



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, June 5, 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*; **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Starnes & Holt, P.A*; **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*; **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*

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

Committee Members Absent: **Marshall Bower, Vice Chair, Chair-Events (Ad Hoc) Committee**, *President/CEO, The Foundation for Lee County Public Schools*

Staff Present: **Nga Cotter, CFO**; **Gayla Thompson, Chief Quality Officer**; **Kim Usa, Chief Operating Officer**

Staff Present via Zoom: **Susan Block, CEO**

(*) *Materials included in Executive Committee Packet.*

(**) *Materials posted on SharePoint for Committee Members.*

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:00 a.m. by Mr. Mraz. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

1. Executive Committee* A. OEL Executive Summary to Accountability Report AS18-19.04**	<ul style="list-style-type: none"> Mr. Mraz presented the Office of Early Learning (OEL) Executive Summary to Accountability Report AS18-19.04. There were no findings. He congratulated staff on the good work. 	
B. Approval of Anti-Fraud Plan**	<ul style="list-style-type: none"> Ms. Block explained that the plan details every element of anti-fraud: who is responsible for which activities; provider and parent protections and the ability to appeal. 	Motion to approve the Anti-Fraud Plan made by Mr. Szabo and seconded by Dr. Roy. Motion approved.
C. OEL Grant Agreement, FY2019/2020**	<ul style="list-style-type: none"> Ms. Block stated we do not have the Notice of Award from OEL yet. OEL has to have the signed contract before the funding notification is provided. 	
D. Approval of Contracts: RCMA, RCMA, Collier County Department of Health**	<ul style="list-style-type: none"> Ms. Block presented the three contracts. Ms. Boone recused herself from the vote and signed form 8B. 	Motion to approve all three contracts made by Mr. Szabo and seconded by Mr. Himschoot. Motion approved.
E. Proposed Meeting Calendar FY2019/2020**	<ul style="list-style-type: none"> Mr. Mraz presented the proposed Finance, Executive and Board meeting dates for FY2019/2020. 	Motion to approve the FY2019-2020 meeting calendar made by Mr. Szabo and seconded by Dr. Roy. Motion approved.
F. Approval of Meeting Minutes of May 1, 2019**	<ul style="list-style-type: none"> The 5/1/2019 minutes were approved. 	Motion to approve the 5/1/2019 minutes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.
2. Vote to Move the Board Meeting Minutes of May 15, 2019**	<ul style="list-style-type: none"> Approved to move the 5/15/19 Board Meeting minutes. 	Motion to move the 5/15/2019 minutes to the Board Meeting made by Mr. Szabo and seconded by Dr. Roy. Motion approved.

<p>3. Finance Committee* A. SR Utilization Forecast**</p>	<ul style="list-style-type: none"> • Mr. Szabo presented the waitlist number as of the end of April. We are serving more SR children at 5,490. The waitlist has increased to 800 children. • Mr. Szabo stated the VPK administrative costs is down to 4.05% from 4.5% last month. The work to reduce the VPK Administrative costs continues in order to spend below the 4% allowed. Activities are being closely considered however, we are working on VPK applications and contracts at this time.. • A three month analysis of VPK estimates overpayments of about \$30,000/month. If this remains consistent for other months, we anticipate \$300,000 in over payments. Ms. Cotter addressed a potential cash flow issue and collection process. In order to begin recouping funds, we need to provide proof of overpayment to providers. Repayments will be requested when the ELC can substantiate overpayment. We are waiting on a potential solution to the cash flow issue from OEL. 	
<p>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> • Mr. Szabo requested the number of providers effected by recoupment be provided at the June 19th Board Meeting. • The ELC needs to request additional funding from OEL, for VPK. This request, for re-obligation of funding, occurs every year. 	

4. HR/Personnel Committee A. Approval of Proposed Policy Changes**	<ul style="list-style-type: none"> Mr. Himschoot presented the proposed policy changes. 	<p>Motion to approve the proposed policy changes by Dr. Roy and seconded by Ms. Boone. Motion approved.</p>
5. Events (Ad Hoc) Committee* A. Next Steps	<ul style="list-style-type: none"> Ms. Block stated a meeting will be scheduled before the next board meeting. 	
6. Program Committee* A. Approval of Policy: 220.10 SR and VPK Providers Compliance Policy**	<ul style="list-style-type: none"> Ms. Boone explained the policy presented responds to OEL's request for the ELC School Readiness Plan. 	<p>Motion to accept the policy changes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
7. Nominations & Bylaws Committee A. Recruiting Candidates for Gubernatorial Appointments	<ul style="list-style-type: none"> Ms. Block suggested we need a pool of applicants from the business community to fill the two vacant gubernatorial appointee board positions. There was a discussion about the application process and the need to re-apply repeatedly until a position is filled. 	
B. Board Development: Plan for October Board Meeting	<ul style="list-style-type: none"> Dr. Roy stated the committee is working on a professional development program for the October Board Meeting. 	
8. Review Agenda for the Board Meeting, June 19, 2019	<ul style="list-style-type: none"> The 6/19/2019 Board Meeting agenda was approved. 	<p>Motion to approve the 6/19/2019 Board Meeting agenda made by Mr. Himschoot and seconded by Ms. Boone. Motion approved.</p>
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 10:44 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, September 18, 2019 	