



ARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, January 30, 2019
9:00 – 11:00 a.m.

Board Members Present: **Victor Mraz, Board Chair**, *Financial Representative, Blue Chip Financial of Southwest Florida*; **Marshall Bower, Vice Chair, Chair-Events (Ad Hoc) Committee**, *President and CEO, The Foundation for Lee County Public Schools*; **Douglas Szabo, Esq., Board Treasurer**, *Henderson, Franklin, Starnes and Holt P.A.*; **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*; **Michele King**, *Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*

Board Members Present via ZOOM: **Jeff Alluri**, *Principal, VP Consulting, Element Technologies, LLC*; **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Roger Mercado**, *Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners*; **Cindy Whetsell**, *Executive Community Health Nursing Director/Family and Personal Health Director, Designee-Florida Department of Health Collier County*

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

Board Members Absent: **Rita Dellatore**, *Owner/Director, Kid City Early Learning Academy, LLC*; **Yara Duchesne**, *Program Coordinator, Redlands Christian Migrant Association (RCMA)*; **Demetra Jordan**, *Department of Children and Families; Child Care Licensing*; **Elizabeth Pineda**, *Infant Toddler Developmental Specialist, Early Steps/Health Planning Council*; **Kimberly Ross**, *Owner, Ross Dynasty Care*; **Dr. Kelly Roy**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*

Members of the Public Present: **Nate Halligan**; **Ed. Moss**, *Moss, Krusick & Associates, LLC*

(*) *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 9:03 am. A 	

	<p>quorum was established.</p> <ul style="list-style-type: none"> Mr. Mraz welcomed Cindy Whetsell as the new designee for Collier County FL Department of Health. 	.
Public Comments	<ul style="list-style-type: none"> None 	
1. Executive Committee Report	<ul style="list-style-type: none"> Mr. Mraz thanked the Board Members for supporting the Jan. 25, 2019 ELC staff appreciation luncheon. Mr. Mraz presented Mr. Halligan to fill the vacant Lee County private section position. 	Motion made to appoint Mr. Halligan to fill the vacant Lee County private section position by Mr. Bass and seconded by Mr. Paterno. Motion approved.
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 December 5, 2018 Board Meetings**	<ul style="list-style-type: none"> The December 5, 2018 minutes were presented for approval. 	Motion to approve the minutes made by Mr. Szabo and seconded by Mr. Himschoot. Motion approved.
3. Finance Committee* A. SR. Utilization and Waitlist**	<ul style="list-style-type: none"> Mr. Szabo presented the Waitlist numbers. The number of School Readiness (SR) children has increased and the waitlist number is down. The ELC staff is continuing to work through the EFS Mod issues. 	
B. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Mr. Szabo presented the financial reports for November 2018. Mr. Szabo discussed the administration costs: SR is below the required 5%; Voluntary Pre- 	Motion to approve the Finance Report made by Mr. Paterno and seconded by Mr. Himschoot. Motion approved.

	Kindergarten (VPK) is slightly above the 4%, this is due to timing and additional work processing EFS issues.	
C. Review of Audit Report**	<ul style="list-style-type: none"> • Mr. Moss with Moss, Krusick & Associates presented in detail the financial audit ending June 30, 2018. Mr. Moss noted that the SR and VPK administrative costs are below the required percentages. Mr. Moss referred to the statement in the audit that the auditee qualified as a low-risk auditee. • Mr. Moss discussed auditing changes that will become effective in 2020. 	Motion made to accept the audit report by Mr. Bower and seconded by Mr. Bass. Motion approved.
Committee Reports		
4. Program Committee A. Update	<ul style="list-style-type: none"> • Ms. Thompson presented the provider violations process. • Ms. King discussed the Preschool Emergency Alert Response Learning System (PEARLS) training held in Jan. in Ft. Myers and Naples for providers. PEARLS will create a systematic approach for the ELC to notify providers of emergencies in their communities. • Ms. Block discussed the ranking assessment to meet ELC standards. This ranking could result in a higher payment tier for providers. 	
5. Human Resources Committee* A. ELC Executive Director: Annual Performance Evaluation	<ul style="list-style-type: none"> • Mr. Himschoot discussed the Executive Director's performance evaluation process. 	.

6. Nominations & Bylaws Committee A. Recommendation to Approve Board Application: Nate Halligan**	<ul style="list-style-type: none"> • See notes under Section 1., Executive Committee Report 	
B. Board Education: ELC Board-Self Assessment	<ul style="list-style-type: none"> • Ms. Block stated a survey will be sent out to Board Members asking what they want to know about the ELC. 	
7. Events (Ad Hoc) Committee A. Update	<ul style="list-style-type: none"> • Mr. Bower reported on the Jan. 25th Board sponsored ELC Staff appreciation luncheon. There was a discussion about what to do with the \$136.43 left over from the Board Member donations. A motion was made to use the funds for ELC staff employment anniversary recognition. • Mr. Bower discussed the May 10th friend raiser community event at the Royal Palm Dinner Theatre at 7:00am. The cost is \$10.00 per person. Mr. Bower is procuring a keynote speaker. 	<p>Motion made by Mr. Bower and seconded by Ms. King. Motion approved.</p>
8. Executive Director's Report**	<ul style="list-style-type: none"> • Ms. Block reported the ELC's United Way Lee County application has been submitted. May 3rd is our tentative site visit date at the Dew of Hermon Early Learning Center. Ms. Block asked that all available board members be in attendance. • The Office of Early Learning received an \$8.5M Birth through Five Preschool Development Grant (PDG) to develop a more seamless, effective delivery system for early learning in Florida. More information about the implementation of the PDG will be forth coming. • Ms. Block stated a total of 65 providers attended the Preschool Emergency Alert Response Learning System (PEARLS) training. Currently, early 	<p>Once the United Way site visit date is confirmed, Ms. Block will send an appointment to board members.</p>

	<p>learning providers are not notified about such emergencies by local law enforcement.</p> <ul style="list-style-type: none"> • There was a discussion about mental health assistance for early learners (0-5). Ms. Block described the assessment and response process for School Readiness children. • Ms. Block presented the list of acronyms and highlighted some of the more important acronyms. Staff are asked to make an effort to avoid abbreviations. 	
9. Adjournment	The meeting adjourned by acclamation at 10:18 a.m.	
Next Meeting	March 20, 2019 at 9:00 a.m.	