



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, October 3, 2018
8:30 – 11:00 a.m.

Board Members Present: **Victor Mraz, Vice-Chair and Interim Board Chair**, *Financial Representative, Blue Chip Financial of Southwest Florida*; **Douglas Szabo, Esq., Board Treasurer**, *Henderson, Franklin, Sterns and Holt P.A.*; **Jeff Alluri**, *Principal, VP Consulting, Element Technologies, LLC*; **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*; **Michele King**, *Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida*; **Roger Mercado**, *Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*; **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*

Board Members Present via ZOOM: **Danna Breeden**, *Maternal and Child Nurse Consultant, Designee-Florida Department of Health Collier County*; **Yara Duchesne**, *Program Coordinator, Redlands Christian Migrant Association (RCMA)*; **Kimberly Ross**, *Owner, Ross Dynasty Cares*

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

Board Members Absent: **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*; **Scott Bass**, *Superintendent of Schools, Glades County School District*; **Jason Himschoot, Esq., Chair-Human Resources Committee**, *Goede, Adamczyk, Deboest, and Cross, PLLC*; **Demetra Jordan**, *Department of Children and Families; Child Care Licensing*

(*) *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. Mraz called the meeting to order at 8:35 am. A quorum was established. • Mr. Mraz asked all present to introduce themselves. 	

	<ul style="list-style-type: none"> • Dr. Wright nominated Mr. Alluri to fill the Collier County private sector board position. 	Motion to approve board membership of Mr. Alluri made by Dr. Wright and seconded by Mr. Paterno. Motion approved.
Public Comments	<ul style="list-style-type: none"> • None. 	
1. Executive Committee Report A. Strategic Planning FY 2019: Overview	<ul style="list-style-type: none"> • Mr. Mraz announced that the strategic planning discussion for FY2019 would be at the end of today's board meeting. 	
B. Dr. Wright's Retirement from the ELC Board	<ul style="list-style-type: none"> • Ms. Block thanked Dr. Wright for his contributions during his four years on the ELC Board and presented a "gift". 	Once Dr. Wright's gift is available, it will be delivered to him.
2. 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 June 20, 2018 Board Meetings**	<ul style="list-style-type: none"> • The 6-20-18 minutes were presented for approval. 	Motion made by Mr. Szabo and seconded by Mr. Bower. Motion approved.
3. Finance Committee* A. SR. Utilization and Waitlist**	<ul style="list-style-type: none"> • Mr. Szabo presented the Waitlist and VPK enrollment information. • Ms. Block addressed the issues with the portal and explained we do not have live time data at present. The portal does not currently allow the coalition to pull reports that are reliable. • Ms. Block stated we are enrolling School Readiness children with the increased funds received. 	
B. Utilization Reports and Statements of Revenues	<ul style="list-style-type: none"> • Mr. Szabo discussed the financial reports ending June 2018. Mr. Szabo addressed the summary 	Motion to approve the Finance Report made by Mr. Bower and

<p>and Expenditures**</p>	<p>reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures, number of children served, and administrative costs are below the required percentages.</p> <ul style="list-style-type: none"> Mr. Szabo reported we have received an additional one time only funds of \$2.268M, 2.1M will go direct services, child care slots, with the balance toward quality services. 	<p>seconded by Mr. Mercado. Motion approved.</p>
<p>C. Revised 2018-2019 Budget**</p>	<ul style="list-style-type: none"> Mr. Szabo presented the revised 2018-2019 budget. 	<p>Motion made by Mr. Bower and seconded by Dr. Wright. Motion approved.</p>
<p>D. Proposed Rate Increases for SR Providers**</p>	<ul style="list-style-type: none"> Mr. Szabo stated the providers have not received a rate increase in a number of years. The Finance Committee recommends a 3% increase in Collier, Glades, Hendry and Lee Counties for all care levels. If approved, the funding requests must go to the Office of Early Learning for final approval. In 2019, providers will have an opportunity to receive differential payments by increasing program quality. These increases will bring providers closer to the private market rates. 	<p>Motion made to accept the recommendation of a 3% increase by Mr. Bower and seconded by Mr. Paterno. Motion approved.</p>
<p>E. Discuss ELC Internal Controls and Accounting Policies**</p>	<ul style="list-style-type: none"> Ms. Cotter explained all coalitions are required to complete the Internal Controls Questionnaire. The Accounting Policies were updated and approved by the board in 2017. The version being presented for board approval today to reflect the 	<p>Motion to approve the Accounting Policies made by Mr. Bower and seconded by Mr. Paterno. Motion approved.</p>

