



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, February 24, 2016
4:00- 6:00 p.m.

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)*; **Marshall Bower, President and CEO**, *The Foundation for Lee County Public Schools*; **Ashley Houk, Chair-Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Jennifer Lange, Owner/Director**, *Little People's School*; **Victor Mraz, Financial Representative**, *Northwestern Mutual*; **Curt Neary, Group Controller**, *Enterprise Holdings*; **Maggie Stevens, Principal**, *Early Childhood Learning Services, Lee 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 Member on the Phone: **Maureen Ungarean**, *Director of Early Learning Programs, Collier County School District*

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

Board Members Absent: **Trina Puddefoot, Board Vice-Chair**, *Early Steps Program Coordinator, Health Planning Council of SW Florida*; **John Ahern, Commissioner**, *Glades County Board of County Commissioners*; **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*; **Douglas Szabo, Esq.** *Henderson, Franklin, Sterns and Holt*; **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 4:02 P.M. A quorum was established. 	

	<ul style="list-style-type: none"> Mr. Poppe introduced Damaris Boone, the new RCMA designee to the Coalition Board. . 	
Public Comment	<ul style="list-style-type: none"> None 	
1. Executive Committee Report	<ul style="list-style-type: none"> The 1/19/16 minutes were presented for approval. 	Motion made by Mr. Seif and seconded by Mr. Szabo. Motion approved.
A. January 19, 2016 Strategic Planning Meeting Minutes and Follow-up**		
B. Executive Director: Annual Evaluation	<ul style="list-style-type: none"> Mr. Poppe reported the consensus of the Board Members from completed performance evaluations is that Ms. Block is doing a good job. The Executive Committee recommends a 3% raise for Ms. Block retroactive to January 1, 2016. 	Motion made by Dr. Wright and seconded by Mr. Bower to accept the Executive Committee's recommendation. Motion approved.
2. Finance Committee*	<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 as requested. 	
A. Review Financial Reports**		
B. SR Utilization and Waitlist**	<ul style="list-style-type: none"> Ms. Block reported the forecast is on track. We presently have 3,812 SR children and are continuing with Saturday enrollments. 	
C. 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. 	Motion made by Mr. Paterno and seconded by Mr. Neary to accept the Audit Report ending June 30, 2015 and the 2014 Form 990 Report. Motion approved.
D. Market Rate Increase**	<ul style="list-style-type: none"> Ms. Block discussed the Collier County infant and toddler (0-24 months) rate and the limited number of available SR slots. 	Motion made by Mr. Seif and seconded by Mr. Bower to increase the rate 4% for infant

	<ul style="list-style-type: none"> The Finance Committee recommends a 4% increase in the infant and toddler (0-24 months) rate only in Collier County. 	and toddlers (0-24 months) only in Collier County effective July 1, 2016. Motion approved.
3. 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 December 16, 2015 Board Meetings**	<ul style="list-style-type: none"> The 12/16/15 minutes were presented for approval. 	Motion made by Mr. Seif and seconded by Ms. Stevens. Motion approved.
4. Committee Reports		
A. Program Committee* 1. Committee Report	<ul style="list-style-type: none"> Ms. Houk discussed the new statewide VPK monitoring tool. 	
B. Health, Safety, and Development Services Committee 1. Committee Report	<ul style="list-style-type: none"> No report. 	
C. Human Resources/Personnel Committee 1. Committee Report	<ul style="list-style-type: none"> No report. 	
D. Nominations and Bylaws Committee 1. Approval of Board Member Term: a. Victor Mraz, Term 1	<ul style="list-style-type: none"> Dr. Wright explained Mr. Mraz initially joined the board to complete a previous board member's term. The recommendation was made to invite Mr. Mraz' for his first (full) term, Jan. 1, 2016 to Dec. 31, 2019. 	Motion made by Dr. Wright and seconded by Mr. Paterno. Motion approved
2. Approval of Revised Coalition Plan Elements	<ul style="list-style-type: none"> Ms. Block report the updated Coalition Plan was submitted in June to the Office of Early Learning (OEL) and the conditional approval received three 	

	weeks ago. The additional requests are being provided.	
5. Report of the CEO* A. Executive Director's Report **	<ul style="list-style-type: none"> • Ms. Block referred the Board to her written report. • Ms. Ungarean described the efforts of the Collier County Public Schools to ensure a smooth transition between private pre-k providers and kindergarten. Ms. Ungarean discussed the April 29, 2016 Pre-K Stars on Tour. Preschool teachers and their "soon-to-be kindergarten students" are invited to tour Collier County Public Elementary Schools. • Ms. Block presented the 2014-15 Annual Report and the March 19, 2016 Reading Festival Flyer. • Ms. Block reminded the board that this is the fourth clean audit in a row. Ms. Block thanked Ms. Cotter for her leadership and for a job well done. • Ms. Block reported the Coalition will have the community corner table at the March 2, 2016 Boston Red Sox game. 	
B. Poverty Simulator	<ul style="list-style-type: none"> • Ms. Stevens discussed the Poverty Simulator which allows participants to embrace a character and experience their life challenges. The program is offered through the district on April 11, 2016. 	Information will be sent to Board members.
6. Public Comments	<ul style="list-style-type: none"> • Mr. Poppe reported on the Early Learning Advisory Council (ELAC) meeting and Ms. Block's presentation. Mr. Duncanson, ELAC Chairperson has resigned. 	
7. Adjournment	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 5:03 p.m. 	.
Next Meeting	<ul style="list-style-type: none"> • Wednesday, March 23, 2016 at 4:00 pm 	

