



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, March 20, 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*; **Rita Dellatore**, *Owner/Director, Kid City Early Learning Academy, LLC*; **Nate Halligan**, *Small Business Portfolio Manager, Busey Bank*; **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*; **Dr. Kelly Roy**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*; **Cindy Whetsell**, *Executive Community Health Nursing Director/Family and Personal Health Director, Designee-Florida Department of Health Collier County*

Board Members Present via ZOOM: **Yara Duchesne**, *Program Coordinator, Redlands Christian Migrant Association (RCMA)*; **Demetra Jordan**, *Department of Children and Families; Child Care Licensing*; **Kimberly Ross**, *Owner, Ross Dynasty Care*

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

Staff Member Present via ZOOM: **Susan Block**, *CEO*

Board Members Absent: **Jeff Alluri**, *Principal, VP Consulting, Element Technologies, LLC*; **Scott Bass**, *Superintendent of Schools, Glades County School District*; **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*; **Elizabeth Pineda**, *Infant Toddler Developmental Specialist, Early Steps/Health Planning Council*

(*) *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 9:00 am. A quorum was established. • Mr. Mraz made a motion to add two items to the agenda: 3.E. Provider incentive-laptops and 6.B. term date corrections for board members, Ms. King and Mr. Szabo. 	<p>Motion to approve the agenda changes made by Mr. Bower and seconded by Mr. Paterno. Motion approved.</p>
Public Comments	<ul style="list-style-type: none"> • None 	
1. Executive Committee Report A. ELAC: 2-26-19 Meeting Report	<ul style="list-style-type: none"> • Mr. Mraz stated the ELAC committee discussed changes to the allocation funding model. • At the ELAC meeting, there was a discussion about The Portal and the issues confronting the Coalitions and providers through the state. • The ELAC committee is requesting that the Legislature return ELAC to its original authority as a council that reports directly to the Governor not to the Office of Early Learning (OEL). If this does not occur, ELAC is requesting that it be dissolved. 	
B. Board Decision on Local School Readiness Eligibility Priorities**	<ul style="list-style-type: none"> • Ms. Usa noted OEL requires an annual review of the School Readiness (SR) Plan. Ms. Usa stated in June 2018 the Board approved maintaining the present priorities because there was insufficient guidance to recommend any other priorities at that time. The current discussion is to inform Element II.C of the SR Plan. • Ms. Usa shared data collected since June 2018 for Collier and Lee Counties and a chart explaining the 	

	<p>impact of serving at-risk children with siblings up to age 13.</p> <ul style="list-style-type: none"> • There was a lengthy discussion about a shift in the Coalition’s philosophy and complying with our mission and vision. Previously, young children (under the age of five) were the priority when the Coalition had authority to determine its own priorities. Based on analysis of the data collected, the Coalition is considering the needs of the entire family unit. If approved, this means that all at-risk priorities would include any siblings under the age of 13 for services. At present, 66 older children are on the Waitlist. • The Board questioned what other community programs are available for children to age 13 and whether the Coalition could partner with them rather than provide direct child care services. • Motion made to table this discussion to a board meeting after the state budget is approved. 	<p>Motion made by Dr. Roy and seconded by Mr. Himschoot. Motion approved.</p> <p>Ms. Usa will request a further extension to submit this plan amendment.</p>
<p>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</p>	<ul style="list-style-type: none"> • The January 30, 2019 minutes were presented for approval. 	<p>Motion to approve the minutes made by Mr. Szabo and seconded by Mr. Paterno. Motion approved.</p>

Minutes of the January 30, 2019 Board Meetings**		
3. Finance Committee* A. SR. Utilization and Waitlist**	<ul style="list-style-type: none"> Mr. Szabo discussed the Waitlist, which dropped to a low for the year. We are continuing to enroll SR children. The Coalition staff is continuing to work through The Portal 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 January 2019. Mr. Szabo discussed the administration costs: SR is below the required 5%; and Voluntary Pre-Kindergarten (VPK) is slightly above the 4%. The VPK increase is impacted by additional expenses in processing The Portal issues. The Coalition continues to assure we control administrative costs. 	Motion to approve the Finance Report made by Mr. Paterno and seconded by Mr. Himschoot. Motion approved.
C. Approve: Form 990**	<ul style="list-style-type: none"> Mr. Szabo presented the Form 990 for approval. 	Motion made to accept the Form 990 by Mr. Bower and seconded by Mr. Halligan. Motion approved.
D. Request for Budget Modification: Contracted Slots**	<ul style="list-style-type: none"> Ms. Thompson explained that contracted slots are a strategy to assure sufficient capacity for infants and toddlers. Those SR Providers who participate are paid for the child care slot and can count on payment regardless of attendance. Fourteen providers in Collier, Hendry and Lee Counties are participating. 	Motion made by approve the budget modification by Mr. Himschoot and seconded by Mr. Bower. Motion approved.
E. Provider Incentive: Laptops	<ul style="list-style-type: none"> In Order to incentivize the additional work created by the need to enter eight previous months of attendance data into The Portal, Ms. Thompson stated the Coalition would like to provide laptops to providers who complete their SR attendance by May 3, 2019. Submission by this date is important to the reconciliation of SR payments. 	Motion to approve the provider laptop incentive by Mr. Paterno and seconded by Dr. Roy. Motion approved.

Committee Reports		
4. Program Committee A. Policy Update: EII C.6.4 SR Provider Contracting Requirements**	<ul style="list-style-type: none"> Ms. King 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.” 	<p>Motion to approve policy update made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
5. Events (Ad Hoc) Committee* A. Save the Date: May 10, 2019**	<ul style="list-style-type: none"> Mr. Bower stated today’s Events Committee meeting needs to be rescheduled. Mr. Bower reported additional costs for the May 10th event. He asked the Board to support a cost of \$14.00 per ticket to cover expenses. Mr. Bower requested all Board Members forward the event email invitation to their contact list. 	<p>Motion to approve a \$14.00 ticket cost made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
6. Nominations & Bylaws Committee A. ELC Board-Self Assessment: Discussion**	<ul style="list-style-type: none"> The ELC Board self-assessment discussion will be moved to the May 15, 2019 Board Meeting. 	<p>Motion to move the Board self-assessment discussion made by Mr. Szabo and seconded by Mr. Halligan. Motion approved.</p>
B. Term Date Corrections: Ms. King and Mr. Szabo	<ul style="list-style-type: none"> In the review of the Coalition’s SR Plan, errors were discovered. Ms. Usa explained a correction is needed to Ms. King and Mr. Szabo’s terms approved at the Dec. 5, 2018 Board Meeting. Ms. King’s correct term is 1-1-2018 to 12-31-2021. Mr. Szabo’s correct term is 1-1-2016 to 12-31-19. 	<p>Motion to correct Ms. King and Mr. Szabo term dates made by Mr. Halligan and seconded by Mr. Himschoot. Motion approved.</p>
7. Executive Director’s Report**	<ul style="list-style-type: none"> Ms. Block announced our United Way site visit will be May 3rd at the Dew of Hermon Early Learning Center. An Outlook calendar appointment was sent to all Board Members, your participation is greatly appreciated. Ms. Block thanked the Board Members for their in-depth discussion about the SR priorities. 	

8. Other	<ul style="list-style-type: none"> Mr. Mraz thanked all Board Members for participating in the Literacy Buddy Program. 	
9. Adjournment	The meeting adjourned by acclamation at 10:07 a.m.	
Next Meeting	May 15, 2019 at 9:00 a.m.	