



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, June 6, 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); Dr. Denis Wright, Chair-Nominations & Bylaws Committee, Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College**

**Committee Members Absent:** **Jason Himschoot, Chair –HR Committee, Attorney, Goede, Adamczyk, Deboest and Cross, PLLC**

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

(\* ) Materials included in Executive Committee Packet.

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Meeting called to order at 9:55 a.m. by Mr. Seif. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	
<b>1. Executive Committee* A. Approval of Meeting Minutes of May 2, 2018**</b>	<ul style="list-style-type: none"> <li>The 5/2/18 minutes were approved.</li> </ul>	Motion made by Mr. Szabo and seconded by Dr. Wright. Motion approved.

<p><b>B. Approval of ELC Anti-Fraud Plan**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the reformatted ELC Anti-Fraud Plan. There was one request that the plan definitions be in alphabetical order.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Ms. Boone to approve with the noted request. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of May 16, 2018**</b></p>	<ul style="list-style-type: none"> <li>Approved to move the 5/16/18 Board minutes.</li> </ul>	<p>Motion made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>
<p><b>3. Finance Committee*</b> <b>A. Sr. Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo reported the number of School Readiness (SR) children enrolled has increased to 4,664 at the end of April, 2018. The waitlist has decreased.</li> <li>There was a discussion about the limited infant and toddler space in Collier County. Collier County does not have an Early Head Start program as Lee County.</li> </ul>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo discussed the financial reports ending April 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.</li> <li>The committee members discussed the 81% for SR enrollment previously mandated by the Board. Also discussed were: the new assessment process in HB-1091 effective July 1, 2018 and its impact on our providers and the Coalition; the new EFS 3.0 system effective July 1<sup>st</sup>; possible additional federal funding. Ms. Block suggested this would be a good time for a new strategic plan discussion at the September Board Meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ms. Cotter discussed the utilization of funds for May and June SR enrollments. If funding is available, it will be used for quality purchases</li> </ul>	
<b>C. Renewal: RCMA Immokalee SR/VPK Eligibility Contract FY18/19-Related Party Contract**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the RCMA Immokalee SR/VPK Eligibility Contract FY18/19.</li> </ul>	Motion made to approve all three contracts (item 3c, 3d and 3 e) by Dr. Wright and Seconded by Mr. Szabo. Motion approved. Ms. Boone recused herself from the vote.
<b>D. Renewal: RCMA VPK Contract FY18/19-Board Information Only**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the RCMA VPK Contract FY18/19 for Board notification.</li> </ul>	(See motion above)
<b>E. Renewal: Collier County Health Dept. Contract FY18/19-Board Information Only**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the Collier County Health Dept. Contract FY18/19 for Board notification.</li> </ul>	(See motion above)
<b>4. HR Committee</b> <b>A. Update</b>	<ul style="list-style-type: none"> <li>Ms. Block reported that a one-time performance incentive paid to ELC staff.</li> <li>Ms. Block stated Paychex is providing a Raymond James advisor to discuss the Coalition's 401k Plan with staff in June.</li> </ul>	
<b>5. Program Committee</b> <b>A. Request for Policy Updates</b> <b>a. 220.9 Health and Safety Compliance**</b> <b>b. 220.10 School Readiness and VPK</b>	<ul style="list-style-type: none"> <li>Ms. Boone presented the updated policies as listed.</li> <li>There was one edit to policy EII.C.6.4 School Readiness Provider Contracting Requirements for clarity.</li> <li>Ms. Block stated there are no changes to policy</li> </ul>	Motion made by Mr. Szabo and seconded by Dr. Wright to approve the policies with the one edit to EII.C.6.4. Motion approved.

<p><b>Providers Compliance**</b></p> <p><b>c. 220.8 SR/VPK Providers Subject to Action Against License/Approval Status (wording amendment suggested)**</b></p> <p><b>d. Ell.C.6.4 School Readiness Provider Contracting Requirements**</b></p> <p><b>e. 420.5 School Readiness Provider Requirements for Gold Seal Differential Payments**</b></p> <p><b>f. 420.2 Professional Development Scholarships**</b></p> <p><b>g. 404.1 School Readiness Eligibility and Enrollment**</b></p>	<p>404.01 SR Eligibility and Enrollment at this time. We are waiting on guidance from the Office of Early Learning (OEL) regarding HB-1091 language.</p>	
<p><b>6. Nominations &amp; Bylaws Committee</b></p> <p><b>A. Officer Nominations:</b>  <b>Vice-Chair: Victor Mraz</b>  <b>Secretary: Selina Jefferson</b></p>	<ul style="list-style-type: none"> <li>• Dr. Wright presented the Board Members nominated to fill the positions of Vice-Chair and Secretary.</li> </ul>	<p>Motion made by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>

<p><b>B. Demetra Jordan: New DCF Designee</b></p>	<ul style="list-style-type: none"> <li>• Dr. Wright announced Demetra Jordan is the new DCF designee.</li> </ul>	
<p><b>C. Regional Joint Board meeting, October 12, 2018</b></p>	<ul style="list-style-type: none"> <li>• Dr. Wright stated the Oct. 12<sup>th</sup> Joint Board Meeting with the ELC's of Sarasota and FL Heartland will be from 10:00am to 1:00pm with lunch provided. The agenda will include each Coalition sharing their best process.</li> </ul>	
<p><b>7. Review Agenda for the Board Meeting, June 20, 2018**</b></p>	<ul style="list-style-type: none"> <li>• The requested updates are: add the strategic planning meeting to the Executive Committee report and remove the HR/Personnel Committee for this Board Meeting.</li> </ul>	<p>Motion made by Mr. Szabo and seconded by Dr. Wright to approve the June 20<sup>th</sup> agenda with the noted updates. Motion approved.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>• The meeting adjourned by acclamation at 10:45 am.</li> </ul>	
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• <b>Thursday, September 20, 2018</b></li> </ul>	