



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, June 21, 2017  
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; **Stephanie Busin**, Designee, Glades County Board of County Commissioners; **Yara Duchesne**, Program Coordinator, 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; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Douglas Szabo, Esq.** Henderson, Franklin, Sterns and Holt P.A.; **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

**Other Attendees Present:** **Rodney MacKinnon**, Executive Director, Office of Early Learning; **Becky Poppe**; **Gene Ungarean**

**Staff Present:** **Susan Block**, CEO; **Gayla Thompson**, Chief Quality Officer; **Kim Usa**, Chief Operating Officer; **Ginger McHale**, Executive Admin. Asst. to CEO; **Peter Escayg**, Director of Risk Management; **Kevin Hua**, Business Services Intern

**Board Members Absent:** **Dr. Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Stephanie Vick**, Healthy Department Administrator-Collier County

(\*) Materials included in Board packet

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introduction: Dedication of ELC Literacy Nook (Lobby)</b>	<ul style="list-style-type: none"> <li>Ms. Block on behalf of the Coalition thanked Mr. Poppe for his 10 years of service on the Board. The ELC Literacy Nook was dedicated in Mr.</li> </ul>	

<p><b>Introduction: Rodney MacKinnon, Executive Director, Florida Office of Early Learning</b></p>	<p>Poppe’s honor and a plaque in the lobby was unveiled noting the event.</p> <ul style="list-style-type: none"> <li>• Mr. Poppe called the meeting to order at 4:10pm. A two thirds (2/3) quorum was established.</li> <li>• Mr. Poppe and Ms. Block presented Dr. Ungarean with a clock for her time on the Board.</li> <li>• Mr. Poppe introduced Mr. MacKinnon, Executive Director of Florida’s Office of Early Learning (OEL). Mr. MacKinnon discussed his experience, the three goals he would like to accomplish at OEL, the positive benefits of early learning, and returning authority to the local Coalitions.</li> </ul>	
<p><b>Public Comments</b></p>	<ul style="list-style-type: none"> <li>• Mr. Poppe noted there were no public comments.</li> </ul>	
<p><b>1. Executive Committee Report</b>  <b>A. Proposed FY17/18 Finance, Executive &amp; Board Meeting Dates**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Poppe presented the Finance, Executive and Board Meeting’s FY17/18 meeting dates.</li> </ul>	<p>Motion made by Mr. Seif and seconded by Dr. Wright.  Motion approved.</p>
<p><b>2. Finance Committee*</b>  <b>A. Review of Financial Reports**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Seif discussed the financial reports ending April 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>	<p>Request was made to check on the VPK total costs for prior year expenditures April 2016.</p> <p>Motion made by Mr. Szabo and seconded by Mr. Bower.  Motion approved with request.</p>
<p><b>B. SR Utilization and Waitlist**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block remarked that we are serving the highest number of SR children, 4,885 in April 2017. The enrollment increase comes from a higher number of at risk families.</li> </ul>	

<b>C. Approval: OEL Grant Agreement **</b>	<ul style="list-style-type: none"> <li>Ms. Block stated we have received the OEL Grant Agreement but the amount has not been established.</li> </ul>	Motion made by Mr. Szabo and seconded by Mr. Mraz. Motion approved.
<b>D. Renewal: RCMA Immokalee SR/VPK Eligibility Contract-Related Party Contract**</b>	<ul style="list-style-type: none"> <li>Mr. Poppe presented the 2017/18 Redlands Migrant Christian Association (RCMA) SR/VPK contract for Board approval. This is a related party contract, therefore, the conflict of interest form (Form 8B) was signed by the RCMA Board members, Damaris Boone and Yara Duchesne. The vote requires a 2/3 majority of Board Members be present, 14 of 17 Board members attended today's meeting. The special conditions to vote on a related party contract were met.</li> </ul>	Motion made by Mr. Bower to approve the FY2017/18 RCMA SR/VPK Contract and seconded by Dr. Wright. Ms. Boone and Ms. Duchesne recused themselves from the vote. Motion unanimously approved.
<b>E. Renewal: RCMA VPK Contract-Board Information Only**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the RCMA VPK Contract for Board notification.</li> </ul>	
<b>F. Renewal: Collier County Health Dept. Contract FY2017/18-Board Information Only**</b>	<ul style="list-style-type: none"> <li>Mr. Poppe presented the Collier County Health Dept. FY17/18 Contract for Board notification.</li> <li>Ms. Block explained we have one nurse on call for the providers in our four counties.</li> </ul>	
<b>G. OEL Desk Audit report February 2017**</b>	<ul style="list-style-type: none"> <li>Mr. Poppe reported there were no findings.</li> </ul>	
<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 May 10, 2017 Board Meetings**</b>	<ul style="list-style-type: none"> <li>The 5/10/17 minutes were presented for approval.</li> </ul>	Motion made by Mr. Paterno and seconded by Ms. Houk. Motion approved.
<b>Committee Reports</b>		
<b>4. Human Resource (HR)</b>	<ul style="list-style-type: none"> <li>Ms. Block introduced Kevin Hua, Business</li> </ul>	

<p><b>Committee*</b> <b>A. Update</b></p>	<p>Services intern this summer. Mr. Hua will be working with Ms. Block on the compensation analysis.</p>	
<p><b>5. Program Committee</b> <b>A. Response to OEL Communication Regarding Assessment**</b></p>	<ul style="list-style-type: none"> <li>Ms. Houk presented the response letter. There was a discussion about the Kindergarten Readiness Assessments and the Star Early Literacy Assessment. It was agreed to send the letter.</li> </ul>	
<p><b>6. Nominations &amp; Bylaws Committee</b> <b>A. Motion to Appoint an Interim Chairperson</b></p>	<ul style="list-style-type: none"> <li>Dr. Wright nominated Peter Seif as Interim Chairperson.</li> <li>Dr. Wright nominated Doug Szabo as Board Treasurer.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Mr. Bower to accept Mr. Seif as Interim Chair. Motion approved.</p> <p>Motion made by Mr. Seif and seconded by Dr. Wright to accept Mr. Szabo as Board Treasurer. Motion approved.</p>
<p><b>B. Regional Board Meeting, 10/13/17</b></p>	<ul style="list-style-type: none"> <li>Dr. Wright announced the Regional Board Meeting with the Early Learning Coalitions of Sarasota and Florida's Heartland will be October 13, 2017 at the FSW College Port Charlotte campus from 10:00am to 1:00pm.</li> <li>Dr. Larry Miller with FSW School of Education will present the results of the Early Childhood Education Cost Study.</li> </ul>	
<p><b>7. Report of the CEO**</b> <b>A. Executive Director's Report**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block thanked the Board Members who attended our United Way Collier County site visit on June 19<sup>th</sup>. This was the Coalition's first site visit in Collier County.</li> <li>Ms. Block thanked Mr. MacKinnon for sharing his strategies and goals with the Leadership Team and the Board.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ms. Block shared Future Ready Collier's backbone work plan to increase community involvement in early learning.</li> </ul>	
<b>B. Presentation of Client Satisfaction Survey, Kim Usa, Chief Operating Officer**</b>	<ul style="list-style-type: none"> <li>Ms. Usa presented the results of the March-May 2017 Customer Service Survey. Comments received will be shared with staff and used for training purposes when applicable. The survey will be done quarterly.</li> </ul>	
<b>8. Adjournment</b>	The meeting adjourned by acclamation at 6:23 p.m.	
<b>Next Meeting</b>	Tuesday, September 26, 2017 at 9:00 a.m.	