



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, March 21, 2018  
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; **Scott Bass**, Superintendent of Schools, Glades County School District; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Selina Jefferson**, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; **Michele King**, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida; **Victor Mraz**, Financial Representative, Blue Chip Financial of Southwest Florida; **Elizabeth Pineda**, Infant Toddler Developmental Specialist, Early Steps/Health Planning Council; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

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

**Board Members Absent** **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, Goede, Adamczyk, Deboest, and Cross, PLLC; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Kimberly Ross**, Owner, Ross Dynasty Cares; **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 Introductions</b>	<ul style="list-style-type: none"> <li>• Mr. Seif called the meeting to order at 9:01 am. A quorum was established.</li> <li>• Mr. Seif welcomed Ms. Jefferson, newest board</li> </ul>	

	member and asked all present to introduce themselves.	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
<b>1. Executive Committee Report</b> <b>A. Discussion: ELC Outreach</b>	<ul style="list-style-type: none"> <li>• Ms. Block explained that one of the comments on her performance review was related to the need for more community outreach. However, there was no quorum the Executive Committee meeting and the topic outreach was not discussed.</li> <li>• There was a discussion about the ELC’s branding and recognition in the community. Also, the awareness of early learning in our four counties. The group talked about the importance of having specific outreach goals.</li> <li>• Mr. Seif suggested that the Executive Committee should discuss the topic and bring back ideas to the larger board.</li> </ul>	It was recommended that the Executive Committee continue the ELC outreach discussion.
<b>2. Finance Committee*</b> <b>A. SR. Utilization and Waitlist **</b>	<ul style="list-style-type: none"> <li>• Mr. Szabo reported that the number of children enrolled in School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) has increased as of January. Subsequently, the SR wait list has decreased due to current enrollment.</li> </ul>	
<b>B. Utilization Reports and Statements of Revenues and Expenditures**</b>	Mr. Szabo discussed the financial reports ending January 2018. 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 are below the required percentages.	

<p><b>C. Approval 2016 Form 990**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo noted the one correction identified by the Finance Committee meeting has been corrected.</li> </ul>	<p>Motion made by Mr. Bower to approve the 2016 Form 990 and seconded by Mr. Mraz. Motion approved.</p>
<p><b>D. Financial Administrative Desk Review: July-September 2017 (Information)**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the Office of Early Learning (OEL) desk review, there were no findings.</li> </ul>	
<p><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 January 24, 2018 Board Meetings**</b></p>	<ul style="list-style-type: none"> <li>The 1/24/18 minutes were presented for approval.</li> </ul>	<p>Motion made by Mr. Bower to approve the consent agenda and seconded by Dr. Wright. Motion approved.</p>
<p><b>Committee Reports</b></p>		
<p><b>4. HR/Personnel Committee</b>  <b>A. Update: Status of Executive Director's Annual Performance Review</b></p>	<ul style="list-style-type: none"> <li>Mr. Seif reported 12 of the 18 Board Members completed the Executive Director's annual performance review. Ms. Block received a favorable review.</li> </ul>	<p>Mr. Himschoot will present the HR Committee's report and recommendations at the next Board Meeting.</p>
<p><b>5. Program Committee</b>  <b>A. SR Provider On-Boarding Audit Discussion</b></p>	<ul style="list-style-type: none"> <li>Ms. Usa reported the Early Learning Coalition of Manatee has written a white paper on limiting screen time for small children. There was a discussion about developing our own white paper and continuing this conversation.</li> <li>Ms. Seif discussed teaching children how to opt-out, so data is not collected.</li> </ul>	<p>ELC of SWFL White Paper to be presented to the Board upon completion.</p>
<p><b>6. Report of the CEO**</b>  <b>A. Executive Director's Report**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block reported the early learning bill passed by the FL Legislature is awaiting the governor's signature. Some of the highlights are: OEL will identify observation-based child assessments for use by providers at least 3 times a year; will adopt</li> </ul>	

	<p>a program assessment that measures the quality of teacher-child interactions for ages birth to 5 years; revise the statewide provider contract to include contracted slots, quality improvement strategies, and program assessment requirements.</p> <ul style="list-style-type: none"> <li>• Ms. Block stated the ELC will assess local priorities based on the needs of families and provider capacity using available community data.</li> <li>• The Federal budget includes an increase to the Child Care and Development Block Grant (CCDBG). CCDBG is Florida’s primary source of funding for the SR Grant. It was recommended that a letter from the Board in support of a new re-allocation method of the SR Grant funds be sent to Sen. Nelson, Sen. Rubio and Rep. Rooney.</li> <li>• Ms. Block stated our United Way site visit is May 1, 2018 at Dew of Hermon Early Learning Center. Ms. Blocked thanked all of those Board Members who have agreed to attend.</li> </ul>	<p>Motion to write federal representatives about CCDBG funds made by Mr. Paterno and seconded by Mr. Bass. Motion approved.</p>
<b>7. Adjournment</b>	The meeting adjourned by acclamation at 9:55a.m.	
<b>Next Meeting</b>	Wednesday, May 16, 2018 at 9:00 a.m.	