



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, March 6, 2019  
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 a financial management and operations.

**Committee Members Present:** **Victor Mraz, Board Chair**, *Financial Representative, Blue Chip Financial of SWFL*; **Marshall Bower, Vice Chair, Chair-Events (Ad Hoc) Committee**, *President/CEO, The Foundation for Lee County Public Schools*; **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Starnes & Holt, P.A*; **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*

**Committee Members Present via ZOOM:** **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*

**Committee Members Absent:** **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **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 10:00 a.m. by Mr. Mraz. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	

<p><b>1. Executive Committee*</b>  <b>A. Approval of Meeting Minutes of January 16, 2019**</b></p>	<ul style="list-style-type: none"> <li>The 1/16/19 minutes were approved.</li> </ul>	<p>Motion to approve the 1/16/19 minutes made by Mr. Szabo and seconded by Mr. Bower. Motion approved.</p>
<p><b>B. ELAC Report: February 26, 2019</b></p>	<ul style="list-style-type: none"> <li>Mr. Mraz attended the Early Learning Advisory Committee's 2/26/19. Dr. Larry Miller, formerly of Florida Southwestern State College, presented his report on the School Readiness Funding Formula. The present funding formula is from 1999. The premise of this study and a new funding formula, is based on the premise that the formula would apply to new funding only and assure an equitable distribution. No firm conclusions or recommendations were presented.</li> <li>At the ELAC meeting, there was a discussion about The Portal and the present issues. Mr. MacKinnon, Office of Early Learning (OEL) Executive Director, acknowledged errors with the implementation of The Portal and discussed the incremental progress in fixing these errors.</li> <li>The ELAC is requesting that the Legislature return ELAC to its original authority as a council that reports directly to the Governor not to OEL. If this does not occur, ELAC is requesting that it be dissolved.</li> </ul>	
<p><b>C. Board Decision on Local School Readiness Eligibility Priorities**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block explained last year's legislature approved moving School Readiness eligibility priorities back to the local ELC Boards. The ELC has used local needs assessment to inform recommendations for the Board's consideration. The Board decision will be submitted to OEL as part of the required SR Plan.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ms. Usa stated the Board approved maintaining the present priorities in June 2018 because there was insufficient guidance to recommend priorities at that time. Ms. Usa shared data collected since June 2018 for Collier and Lee Counties.</li> <li>• The recommendations reflect a shift in the ELC's philosophy. Previously, young children were the priority when the ELC had authority to determine its own priorities. Based on analysis of the data collected, the ELC is considering the needs of the entire family unit. If approved, this means that all at-risk priorities would automatically including all siblings under the age of 13 for services.</li> <li>• At present we have 65 children over the age of nine years in our four counties.</li> <li>• There was a discussion about at risk children and what after school services are available at the local public schools. All but two Lee County public schools have cancelled their SR contracts.</li> <li>• The National Association for the Education of Young Children (NAEYC) defines early learning as birth to eight years of age.</li> <li>• There was a lengthy discussion about the Board changing or keeping our present SR eligibility priorities. At the root of the discussion was, what is the duty of the ELC, based on mission?</li> </ul>	<p>Staff will provide an estimate of the fiscal impact of its recommendations to the Board.</p> <p>Motion to move the conversation of local SR eligibility priorities to the next Board Meeting made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
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<p><b>2. Vote to Move the Board Meeting Minutes of January 30, 2019**</b></p>	<ul style="list-style-type: none"> <li>• Approved to move the 1/30/19 Board minutes.</li> </ul>	<p>Motion to move the 1/30/19 minutes to the Board Meeting made by Mr. Szabo and seconded by Mr. Bower. 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 discussed the Waitlist, which dropped to a low for the year, and the ongoing issues with The Portal.</li> </ul>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b></p>	<ul style="list-style-type: none"> <li>• There was an extensive discussion about the problem of staying within the 4% VPK administrative cap due to additional expenses, necessitated by Portal related work, for temporary staff and staff overtime.</li> <li>• The Finance Committee is concerned about whether or not the ELC will be able to meet its contractual obligations, especially when it comes to the administrative caps for SR (5%) and VPK (4%). VPK is particularly challenging since all activities are charged to administration unlike SR, which has non-direct cost accumulators to capture costs due to additional enrollment and reimbursement necessitated by the ill-performing Portal.</li> <li>• Typically, VPK administrative costs are hard to manage. The additional work created by The Portal implementation creates an environment that may make it impossible to meet our contractual obligation related to administration if we are to fully reconcile all payments in the Portal.</li> <li>• Ms. Block committed that staff will do everything within their power to remain under the 4% VPK</li> </ul>	<p>Motion to accept the Utilization Reports and forward to the Board Meeting made by Mr. Bower and seconded by Dr. Roy. Motion approved.</p>

