



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE MINUTES

Wednesday, January 10, 2018

10:00- 11:15 a.m.

Purpose: The Executive Committee is composed of officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and financial management and operations.

Committee Members Present: **Peter Seif**, Interim Board Chair, *President, Synergy Networks*; **Douglas Szabo**, Board Treasurer, *Attorney, Henderson, Franklin, Starnes & Holt, P.A.*; **Damaris Boone**, Chair-Program Committee, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Jason Himschoot**, Chair –HR Committee, *Attorney, Goede, Adamczyk, Deboest and Cross, PLLC*; **Dr. Denis Wright**, Chair-Nominations & Bylaws Committee, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

Committee Members Absent: **Joe Paterno**, Board Secretary, *Executive Director, Southwest Florida Workforce Development Board*;

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

Other Attendee via the phone: **Ed Moss**, *Moss Krusick & Associates, LLC*

(*) *Materials included in Executive Committee Packet.*

(**) *Materials posted on SharePoint for Committee Members.*

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:00 a.m. by Mr. Seif. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of November 1, 2017**</p>	<ul style="list-style-type: none"> The 11/1/17 minutes were approved. 	<p>Motion made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of November 15, 2017**</p>	<ul style="list-style-type: none"> Approved to move the 11/15/17 Board minutes. 	<p>Motion made by Dr. Wright and seconded by Mr. Szabo. Motion approved.</p>
<p>3. Finance Committee A. Presentation of Financial Audit**</p>	<ul style="list-style-type: none"> Mr. Moss of Moss, Krusick & Associates presented the financial audit ending June 30, 2017. Mr. Moss noted that the SR and VPK administrative costs are below the required percentages and the Coalition qualified as a low-risk auditee. There was a discussion about Coalitions owning their own office building. 	
<p>B. SR Utilization Forecast **</p>	<ul style="list-style-type: none"> Mr. Szabo reported at the end of November 4,264 School Readiness (SR) were enrolled. This number is lower than the previous month and the wait list is slightly higher. We are enrolling in Glades and Collier and continue to enroll the at-risk and county transfer children. The number of enrolled VPK children has increased to 8,010. 	
<p>C. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> Mr. Szabo discussed the financial reports ending November 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. 	

<p>4. Nominations & By-Laws Committee* A. Faith-Based Provider Seat: Motion to Move Committee Recommendation to the Full Board**</p>	<ul style="list-style-type: none"> • Dr. Wright presented Selina Jefferson with Mount Hermon Ministries/Dew of Hermon Early Learning Center to fill the faith-based provider board position. 	<p>Motion to present Ms. Jefferson's application to the full board made by Mr. Szabo and seconded by Ms. Boone. Motion approved.</p>
<p>B. Motion to move Slate of Officers to the Full Board**</p>	<ul style="list-style-type: none"> • Dr. Wright presented the Slate of Officers for the ELC 2018 Board. 	<p>Motion to present the Slate of Officers to the full board made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p> <p>Mr. Seif and Mr. Szabo abstained from the vote.</p>
<p>C. Board Development Plan for Annual Meeting, 1/24/18</p>	<ul style="list-style-type: none"> • Ms. Thompson reported Ms. Block is working with ELC staff to provide a SR/ VPK presentation at the Jan. 24th Board Meeting. 	
<p>5. Review Agenda for the Board Meeting, January 24, 2018**</p>	<ul style="list-style-type: none"> • Ms. Block presented the Jan, 24, 2018 Board Meeting Agenda. We are expecting the name of the Lee County Board of County Commissioners designee, when received it will be added to the Board agenda. 	<p>Motion made by Dr. Wright and seconded by Mr. Szabo to approve the Jan. 24th Board agenda with the possible noted update. Motion approved.</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 10:30 am. 	
<p>Next Meeting</p>	<ul style="list-style-type: none"> • March 7, 2018 	