Wright and seconded by Mr. Seif. Motion approved.
C. Executive Director: Annual Evaluation Results & Recommendation	<ul style="list-style-type: none"> Ms. Puddefoot stated she reviewed the Executive Director's evaluation results with Ms. Block. The consensus of the Board Members is that Ms. Block is doing a good job. She recommended a 3% raise for Ms. Block retroactive to January 1, 2016. 	Motion made by Ms. Puddefoot and seconded by Ms. Houk to accept recommendation. Motion approved.
2. Vote to Move the Board Meeting Minutes of December 16, 2015 **	<ul style="list-style-type: none"> The 12/16/15 minutes were approved to move to the Board Meeting. 	Motion made by Mr. Paterno and seconded by Mr. Seif. Motion approved.
3. Finance Committee A. Review of Financial Reports**	<ul style="list-style-type: none"> Ms. Cotter discussed the Financial Reports ending December, 2015. 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 balance sheet now includes the prior year's figures per the Finance Committee's request. 	Motion made by Ms. Puddefoot and seconded by Mr. Paterno to accept the Financial Reports. Motion approved.
B. SR Utilization Forecast**	<ul style="list-style-type: none"> Ms. Block reported the forecast is on track. We are continuing with enrollment on Saturdays. 	
C. Draft Audit Presentation: Moss, Krusick & Associates	<ul style="list-style-type: none"> Mr. Ed Moss with Moss, Krusick & Associates presented the Audit Report ending June 30, 2015 in detail. The audit has a clean opinion with no findings. Mr. Ed Moss presented the 2014 Form 990 Report in detail. 	
4. Human Resources Committee* A. Draft Proposal to change Holidays**	<ul style="list-style-type: none"> Ms. Puddefoot presented the proposed change to the holiday schedule. There was a discussion about coverage between Dec. 25th and Jan. 1st and the proposed wording. 	The proposal will be reworded reviewed again by the HR Committee and submitted at a future meeting.
5. Nominations & By-Laws	<ul style="list-style-type: none"> Ms. Block explained Mr. Mraz completed Mr. 	Motion made by Mr. Paterno and

Committee* A. Motion: V. Mraz, Term 1	England's term that ended Dec. 31, 2015. Mr. Mraz's first term will be Jan. 1, 2016 to Dec. 31, 2019. Though it was discussed in committee and Mr. Mraz agreed to a full term, the motion was not presented for Board approval.	seconded by Ms. Puddefoot. Motion approved.
B. Approval of Revised Coalition Plan Elements	<ul style="list-style-type: none"> • Ms. Block reported the Office of Early Learning (OEL) has conditional approved the Coalition Plan submitted in June 2015. 	
6. Review Agenda for the Board Meeting, February 24, 2016**	<ul style="list-style-type: none"> • Mr. Poppe presented the 12/16/15 Board Meeting agenda. Two items were added. 	Motion made by Mr. Seif and seconded by Mr. Paterno to approve the Feb. 24 th Board agenda with the two noted changes. Motion approved.
Adjournment	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 10:58 am. 	
Next Meeting	<ul style="list-style-type: none"> • March 9, 2016 	