



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Agenda
May 11, 2016
10:00 – 11:15 AM

Purpose: The Executive Committee is composed of board 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 : **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Trina Puddefoot, Board Vice-Chair, Chair-Human Resources (HR) Committee**, *Early Steps Program Director , Early Steps-Health Planning Council*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Ashley Houk, Chair-Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Dr. Joseph Pepe, Chair-Health, Safety, and Developmental Services Committee**, *Health Department Administrator, Hendry & Glades Counties*; **Dr. Denis Wright, Chair-Nominations & Bylaws Committee**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*.

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

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

Agenda Items	Facilitator/Presenter	Suggested Time Frames
Welcome and Introductions	Gerry Poppe, <i>CFO, Waterman Broadcasting</i>	
1. Executive Committee* A. Approval of Meeting Minutes of February 10, 2016** <u>pgs.</u> B. Anti-Fraud Plan: Update** <u>pgs.</u> C. Update: Policy 220.4 Complaint and Disputes Resolution** <u>pgs.</u> D. FY16/17 Proposed Meeting Dates** <u>pg.</u>	Gerry Poppe	

2. Vote to Move the Board Meeting Minutes of February 24, 2016** <u>pgs.</u>	Gerry Poppe	
3. Finance Committee* A. Review of Financial Reports** <u>pgs.</u> B. SR Utilization Forecast** <u>pgs.</u> C. Sliding Fee Scale** <u>pgs.</u> D. FY16/17 Proposed Budget** <u>pgs.</u> E. CCEP De-obligation of Funds** <u>pg.</u> F. CCEP Renewal** <u>pg.</u> G. Final Fiscal Monitoring Report** <u>pgs.</u>	Peter Seif, <i>President, Synergy Networks</i>	
4. Health, Safety and Development Services Committee A. Child Care Program Emergency Plan	Dr. Joseph Pepe, <i>Health Department Administrator, Hendry & Glades Counties</i>	
B. Human Resources (HR) Committee* A. Draft: Holidays, ERG #306** <u>pgs.</u> B. Draft: Educational Benefits, ERG #309** <u>pgs.</u> C. Revised CEO Job Description**, <u>pgs.</u>	Trina Puddefoot, <i>Early Steps Program Director, Health Planning Council of SW Florida;</i>	
C. Nominations & By-Laws Committee* A. Joint Board Meeting with ELC of Sarasota	Dr. Denis Wright, <i>Charlotte Campus President and VP of Economic & Community, Florida Southwestern State College.</i>	
D. Program Committee* A. Draft: Teaching Strategies Gold Letter** <u>pgs.</u>	Ashley Houk, <i>Preschool Director, First Presbyterian Preschool</i>	
E. Review Agenda for the Board Meeting, May 25, 2016** <u>pgs.</u>	Gerry Poppe	
Adjournment		
Next Meeting	June 8, 2016	

All meetings will be held at 2675 Winkler Avenue, Fort Myers, FL 33901 unless otherwise announced.