



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE MINUTES

Wednesday, May 11, 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*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Dr. Denis Wright, Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College;**

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

**Committee Members Absent:** **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **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**

(\*) *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 10:07 a.m. by Mr. Poppe. A quorum was established.</li> </ul>	
<b>1. Executive Committee*</b> <b>A. Approval of Meeting Minutes of February 10, 2016**</b>	<ul style="list-style-type: none"> <li>The 2/10/16 minutes were approved.</li> </ul>	Motion to accept the minutes made by Mr. Seif and seconded by Dr. Wright. Motion approved.

<p><b>B. Update: Policy 220.4 Complaint and Disputes Resolution** (originally, agenda item 1.C.)</b></p>	<ul style="list-style-type: none"> <li>Ms. Block asked that this item be moved ahead of the Anti-Fraud Plan on the agenda as this policy is part of the plan.</li> </ul>	<p>Motion made to update Policy 220.4 by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>
<p><b>C. Anti-Fraud Plan: Update**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block stated the update is required annually by the Office of Early Learning (OEL).</li> </ul>	<p>Motion made to accept the update by Dr. Wright and seconded by Mr. Seif. Motion approved.</p>
<p><b>D. FY16/17 Proposed Meeting Dates**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the FY16/17 proposed meeting dates. There was a discussion about whether or not to continue 4:00pm Board Meeting time. This year's meeting time was moved to encourage providers to attend however, attendance by providers has been minimal.</li> </ul>	<p>Motion made to move the FY16/17 proposed meeting dates to the Board Meeting by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of February 24, 2016**</b></p>	<ul style="list-style-type: none"> <li>The 2/24/16 minutes were approved to move to the Board Meeting.</li> </ul>	<p>Motion made by Mr. Seif and seconded by Ms. Houk. 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 March, 2016. Ms. Cotter addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children being served.</li> <li>There was a discussion about the decrease in VPK enrollment.</li> </ul>	
<p><b>B. SR Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the Wait List and graphs providing SR enrollment trends over the past four years. Currently, entry onto the Wait List is done through the OEL Family Portal with the required documents. The portal is available in three languages: English, Spanish, and Creole.</li> </ul>	
<p><b>C. Sliding Fee Scale**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block explained the State requires an annual review of the Sliding Fee Scale.</li> </ul>	<p>Motion made to accept the Finance Committee's recommendation by Dr. Wright and seconded by Mr. Seif.</p>

	<ul style="list-style-type: none"> <li>The Finance Committee's recommendation is not to raise the client co-pay effective July 1, 2016.</li> </ul>	Motion approved.
<b>D. FY16/17 Proposed Budget**</b>	<ul style="list-style-type: none"> <li>Ms. Cotter presented the FY17 Budget and discussed the Other Cost Accumulator Codes (OCA) in detail. We are budgeting 81% for SR slots, this is above the state minimum of 78%. This budget includes an average 3% merit raise for Coalition staff.</li> </ul>	Motion made to move the FY16/17 Proposed Budget to the Board Meeting by Mr. Seif and seconded by Dr. Wright. Motion approved.
<b>E. CCEP De-obligation of Funds</b>	<ul style="list-style-type: none"> <li>Ms. Block stated we have notified the State that we are de-obligating \$31,000.00 of Child Care Executive Partnership (CCEP) funds. CCEP funds cannot be moved to other OCAs.</li> </ul>	
<b>F. CCEP Renewal**</b>	<ul style="list-style-type: none"> <li>Ms. Cotter discussed the Memorandum of Understanding (MOU) with the Naples Children and Education Foundation (NCEF) beginning July 1, 2016. The Coalition is awaiting approval of a request to match \$200,000 by the CCEP Board in June. If approved, the \$400,000 will provide additional SR slots for Collier County children.</li> </ul>	
<b>G. Final Fiscal Monitoring Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated there were two findings: one finding was reduced to an observation and the second finding was a tuition reimbursement issue. The Coalition has prepared a corrective action plan to OEL which includes policy changes and staff training.</li> </ul>	Motion made to accept the final fiscal monitoring report by Mr. Seif and seconded by Ms. Houk. Motion approved.
<b>4. Health, Safety and Developmental Services Committee*</b> <b>A. Child Care Program Emergency Plan**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the Child Care Emergency Plan will be distributed to providers. Dr. Pepe will present the plan at the May 25<sup>th</sup> Board meeting.</li> </ul>	
<b>5. Human Resources Committee*</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the draft proposal was</li> </ul>	Motion made to accept the draft holiday, ERG #306 by Dr. Wright

<b>A. Draft: Holidays, ERG #306**</b>	reworded to include workflow coverage as needed from Christmas through New Year's Day. This proposed holiday schedule is similar to the public school's holiday schedule. The Coalition will be closed however, a small number of staff will work to assure that essential services are covered.	and seconded by Mr. Seif. Motion approved.
<b>B. Draft: Educational Benefits, ERG #309**</b>	<ul style="list-style-type: none"> <li>• Ms. Block presented the draft educational benefits that aligns with the OEL fiscal monitoring report.</li> <li>• Two wording changes were recommended.</li> </ul>	Motion made to accept the draft educational benefits, ERG#309 with the two noted changes by Dr. Wright and seconded by Ms. Houk. Motion approved.
<b>C. Revised CEO Job Description**</b>	<ul style="list-style-type: none"> <li>• Ms. Block explained that some of the proposed changes resulted from our HR audit, and also to reflect that she has the Human Resources (HR) responsibilities. The CEO job description now reflects these changes.</li> </ul>	Motion made to accept the revised CEO job description by Ms. Houk and seconded by Dr. Wright. Motion approved.
<b>6. Nominations &amp; By-Laws Committee* A. Joint Board Meeting with ELC of Sarasota**</b>	<ul style="list-style-type: none"> <li>• Dr. Wright suggested September 9<sup>th</sup> or September 16<sup>th</sup> for the joint board meeting to be held at the Punta Gorda campus of Florida Southwestern State College.</li> </ul>	Ms. Block will discuss the proposed dates with the ELC of Sarasota Executive Director.
<b>7. Program Committee* A. Draft: Teaching Strategies Gold Letter**</b>	<ul style="list-style-type: none"> <li>• Ms. Houk shared the Program Committee's draft letter in response to OEL's notification that the TS Gold assessment tool will not be used next year.</li> <li>• There was a discussion about distributing last year's assessment video to the local Florida legislators.</li> </ul>	Ms. Houk will share the DVD with Mr. Poppe who will de-identify the child's face in the video.
<b>8. Review Agenda for the Board Meeting, May 25, 2016**</b>	<ul style="list-style-type: none"> <li>• Mr. Poppe presented the May 25, 2016 Board Meeting Agenda.</li> <li>• Two changes were noted.</li> </ul>	Motion made by Mr. Seif and seconded by Ms. Houk to approve the May 25th Board agenda with the two noted changes. Motion approved
<b>9. Other</b>	<ul style="list-style-type: none"> <li>• Ms. Cotter presented the contract renewal between the Coalition and Redlands Christian Migrant Association (RCMA) currently a member of the</li> </ul>	Motion made by Mr. Seif and seconded by Dr. Wright to move the RCMA contract to the Board

	Coalition Board. OEL requires annual approval.	Meeting. Motion approved.
<b>Adjournment</b>	<ul style="list-style-type: none"><li>• The meeting adjourned by acclamation at 11:30 am.</li></ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"><li>• June 8, 2016</li></ul>	