



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, May 10, 2017  
9:00 – 11:00 a.m.

**Board Members Present:** **Gerry Poppe**, Board Chair, Chief Financial Officer, Waterman Broadcasting; **Dr. Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **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); **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Jennifer Lange**, Owner/Director, Little People's School; **Douglas Szabo, Esq.** Henderson, Franklin, Sterns and Holt P.A.; **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:** **Victor Mraz**, Financial Representative, Northwestern Mutual; **Stephanie Vick**, Healthy Department Administrator-Collier County

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

**Board Members Absent:** **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Stephanie Busin**, Designee, Glades County Board of County Commissioners; **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families

(\*) Materials included in Board packet

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introduction</b>	<ul style="list-style-type: none"> <li>Mr. Poppe called the meeting to order at 9:02 a.m. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>Mr. Poppe noted there were no public comments.</li> </ul>	

<b>1. Executive Committee Report</b> <b>A. OEL Program Accountability Report 2017**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the Office of Early Learning (OEL)'s 2017 Program Accountability Report is required by state contract and done bi-annually. Findings are discussed with staff involved, used for future staff training and quality improvement.</li> </ul>	
<b>B. Provider Survey Presentation: Gayla Thompson, Chief Quality Officer**</b>	<ul style="list-style-type: none"> <li>Ms. Thompson reported 94 providers participated in the survey. Respondents selected email as the best form of communication with the Coalition. Over all responses were favorable.</li> <li>Several suggestions were received regarding the phone system and will be evaluated.</li> </ul>	
<b>2. Finance Committee*</b> <b>A. Review of Financial Reports**</b>	<ul style="list-style-type: none"> <li>Mr. Seif discussed the financial reports ending March 2017. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying current year expenditures, number of children served, and administrative costs.</li> </ul>	Motion to made by Mr. Szabo and seconded by Dr. Wright. Motion approved.
<b>B. SR Utilization and Waitlist**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the number of children served increased at the end of March to 4,819 SR children and 7,386 VPK children.</li> <li>The Wait List is at 801 children.</li> </ul>	
<b>C. FY17/18 Draft Budget **</b>	<ul style="list-style-type: none"> <li>Ms. Cotter summarized the FY17/18 Budget and discussed in detail the Other Cost Accumulators (OCAs) codes. OEL requires the budget detail by OCAs.</li> <li>Eighty one percent is budgeted for direct services (slots). This amount is above the required 78%.</li> <li>Request was made to allow the Coalition to adjust</li> </ul>	Motion made by Mr. Seif and seconded by Mr. Paterno to approve the FY17/18 Budget and the Coalition administration is authorized to update the budget based on the state grant award received. Motion approved.

	the FY17/18 budget according to the state grant award received.	
<b>D. OEL Fiscal Accountability Report 2017**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated there was one finding and it has been resolved.</li> </ul>	
<b>E. OEL Desk Audit Report 6/20/16**</b>	<ul style="list-style-type: none"> <li>Ms. Block reported the 6/20/16 Desk Audit is done quarterly. It was a clean audit with no findings.</li> </ul>	
<b>F. Parent Sliding Fee Scale**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the Parent Sliding Fee Scale requires Board approval each year per OEL.</li> <li>The recommendation is there be no changes to the Parent Sliding Fee Scale.</li> </ul>	Motion made by Mr. Seif and seconded by Ms. Boone to accept the recommendation of no changes to the Parent Sliding fee Scale. Motion approved.
<b>G. Anti-Fraud Plan 2017/18**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated an annual update of the Anti-Fraud Plan is required by OEL. The updates are per OEL suggestions.</li> </ul>	Motion made by Mr. Seif and seconded by Mr. Paterno. Motion approved.
<b>3. Consent Agenda (Vote required)*</b> <b>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</b> <b>A. Approval of Meeting Minutes of the March 22, 2017 Board Meetings**</b>	<ul style="list-style-type: none"> <li>The 3/22/17 minutes were presented for approval.</li> </ul>	Motion made by Mr. Szabo and seconded by Dr. Wright. Motion approved.
<b>Committee Reports</b>		
<b>4. Human Resource (HR) Committee*</b> <b>A. Update</b>	<ul style="list-style-type: none"> <li>Ms. Puddefoot reported an intern will be compiling compensation data this summer for the Coalition..</li> </ul>	
<b>5. Program Committee</b> <b>A. Update – OEL 4/26/17 VPK Assessment Letter**</b>	<ul style="list-style-type: none"> <li>Ms. Houk acknowledged the 4/26/17 OEL letter which talks about the possible use of the current VPK assessment data along with the kindergarten assessment in the future.</li> </ul>	
<b>6. Nominations &amp; Bylaws Committee</b>	<ul style="list-style-type: none"> <li>Dr. Wright announced the Regional Board Meeting with the ELC of Sarasota and the ELC of Heartland</li> </ul>	

<b>A. Proposed Regional Board Meeting, Fall 2017</b>	<p>will be October 13<sup>th</sup> at the FSW College Port Charlotte campus from 10:00am to 1:00pm.</p> <ul style="list-style-type: none"> <li>• Dr. Larry Miller with FSW School of Education will present the results of the Early Childhood Education Cost Study.</li> </ul>	
<b>B. Membership Update</b>	<ul style="list-style-type: none"> <li>• Ms. Block asked the present Board Members to assist in finding candidates to fill the vacant business sector board positions.</li> </ul>	
<b>7. Report of the CEO**</b> <b>A. Executive Director's Report**</b>	<ul style="list-style-type: none"> <li>• Ms. Block talked about a committee on Early Childhood Development included in the Legislature's Education Bill. It was recommended that we nominate Ashley Houk to be on this committee.</li> <li>• OEL continues to improve its Enhanced Field System (EFS). Limited functionality of the Provider Portal is available for contract processing.</li> <li>• Ms. Block invited Mr. MacKinnon, OEL Executive Director to attend the June 21<sup>st</sup> Board Meeting.</li> <li>• Ms. Hess, ELC Community Outreach Coordinator, discussed our new redesigned website, increased social media presents and YouTube videos. Ms. Hess presented a VPK training and Literacy Buddy volunteer videos. We will be sharing our training videos with other Coalitions.</li> </ul>	<p>Motion made by Mr. Paterno and seconded by Dr. Wright to nominate Ashley Houk and a letter be sent to the Legislature Chair. Motion approved.</p> <p>A letter will be sent to the House Speaker and the Senate President with this request.</p>
<b>8. Adjournment</b>	<p>The meeting adjourned by acclamation at 10:29 a.m.</p>	
<b>Next Meeting</b>	<p>Wednesday, June 21, 2017 at 4:00 p.m.</p>	