	<p>Administrative Cap while recognizing the challenges that are outside the control of the ELC leadership team. She does not see a problem remaining under the SR administrative cap of 5%.</p>	
<p><b>C. Approval: Form 990**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the Form 990 for approval.</li> </ul>	<p>Motion to approve the Form 990 and forward to the Board for its approval made by Mr. Bower and seconded by Mr. Szabo. Motion approved.</p>
<p><b>D. Request for Budget Modification: Contracted Slots**</b></p>	<ul style="list-style-type: none"> <li>Ms. Thompson reported so far, providers have committed to 66 slots allocated through contracted slots and is working to increase this further. Funds from the general contracted slots are being moved to specific direct slots and infant/toddler slots.</li> </ul>	<p>Motion to approve the budget modification of \$500,000 to fund contracted slots for infants and toddlers and forward to the board for full approval made by Mr. Szabo and seconded by Mr. Bower. Motion approved.</p>
<p><b>4. Program Committee</b> <b>A. Policy Update: EII C.6.4 SR Provider Contracting Requirements**</b></p>	<ul style="list-style-type: none"> <li>Ms. Thompson explained the policy update is due to new state legislation. The update includes “The Coalition has the right to refuse to contract with a provider with a Class 1 violation. Additionally, the Coalition may revoke eligibility of a provider who receives a Class 1 violation while contracted with the Coalition.”</li> </ul>	<p>Motion made to approve the policy update and forward to the Board for approval made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<p><b>5. Events (Ad Hoc) Committee*</b> <b>A. Save the Date: May 10, 2019**</b></p>	<ul style="list-style-type: none"> <li>Mr. Bower stated we have the place, keynote speaker, event title “The Business of Preschool”, and the focus - to raise funds for early learning. The target audience is community business members. Invitations will be emailed via constant contact. Board Members are asked to forward the constant contact to their business email lists.</li> <li>Sample PR materials were shared with the Executive Committee.</li> </ul>	

	<ul style="list-style-type: none"> <li>An op-ed article is being developed for The News-Press.</li> </ul>	
<b>6. Nominations &amp; Bylaws Committee</b> <b>A. Board Education: ELC Board – Self Assessment**</b>	<ul style="list-style-type: none"> <li>Dr. Roy presented a non-profit board assessment tool. The assessment can be done as a group discussion or completed as a survey, individually. The Committee preferred the discussion option.</li> </ul>	Ms. Block will email board members to review the self-assessment prior to the next board meeting and ask them to identify specific areas of interest for the discussion at the 3/20/19 board meeting.
<b>7. Review Agenda for the Board Meeting, March 20, 2019**</b>	<ul style="list-style-type: none"> <li>One change was noted to add #9 “Other” to the agenda.</li> </ul>	Motion made to approve the 3/20/19 agenda with the noted change by Mr. Szabo and seconded by Mr. Bower. Motion approved.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 11:18 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li><b>Wednesday, May 1, 2019</b></li> </ul>	