



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, November 15, 2017  
9:00 – 11:00 a.m.

**Board Members Present:** **Peter Seif**, Interim Board Chair, President, Synergy Networks; **Douglas Szabo, Esq.**, Board Treasurer, Henderson, Franklin, Sterns and Holt P.A.; **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; **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Jason Himschoot, Esq.**, Goede, Adamczyk, Deboest, and Cross, PLLC; **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Michele King**, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida; **Dr. Elizabeth McBride**, Director of Early Learning Programs, Collier County School District; **Victor Mraz**, Financial Representative, Blue Chip Financial of Southwest Florida; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Kimberly Ross**, Owner, Ross Dynasty Cares; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

**Board Members Present via the phone:** **Stephanie Busin**, Designee, Glades County Board of County Commissioners; **Jennifer Lange**, Owner/Director, Little People’s School; **Stephanie Vick**, Healthy Department Administrator-Collier County

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

**Other Attendee:** **Elizabeth Pineda**, Infant Toddler Development Specialist, Early Steps, Health Planning Council of SW Florida

**Board Members Absent:** **Dr. Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida;

(\* ) Materials included in Board packet

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

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> <li>Mr. Seif called the meeting to order at 9:02 am. A</li> </ul>	

	<p>quorum was established.</p> <ul style="list-style-type: none"> <li>• Mr. Seif asked all present to introduce themselves.</li> <li>• Ms. Block presented Dr. McBride with a certificate of appreciation for her board service.</li> <li>• Ms. Block presented Ms. Houk with a service award and thanked her for her involvement with the VPK assessment issue.</li> <li>• Ms. Block thanked Ms. Busin for her board service. Ms. Busin's certificate of appreciation will be mailed.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>• Mr. Seif noted there were no public comments.</li> </ul>	
<b>1. Executive Committee Report**</b> <b>A. Early Learning School Readiness Plan: Approval</b>	<ul style="list-style-type: none"> <li>• Ms. Block presented the Coalition School Readiness (SR) Plan for approval.</li> </ul>	Motion made by Mr. Mraz and seconded by Mr. Szabo. Motion approved.
<b>B. Approval: Save the Children Foundation Grant</b>	<ul style="list-style-type: none"> <li>• Ms. Block discussed the grant process and thanked Ms. Quevedo for her assistance in this process.</li> </ul>	Motion made by Dr. Wright and seconded by Mr. Mraz. Motion approved.
<b>2. Finance Committee*</b> <b>A. Financial Reports**</b>	<ul style="list-style-type: none"> <li>• Mr. Szabo discussed the financial reports ending June and September 2017. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures, the number of children served, and administrative costs.</li> <li>• Ms. Block explained we allocated at year end 82.17% towards direct services, SR slots, this exceeds the required 78%.</li> </ul>	Motion made by Mr. Paterno and seconded by Mr. Bower. Motion approved.
<b>B. SR. Utilization and Waitlist**</b>	<ul style="list-style-type: none"> <li>• Ms. Block stated the Coalition served 5,035 SR children at year end.</li> </ul>	

	<ul style="list-style-type: none"> <li>There was a discussion about the Waitlist process and that we are not enrollment income eligible at this time. Enrollment includes 30% to 40% of at risk children, homeless children and SR children from other Coalitions.</li> </ul>	
<b>C. Approval of Revised Fy17/18 Budget**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the notice of grant award was received in June after the May Board Meeting approved the FY17/18 budget. Ms. Block explained the adjustments the largest increase going to direct services for SR slots.</li> </ul>	Motion made by Mr. Mraz and seconded by Mr. Bower. Motion approved.
<b>D. Approval to Dispose of Equipment**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the equipment disposal process.</li> </ul>	Motion made by Mr. Szabo and seconded by Ms. Houk. 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 September 26, 2017 Board Meetings**</b>	<ul style="list-style-type: none"> <li>The 9/26/17 minutes were presented for approval.</li> </ul>	Motion made by Mr. Szabo and seconded by Ms. Houk. Motion approved.
<b>Committee Reports</b>		
<b>4. Program Committee</b> <b>A. Update</b>	<ul style="list-style-type: none"> <li>Ms. Houk announced Ms. Boone has agreed to be the new Program Committee Chair.</li> <li>The committee discussed how to increase the number of SR providers. The provider portal will make this process easier. One suggestion was to develop a webinar on how to become a SR provider.</li> </ul>	
<b>5. Nominations &amp; Bylaws Committee</b> <b>A. Member Change: Early Steps</b>	<ul style="list-style-type: none"> <li>Dr. Wright announced Dr. Puddefoot is resigning from the Board. Elizabeth Pineda will be the Early Steps designee. Ms. Pineda discussed her qualifications.</li> </ul>	

<b>B. Faith-Based Provider Seat: Update</b>	<ul style="list-style-type: none"> <li>• Dr. Wright stated we are still recruiting for this Board position.</li> </ul>	
<b>C. Private For-Profit Provider Seat: Recommendation**</b>	<ul style="list-style-type: none"> <li>• Dr. Wright presented Rita Dellatore, owner/director of Kid City Early Learning Academy, for the for-profit provider Board position.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Ms. Houk. Motion approved.</p>
<b>D. Regional Board Meeting, 10/13/17: Approval of Minutes**</b>	<ul style="list-style-type: none"> <li>• The 10/13/17 minutes were presented for approval.</li> <li>• The benefits of a regional joint board meeting were discussed. Dr. Wright will follow up on the availability of the meeting room for 2018.</li> </ul>	<p>Motion made by Ms. Houk and seconded by Dr. McBride. Motion approved.</p>
<b>6. Report of the CEO**</b> <b>A. Executive Director's Report**</b>	<ul style="list-style-type: none"> <li>• Ms. Block discussed the Office of Early Learning (OEL) recommendation to reduce the number of coalitions from 30 to 25.</li> <li>• Dr. McBride presented the Collier County Public Schools early learning resources for parents and providers: social and emotional strategies; literacy strategies and STEAM.</li> <li>• There was a discussion about the increase CDR requirements by October 2018 and the decrease in available funding to support the SR teachers. Ms. Thompson stated we receive two to three scholarship applications per week.</li> <li>• Ms. Block stated our insurance broker has presented the Coalition with group health insurance rates for 2018 along with a proposal for a new product, Teledoc. Teledoc would offer a \$0 copay tele-medical appointments, reduced pharmaceutical costs and other medical supports. We surveyed the staff and more than half are interested in this product. The annual fee cost would be less than \$5000 for the year.</li> </ul>	<p>Motion made by Mr. Paterno and seconded by Dr. Wright to approve the Coalition paying the annual fee. Motion approved.</p>

	<ul style="list-style-type: none"> <li>Mr. Seif acknowledged Peter Escayg, Director of Risk Management, and thanked him for his twelve and one half years of employment with the Coalition. Mr. Escayg will be retiring the beginning of December.</li> </ul>	
<b>8. Adjournment</b>	The meeting adjourned by acclamation at 10:01 a.m.	
<b>Next Meeting</b>	Wednesday, January 24, 2018 at 9:00 a.m.	