



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, May 15, 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.*; **Scott Bass**, *Superintendent of Schools, Glades County School District*; **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*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*; **Dr. Kelly Roy, Chair-Nomination & By-Laws Committee**, *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*

Board Members Present via ZOOM: **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*; **Jeff Alluri**, *Principal, VP Consulting, Element Technologies, LLC*; **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*

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

Board Members Absent:; ; **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Yara Duchesne**, *Program Coordinator, Redlands Christian Migrant Association (RCMA)*; **Michele King**, *Director Child Advocacy Program, Golisano Children's Hospital of SW Florida*; **Kimberly Ross**, *Owner, Ross Dynasty Care*; **Cindy Whetsell**, *Executive Community Health Nursing Director/Family and Personal Health Director, Designee-Florida Department of Health Collier County*

(*) *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 9:05 am. A quorum was established. 	

Public Comments	<ul style="list-style-type: none"> • None 	
1. Executive Committee Report A. United Way Site visit: May 3, 2019	<ul style="list-style-type: none"> • Mr. Mraz thanked Ms. Jefferson for hosting the United Way site visit at Dew of Hermon Child Care Center. • The presentation included a short video, Board Members' input, and a parent testimonial. Board and staff answered questions and led a tour of the child care center. 	
B. Approval of School Readiness (SR) Eligibility Priorities (tabled from March 20, 2019)**	<ul style="list-style-type: none"> • Mr. Mraz presented a recap of the March 20th Board meeting discussion about accepting school age children and the unknown financial impact on providing services to the 0-5 year olds. • After taking into consideration the board discussion at the previous board meeting and further reflection by staff, the recommendation was made to keep the present School Readiness eligibility priorities. 	<p>Motion to keep the present School Readiness eligibility priorities made by Mr. Paterno and seconded by Mr. Bass. Motion approved.</p>
C. Marion EFS Request**	<ul style="list-style-type: none"> • Ms. Block presented ELC of Marion County's EFS (The Portal) Resolution Plan. We are already implanting a similar plan and will continue to hire additional temps for the summer to process SR reconciliations starting with July 2018. • The Office of Early Learning (OEL) invited ELC staff members to Tallahassee in order to work together to troubleshoot the Portal issues. 	
2. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a	<ul style="list-style-type: none"> • The March 20, 2019 minutes were presented for approval. 	<p>Motion to approve the minutes made by Mr. Szabo and seconded by Mr. Bower. Motion approved.</p>

<p>Board Member for full Board consideration A. Approval of Meeting Minutes of the March 20, 2019 Board Meetings**</p>		
<p>3. Finance Committee* A. SR. Utilization and Waitlist**</p>	<ul style="list-style-type: none"> • Mr. Szabo discussed the Waitlist, which dropped to a low for the year. The Coalition staff is continuing to work through The Portal issues. 	
<p>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> • Mr. Szabo presented the financial reports for March 2019. • Mr. Szabo discussed the administration costs: SR is below the required cap of 5%; and Voluntary Pre-Kindergarten (VPK) is currently above the 4%. The VPK increase is impacted by additional expenses related to the Portal. The Coalition continues to analyze VPK expenses and limit them, as possible. However, to reconcile provider payments in the Portal, additional work is needed. Also, the contracting period will generate VPK expenses. • The VPK administrative costs cap of 4% is mandated by legislative statute. There was a lengthy discussion about the ramifications of being over the cap at year end and how to avoid this situation in the future. The Portal and its ongoing issues continue to negatively impact the management of ELC resources. • The Board affirmed the Executive Committee directive to cap VPK administrative costs at 4%, if at all possible. 	<p>Motion to accept the Finance Reports made by Mr. Halligan and seconded by Dr. Roy. Motion approved.</p>
<p>C. Request for Budget Modification FY19**</p>	<ul style="list-style-type: none"> • Mr. Szabo presented the FY19 budget modification request. Funds are being moved with no net change to the budget in support of the HR Salary 	<p>Motion to approve the budget modification FY19 made by Mr.</p>

	Plan that is to be presented later in the meeting.	Halligan and seconded by Mr. Himschoot. Motion approved.
D. Approval of ELC Budget, FY19/20**	<ul style="list-style-type: none"> Mr. Szabo presented the FY19/20 budget and thanked Mr. Halligan and Mr. Middleton for working on the budget work group. The grant award will be received after this budget is approved. Ms. Block made a request to allow the Coalition to make budget adjustments based on the final Notice of Award. The revised final budget will be presented at the October 2019 Board Meeting for final approval. 	<p>Motion to approve the FY 19/20 budget made by Mr. Paterno and seconded by Mr. Bower. Motion approved.</p> <p>Motion to allow the Coalition to make budget adjustments based on the final Notice of Award and submit to the October 2019 Board Meeting made by Mr. Bower and seconded by Mr. Bass. Motion approved.</p>
E. Approval of Sliding Fee Scale for FY19/20**	<ul style="list-style-type: none"> Mr. Szabo presented the FY19/20 sliding fee schedule. The recommendation for the sliding fee scale is to remain the same. 	Motion to maintain the present sliding fee scale made by Mr. Bass and seconded by Mr. Bower. Motion approved.
F. Review of OEL Fiscal Monitoring Results**	<ul style="list-style-type: none"> Mr. Mraz presented the results of the 2018-2019 Financial Monitoring Report. The monitoring results showed that one finding from the prior period had been resolved and there were no findings in the current period report. 	
Committee Reports		
4. Program Committee A. Update	<ul style="list-style-type: none"> No report at this time. 	
5. Events (Ad Hoc) Committee* A. Debrief: “Business of Preschool”, May 10, 2019	<ul style="list-style-type: none"> Mr. Bower discussed the positive feedback he received after the business breakfast. The event went smoothly for our first effort in bring community leaders together on behalf of early learning. There was a discussion about businesses adopting a child care center as Literacy Buddies and 	

	expanding the Literacy Buddy webpage to include this option.	
6. HR/Personnel Committee A. Approval of ELC Salary Plan**	<ul style="list-style-type: none"> Mr. Himschoot stated the ELC salary plan does not impact the budget. The approved budget modification is to fill gaps and reduce inconsistencies in areas where the entry level salaries are low and turnover rates are highest. This salary plan is an investment in the ELC staff which the committee supports. 	Motion to approve the ELC salary plan made by Mr. Himschoot and seconded by Mr. Bower. Motion approved.
7. Nominations & Bylaws Committee A. ELC Board-Self Assessment: Discussion**	<ul style="list-style-type: none"> Dr. Roy presented self-assessment questions related to the mission of the ELC. There was some discussion on how to use these questions to generate discussion however, board members expressed a need for a better understanding about the work of the ELC. Ms. Block suggested a strategic planning breakfast before the FY 2020 board meetings start. 	
8. Executive Director's Report**	<ul style="list-style-type: none"> Ms. Block thanks the members of the Event (Ad Hoc) Committee for the successful May 10th Business of Preschool breakfast. The ELC was awarded a \$33,000.00 grant for outreach on the importance of preschool from the Schultz Foundation via the FutureMakers Coalition. We will be developing and producing a picture book for young children about preschool. The end of the book will include messaging to families to encourage preschool participation. 	
9. Other	<ul style="list-style-type: none"> Mr. Mraz suggested each Board Member provide the name of a business willing to adopt a child care center by providing books and/or becoming literacy buddies. 	

10. Adjournment	The meeting adjourned by acclamation at 10:31 a.m.	
Next Meeting	June 19, 2019 at 9:00 a.m.	