



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, November 16, 2016

4:00 - 6:00 p.m.

SWFL Workforce Development Board Career Source
3050 Horseshoe Drive, North Unit #110
Naples, FL

Board 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; **Damaris Boone, Early Education Outcome Analyst**, Redlands Christian Migrant Association (RCMA); **Ashley Houk, Chair-Program Committee**, Preschool Director, First Presbyterian Preschool; **Jennifer Lange**, Owner/Director, Little People's School; **Dr. Maureen Ungarean**, Director of Early Learning Programs, Collier County School District; **Dr. Denis Wright, Chair-Nominations and Bylaws Committee**, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

Board Members via phone: **Stephanie Busin**, Designee, Glades County Board of County Commissioners; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Douglas Szabo, Esq.** Henderson, Franklin, Sterns and Holt

Staff Present: **Susan Block**, CEO; **Gayla Thompson**, Chief Quality Officer; **Kim Usa**, Chief Operating officer; **Ginger McHale**, Executive Admin. Asst. to CEO

Board Members Absent: **Dr. Trina Puddefoot, Board Vice-Chair**, Early Steps Program Coordinator, Health Planning Council of SW Florida; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Dr. Joseph Pepe, Chair-Health, Safety and Developmental Services Committee**, Health Dept. Administrator, Florida Dept. of Health in Hendry/Glades Counties; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Maggie Stevens**, Principal, Early Childhood Learning Services, Lee County School District; **Andrew Wozniak, Esq., Salvatori, Wood, Buckel, Carmichael & Lottes**

(*) Materials included in Board packet

(**) Materials posted on Sharepoint for Board Members' access

Agenda Items	Discussion	Action/Assignments
Welcome and Introduction	<ul style="list-style-type: none"> Mr. Poppe called the meeting to order at 4:00 p.m. 	

	<p>A quorum was established.</p> <ul style="list-style-type: none"> Mr. Poppe welcomed the Future Ready Collier members and asked all those present to introduce themselves. 	
<p>1. Presentation: Future Ready Collier</p>	<ul style="list-style-type: none"> Ms. McManus, Champions for Learning President and backbone organization for Future Ready Collier explained Future Ready Collier is a network of 35 organizations, business and community members to ensure every child in Collier County is ready for kindergarten, and every young person enters adulthood with a vision and plan to accomplish that vision. Future Ready Collier is a FutureMakers Coalition partner. Each member of the Future Ready Collier panel discussed their organization's involvement in the commitment. Dr. Miller with the FSW School of Education, discussed the Early Childhood Education Cost Study. The findings will be presented at a meeting on January 6, 2017. 	
<p>2. Executive Committee Report A. Annual Performance Assessment: Executive Director</p>	<ul style="list-style-type: none"> Mr. Poppe stated the link to the Executive Director's performance evaluation was emailed to the Board Members. Assessments are due by November 23rd and results will be reported at the January 2017 Board Meeting. 	
<p>3. Finance Committee* A. Review Financial Reports including Revised Grant Awards and Budget FY17**</p>	<ul style="list-style-type: none"> Mr. Seif discussed the Financial Reports ending September 2016. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children being served. 	<p>Motion to approve the financial reports made by Mr. Seif and seconded by Dr. Ungarean. Motion approved.</p>

	<ul style="list-style-type: none"> Mr. Seif announced that an additional, one-time only SR grant award was received which will support the enrollment of more children in child care. 	
B. SR Utilization and Waitlist**	<ul style="list-style-type: none"> Ms. Block reported at the end of September 3,896 SR children received services and 7,041 children received VPK. The Coalition continues to enroll SR children. 	
C. RFP - Winkler Ave.**	<ul style="list-style-type: none"> Ms. Block reported our current landlord was the winning bidder for our Fort Myers office space. The new lease will be for three years per state requirements. 	Motion made by Mr. Paterno and seconded by Ms. Houk. Motion approved.
D. Audit Update	<ul style="list-style-type: none"> Ms. Block reported that Mr. Ed Moss with Moss, Krusick & Associates, (the Coalition's auditing firm) had talked with the Finance and Executive Committee meetings about a finding they received from the Public Company Accounting Overnight Board (PCAOB). This finding is unrelated to coalition auditing work. The Office of Early Learning (OEL) has reviewed the situation and has no concerns. Our Finance and Executive Committees were equally satisfy and support the ongoing relationship with Moss, Krusick & Associates. 	
E. Supplemental Sliding Fee Scale 2016**	<ul style="list-style-type: none"> Ms. Block presented the supplemental sliding fee scale for 2016 to meet the change in federal law requirements. 	Motion made by Mr. Seif and seconded by Ms. Boone. Motion approved.

F. Inventory of Disposable Equipment**	<ul style="list-style-type: none"> Mr. Poppe explained the state requires the Coalition to share this inventory with other Coalitions before items are disposed of. 	Motion made by Mr. Paterno and seconded by Ms. Houk. Motion approved.
4. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of the September 28, 2016 Board Meetings**	<ul style="list-style-type: none"> The 9/28/16 minutes were presented for approval. 	Motion made by Mr. Seif and seconded by Ms. Lange. Motion approved.
Committee Reports		
5. Human Resource (HR) Committee* A. Board Self-Assessment & Board Development**	<ul style="list-style-type: none"> Ms. Block reported the HR Committee is continuing to evaluate the compensation plan. We are continuing to monitor the overtime costs which at this time, continue to be minimal. 	
B. Annual Meeting: January 25, 2017	<ul style="list-style-type: none"> The Board Meeting will be January 25, 2017. 	
6. Program Committee A. Update	<ul style="list-style-type: none"> Ms. Houk stated there is nothing to present at this time. 	
7. Nominations & Bylaws Committee A. Board Self-Assessment & Board Development	<ul style="list-style-type: none"> Dr. Wright reported the Board Self-Assessment survey will be emailed to Board Members in December, results to be shared at the January Board Meeting. 	Motion made by Dr. Wright and seconded by Ms. Houk. Motion approved.
B. Annual Meeting: January 11, 2017	<ul style="list-style-type: none"> Nothing to report. 	
8. Health, Safety & Developmental Services Committee A. Update	<ul style="list-style-type: none"> Ms. Block announced this is Maggie Stevens and Dr. Pepe's last Board Meeting. Stephanie Vick, Administrator with the Collier Health Department, joins the Board at the January 25, 2017 meeting. 	

9. Appeal Hearing Committee A. Update	<ul style="list-style-type: none"> • Dr Wright reported if both providers' violations occurred now, the outcomes would have been different due to the new state statute. Both terminations were reversed with procedural plans put in place. 	
10. Report of the CEO** A. Executive Director's Report**	<ul style="list-style-type: none"> • Ms. Block thanked those Board Members who served on the appeal hearing committees. • The Association of Early Learning Coalition's 2017 state legislative priorities include a request to increase the funds for SR and VPK. • Ms. Block discussed the importance of Future Ready Collier and its impact on the children in Collier County. 	
11. Public Comments	<ul style="list-style-type: none"> • Dr. Ungarean asked for feedback on the social-emotional well-being parent resource and that is available on the Collier County Public School website. The next parent resource to be shared will be focused on kindergarten readiness in the area of literacy. This parent resource will first be shared at the Kindergarten Readiness Presentations (in partnership with the ELC) on January 10th and 11th at Golden Gate Elementary and in Immokalee. • Mr. Poppe acknowledge our Facebook page and thanked Ms. Hess for her work on the Coalition's social media. 	
7. Adjournment	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 5:26 p.m. 	
Next Meeting	Wednesday, January 25, 2017 at 9:00 am	