



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Thursday, September 20, 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: **Victor Mraz, Vice-Chair and Interim Board Chair**, *Financial Representative, Blue Chip Financial of SWFL;*; **Dr. Denis Wright, Chair-Nominations & Bylaws Committee**, *Interim Dean-School of Health Professions, Florida Southwestern State College*

Committee Members Present via the phone: **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); Selina Jefferson, Board Secretary*, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*

Committee Members Absent: **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Starnes & Holt, P.A*; **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
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:10 a.m. by Mr. Mraz. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of June 6, 2018**</p>	<ul style="list-style-type: none"> The 6/6/18 minutes were approved. 	<p>Motion to approve the 6/6/18 minutes made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p>B. ELAC – July Meeting</p>	<ul style="list-style-type: none"> Mr. Mraz reported participation at the July Early Learning Advisory Committee meeting in Tampa. 	
<p>2. Vote to Move the Board Meeting Minutes of June 20, 2018**</p>	<ul style="list-style-type: none"> Approved to move the 6/20/18 Board minutes. 	<p>Motion to move the 6/20/18 minutes to the Board Meeting made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p>3. Finance Committee* A. SR Utilization Forecast**</p>	<ul style="list-style-type: none"> Ms. Block explained that the number of children paid for July and August are not currently obtainable at this time. The newly implemented portal, source of the enrollment data, is not available. Ms. Block reported the Coalition has received an additional \$2.268 million from the Office of Early Learning (OEL). The Waitlist numbers are expected to decrease as we continue to enroll children. Ms. Block reported that the Lee County Board of County Commissioners is budgeting an additional \$270,000 for the ELC. 	
<p>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> Ms. Block discussed the financial reports ending June 2018. Ms. Block 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>Motion to move the Utilization Reports to the Board Meeting made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>

<p>C. Revise 2018-2019 Budget**</p>	<ul style="list-style-type: none"> Ms. Block discussed the new budget award and the additional allocated \$2.268 million in SR funds. The majority of this new funding is dedicated to enrolling children from the waitlist. 	<p>Motion to approve the revised 2018-2019 Budget by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p>D. Proposed Rate Increases for SR Providers**</p>	<ul style="list-style-type: none"> Ms. Block presented a history of provider payment increases in the past. The state is placing increasing requirements on providers to participate in the SR program. In 2019, providers will have an opportunity to receive differential payments by increasing program quality. The Coalition recommends a 3% increase in Collier, Glades, Hendry and Lee Counties for all care levels. 	<p>Motion made to accept the recommendation for a 3% increase for all care levels in all four counties by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p>E. Discuss ELC Internal Controls and Accounting Policies**</p>	<ul style="list-style-type: none"> Ms. Block explained the Account Policies were updated in 2017. The current update is to the approval date only. 	<p>Motion made to update the Accounting Policies dates made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p> <p>Ms. Cotter will share the entire draft with the board.</p>
<p>4. HR Committee A. Motion to update the Retirement Plan**</p>	<ul style="list-style-type: none"> Ms. Block reminded the committee about an earlier conversation regarding the ELC's 401K Retirement Plan and how to encourage staff participation Concerns about the language presented were discussed and it was recommended to send the retirement plan update back to the HR Committee for further evaluation. 	<p>Motion made to send the retirement plan update back to the HR Committee by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p>B. Motion to Update the HIPAA Policy**</p>	<ul style="list-style-type: none"> Ms. Block explained the HIPPA Policy is currently part of the Employee Reference Guide. We would prefer to make this a stand-alone document that is signed by staff. 	<p>Motion made to approve the update to the HIPAA Policy as a separate HR form by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>

<p>C. Motion to Approve the Code of Conduct**</p>	<ul style="list-style-type: none"> Ms. Blocked presented the Code of Conduct. 	<p>Motion made to approve the code of Conduct by Ms. Boone and seconded by Dr. Wright. Motion approved.</p>
<p>D. Motion to Approve the Employment Diversity Policy**</p>	<ul style="list-style-type: none"> Ms. Block presented the Employment Diversity Policy that will be provided to all staff for their signature. 	<p>Motion made to approve the Employment Diversity Policy by Ms. Boone and seconded by Ms. Jefferson. Motion approved.</p>
<p>5. Nominations & Bylaws Committee A. Private Business Nominee: Jeff Alluri**</p>	<ul style="list-style-type: none"> Dr. Wright presented Mr. Alluri to fill a private business board position for Collier County. 	<p>Motion made to approve and move to the Board Mr. Alluri's nomination made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p>6. Review Agenda for the Board Meeting, Oct. 3, 2018**</p>	<ul style="list-style-type: none"> The requested update is to remove the motion to update the Retirement Plan from the agenda. 	<p>Motion made to approve the agenda with the noted update by Dr. Wright and seconded by Ms. Boone to approve. Motion approved.</p>
<p>A. Review of Draft Strategic Plan Goals FY2018-2019**</p>	<ul style="list-style-type: none"> Ms. Block presented the draft Strategic Plan Goals for FY 2018-2019. Dr. Wright recommended one update to section one: 1.4 Optimize board membership with current board members. 	<p>Motion made to approve the Strategic Plan with the addition of section 1.4 as recommended made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 11:03 am. 	
<p>Next Meeting</p>	<ul style="list-style-type: none"> Wednesday, November 14, 2018 	