	date change.	
Committee Reports		
4. Program Committee A. Update	<ul style="list-style-type: none"> • Ms. Boone reported on the committee’s discussion about the CLASS assessment tool. If a provider scores below 2.51 (out of 7), they will be excluded from the School Readiness contract. Currently, the Coalition does not have any providers below this score. • Ms. Block identified portal issues and the effects on current and recertifying families. Families are receiving extensions, so as not to be effected by these issues. • Ms. Block announced we have received an additional funds of \$270,000 from the Lee County Board of County Commissioners. Ms. Block thanked Mr. Mercado for his assistance in this process. 	
5. Human Resources Committee* A. Motion to Update the Retirement Plan**	<ul style="list-style-type: none"> • Ms. Block talked about low staff participation in the ELC 401k plan and the ELC effort to encourage staff to take advantage of this benefit. There was a discussion about the present plan and how to increase the number participants. • A recommendation by the ELC staff was made to automatically enroll eligible employees with an opt-out clause. Mr. Szabo suggested a change to the last sentence of the proposed policy change to read. “If the employee opts out, the employee will forfeit the 1% employer contribution plus any gains.” 	Motion made by Dr. Wright to accept the staff recommendation to automatically enroll eligible ELC staff. Mr. Paterno Seconded. Mr. Szabo offered an amendment which was accepted by Dr. Wright and Mr. Paterno. Motion approved contingent on verification of language with the fiduciary agent.

	<ul style="list-style-type: none"> The board asked that the language be double checked with the fiduciary language. 	
B. Motion to Update the HIPPA Policy**	<ul style="list-style-type: none"> Ms. Block announced that the HIPPA policy was pulled from the Employee Reference Guide and will be a separate document for staff to sign. 	Motion made by Mr. Szabo and seconded by Mr. Paterno. Motion approved.
C. Motion to Approve the Code of Conduct**	<ul style="list-style-type: none"> Ms. Block presented the updated Code of Conduct. 	Motion made by Dr. Wright and seconded by Ms. King. Motion approved.
D. Motion to Approve the Employment Diversity Policy**	<ul style="list-style-type: none"> Ms. Block presented the Coalition's policy commitment to employment diversity. 	Motion made by Mr. Szabo and seconded by Mr. Mercado. Motion approved.
6. Nominations & Bylaws Committee A. Private Business Nominee: Jeff Alluri**	<ul style="list-style-type: none"> See motion to approve Mr. Alluri's nomination in the 'Welcome' section of these minutes. 	
7. Report of the CEO** A. Executive Director's Report**	<ul style="list-style-type: none"> Ms. Block stated Future Ready Collier released its first report to the community. Hard copies were provided to the board members. Ms. Block reported we now have a map that details the child care access in our community. The map and the child care access report from Dr. Knopf with the University of Florida are posted on the board member SharePoint site for future access. Ms. Block discussed the FY18-19 Literacy Buddy program and encouraged all board members to sign up. We are seeking 100% participation by board members. Ms. Block presented the ELC outreach activities for June through September. 	

<p>8. Discussion: Strategic Plan FY 2019**</p>	<ul style="list-style-type: none"> • Mr. Mraz opened the Strategic Plan discussion by stating the importance of Board Members to increase their center of influence to expand the Coalition’s presents in the community. • Several ideas were discussed to increase engagement: contacting Board Members with a specific need or community contact; a board member accompanying Ms. Block on her provider visits; or an informational CLASS observation. Board members requested a presentation at a future board meeting on program assessments. • Ideas were discussed for ELC outreach including; provider of the year award; recognizing businesses that are early learning friendly, or an after hour’s event for community members and providers. • Ms. Block stated that our grant requires make staffing such events is a challenge. Board members would need to be leading the effort. As a result, the suggestion to create an Ad- Hoc Events Committee be created. Mr. Bower, Mr. Mercado, Mr. Paterno, Ms. Dellatore and Ms. King volunteered to be on this Ad-Hoc Committee. • There was a discussion about quality and what areas do we need to grow to help children be ready for kindergarten. What do providers need to become high quality child care providers? • The Board reviewed the Coalition’s Mission statement, Vision, Motto and Goals. 	<p>Motion to establish an Ad Hoc Events committee made by Mr. Bower and seconded by Mr. Mercado. Motion approved.</p> <p>Motion to affirm the Coalition’s Mission statement, Vision, Motto and Goals, as written, made by Dr. Wright and seconded by Ms. Dellatore. Motion approved.</p>
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9. Adjournment	The meeting adjourned by acclamation at 10:20 a.m.	
Next Meeting	December 5, 2018 at 9:00 a.m.	