



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, May 16, 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.; **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, Goede, Adamczyk, Deboest, and Cross, PLLC; **Victor Mraz**, Financial Representative, Blue Chip Financial of Southwest Florida; **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 Telephone: **Danna Breeden**, Maternal and Child Nurse Consultant, Designee-Florida Department of Health Collier County; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners

Other Attendees: **Senator Kathleen Passidomo**, State of Florida; **Langdon Lice**, Senator Passidomo's Assistant

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

Board Members Absent **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Scott Bass**, Superintendent of Schools, Glades County School District); **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **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; **Elizabeth Pineda**, Infant Toddler Developmental Specialist, Early Steps/Health Planning Council; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Kimberly Ross**, Owner, Ross Dynasty Cares

(*) 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"> • Mr. Seif called the meeting to order at 9:06 am. A quorum was established. • Mr. Seif welcomed Senator Kathleen Passidomo and asked all present to introduce themselves. • Ms. Block presented Senator Passidomo with Association of Early Learning Coalitions (AELC) award for her sponsorship of HB 1091 and support of early learning in Florida. 	
Public Comments	<ul style="list-style-type: none"> • None. 	
1. Executive Committee Report A. Proposed FY 18/19 Finance, Executive, and board Meeting Dates**	<ul style="list-style-type: none"> • Ms. Block presented the FY18/19 meeting dates for the Finance, Executive and Board Meetings. 	<p>Motion made by Mr. Szabo and seconded by Mr. Bower. Motion approved.</p>
2. Finance Committee* A. FY 18/19 Draft Budget**	<ul style="list-style-type: none"> • Mr. Szabo presented the FY 18/19 draft budget. The budget includes 81% for direct services. This percentage is above the state required 78%, per the Board's direction. • The final Notice of Award from OEL will be received after the budget is approved. Ms. Block made a request to allow the Coalition to make budget adjustments based on the final Notice of Award. The revised, final budget will be presented to the Board in fiscal year 18/19 for final approval. 	<p>Motion made by Mr. Bower to accept the FY 18/19 budget and seconded by Mr. Mraz. Motion approved.</p> <p>Motion made by Mr. Bower to allow the Coalition to make budget adjustments based on the final Notice of Award and seconded by Mr. Himschoot. Motion approved.</p>
B. SR. Utilization and Waitlist	<ul style="list-style-type: none"> • Mr. Szabo reported the number of School Readiness (SR) children has increased. At the end of March 2018, 4,596 School Readiness (SR) were enrolled. 	

<p>C. Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> • Mr. Szabo discussed the financial reports ending March 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. • Mr. Szabo reported SR enrollment is 83% of the actual YTD expended, trending to exceed above the ELC Board's 81% total budget goal. 	<p>Motion made by Mr. Mraz and seconded by Mr. Bower. Motion approved.</p>
<p>D. Discuss OEL Desk Review: October 2017-December 2017**</p>	<ul style="list-style-type: none"> • Mr. Szabo presented the Office of Early Learning (OEL) desk review, there were no findings. 	
<p>E. Approve FY 18/19 Sliding Fee Scale**</p>	<ul style="list-style-type: none"> • Ms. Usa presented the FY18/19 Sliding Fee Scale. The staff recommendation is for the parent co-payment fees to remain the same. 	<p>Motion made by Mr. Mraz to accept the staff recommendation and seconded by Mr. Bower. Motion approved.</p>
<p>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 March 21, 2018 Board Meetings**</p>	<ul style="list-style-type: none"> • The 3/21/18 minutes were presented for approval. 	<p>Motion to approve the 3/21/18 minutes made by Mr. Szabo and seconded by Mr. Bower. Motion approved.</p>
<p>Committee Reports</p>		
<p>4. HR/Personnel Committee A. Update: Status of Executive Director's Annual Performance Review</p>	<ul style="list-style-type: none"> • Mr. Himschoot stated last fiscal year the staff did not receive a cost of living adjustment (COLA) or one time incentive. Mr. Himschoot discussed the importance of investing in staff and showing appreciation for what they do for the families who come to the Coalition. 	

	<ul style="list-style-type: none"> • The original budget, reviewed by the Finance Committee and Executive Committee included a 3% COLA (per the original HR Committee recommendation). However, the Executive Committee discussion resulted in a preference to include a 3% increase in the budget to increase staff salaries on a performance basis. This included a 3% increase for Ms. Block and one time incentive payment of \$7500 for Ms. Block. Determination of the basis for the performance based increase for staff would be left to Ms. Block’s discretion. • Mr. Himschoot recommended a 3% performance based increase for all staff effective 7/1/18. • Mr. Himschoot recommended a 3% performance based increase for Ms. Block effective 7/1/18. • Mr. Himschoot recommended a one-time incentive, \$7500, for Ms. Block. 	<p>Motion for a 3% performance based increase for staff made by Mr. Bower and seconded by Ms. Boone. Motion approved.</p> <p>Motion for a 3% performance based increase for Ms. Block made by Mr. Bower and seconded by Ms. Boone. Motion approved.</p> <p>Motion to approve the one-time incentive payment to Ms. Block made by Mr. Bower and seconded by Ms. Boone. Motion approved.</p>
<p>5. Program Committee A. White Paper: Limiting Children’s Screen Time</p>	<ul style="list-style-type: none"> • Ms. Boone reported committee members are developing the white paper and it will be presented at the fall meeting. • There was a discussion about HB 1091, passed during the 2018 Legislative Session. The Committee expressed concerns about OEL’s potential threshold scores for providers and assessing teachers and children in their first language. 	
<p>6. Report of the CEO** A. Executive Director’s</p>	<ul style="list-style-type: none"> • Ms. Block discussed the impact of HB 1091 on our program providers. Ms. Block confirmed the 	

Report**	<p>Coalition’s continued support to providers to assist them in meeting the new requirements.</p> <ul style="list-style-type: none"> • There was a discussion about OEL developing a differential payment program for providers based on teacher/child interaction quality measures. • Ms. Block reported that we continue to participate with Future Ready Collier and Hendry Educational Improvement Task Force. Both organizations increase the Coalition’s visibility in our four county area. • Ms. Block thanked the Board Members for their participation on our various committees. 	
B. Outreach Presentation	<ul style="list-style-type: none"> • Ms. Hess highlighted some of the outreach activities: Community quarterly newsletter, presents on Facebook, Tweeter and Instagram; service organization presentations, Telemundo-VPK interviews, and updated brochures for the various programs. • Ms. Hess showed a video highlighting the 2017 outreach accomplishments. • Ms. Block stated 2019 is the Coalition’s 20th anniversary and we are thinking about recognizing that milestone and our providers in some way. 	
7. Adjournment	The meeting adjourned by acclamation at 10:14 a.m.	
Next Meeting	Wednesday, June 20, 2018 at 9:00 a.m.	