



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MINUTES

Wednesday, JUNE 19, 2019  
9:00 – 11:00 a.m.

**Board Members Present:** **Victor Mraz, Board Chair**, *Financial Representative, Blue Chip Financial of Southwest Florida*; **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*; **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Rita Dellatore**, *Owner/Director, Kid City Early Learning Academy, LLC*; **Nate Halligan**, *Small Business Portfolio Manager, Busey Bank*; **Michele King**, *Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*; **Cindy Whetsell**, *Executive Community Health Nursing Director/Family and Personal Health Director, Designee-Florida Department of Health Collier County*

**Board Members Present via ZOOM:** **Jeff Alluri**, *Principal, VP Consulting, Element Technologies, LLC*; **Yara Duchesne**, *Program Coordinator, 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*; **Kimberly Ross**, *Owner, Ross Dynasty Care*; **Dr. Kelly Roy, Chair-Nomination & By-Laws Committee**, *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*

**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:** **Marshall Bower, Vice Chair, Chair-Events (Ad Hoc) Committee**, *President and CEO, The Foundation for Lee County Public Schools*; **Scott Bass**, *Superintendent of Schools, Glades County School District*; **Jason Himschoot, Esq., Chair-Human Resources Committee**, *Goede, Adamczyk, Deboest, and Cross, PLLC*

(\* ) *Materials included in Board packet*

(\*\* ) *Materials posted on SharePoint for Board Members’ access*

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Mr. Mraz called the meeting to order at 9:04 am. A quorum was established.</li> </ul>	

	<ul style="list-style-type: none"> <li>Mr. Mraz introduced Jim Palmer, the new Department of Children and Families board member designee. Mr. Mraz asked all present to introduce themselves.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>1. Executive Committee Report</b>	<ul style="list-style-type: none"> <li>Mr. Mraz discussed the Office of Early Learning (OEL) Accountability Report. There were no findings.</li> </ul>	
<b>A. OEL Executive Summary to Accountability Report AS18-19.04**</b>		
<b>B. Approval of Anti-Fraud Plan**</b>	<ul style="list-style-type: none"> <li>Mr. Mraz presented the updated anti-fraud plan.</li> </ul>	Motion to approve the updated anti-fraud plan made by Mr. Szabo and seconded by Mr. Halligan. Motion approved.
<b>C. OEL Grant Agreement, FY2019/2020**</b>	<ul style="list-style-type: none"> <li>Mr. Mraz explained we have not received the Notice of Award (NOA) yet. The new OEL due date for submitting the signed grant agreement (to facilitate timely release of the NOA) was prior to the June board meeting. The Executive Committee approved signing the grant agreement to meet the required date so Mr. Mraz signed the grant agreement.</li> </ul>	Motion to accept the Executive Committee's approval to sign the grant agreement to meet OEL's due date made by Mr. Szabo and seconded by Ms. Whetsell. Motion approved.
<b>D. Approval of Contracts: RCMA, RCMA, Collier County Department of Health**</b>	<ul style="list-style-type: none"> <li>Mr. Mraz presented the VPK Services FY2019/2020 OEL grant agreement with the Coalition directs the Coalition to support the Redlands Migrant Christian Association (RCMA) in the provision of the VPK program in the RCMA service area. This contract is submitted for Board information only.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mr. Mraz presented the FY2019/2020 Redlands Migrant Christian Association (RCMA) SR/VPK contract for Board approval. This is a related party contract, therefore, the conflict of interest form (Form 8B) was signed by the RCMA employees who are board members, Damaris Boone and Yara Duchesne. The vote required a 2/3 majority of Board Members to be present, a minimum of 13 members. A 2/3 majority of Board Members were present; 16 of 19 board members attended today's meeting. The special conditions to vote on a related party contract were met.</li> <li>• Mr. Mraz presented the FY2019/2020 Collier County Health Department Contact for Board approval. The conflict of interest form (Form 8B) was signed by the Collier County Health Dept. Board Member, Cindy Whetsell. The vote required a 2/3 majority of Board Members to be present, a minimum of 13 members. A 2/3 majority of Board Members were present; 16 of 19 Board Members attended today's meeting.</li> </ul>	<p>Motion to approve the contract made by Mr. Halligan to approve the FY2019/2020 RCMA SR/VPK Contract and seconded by Ms. King. Ms. Boone and Ms. Duchesne recused themselves from the vote. Motion unanimously approved.</p> <p>Motion to approve the Collier County Health Department contract made by Mr. Paterno and seconded by Ms. Boone. Cindy Whetsell recused herself from the vote. Motion unanimously approved.</p>
<p><b>E. Proposed Meeting Calendar FY2019/2020**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Mraz presented the FY2019/2020 meeting schedule for the Finance Committee, Executive committee, and Board Meetings. Mr. Mraz noted the Oct. 2, 2019 Board Meeting will start at 8:30 am to include a board development session.</li> </ul>	<p>Motion to approve the FY2019/2020 meeting schedule made by Mr. Paterno and seconded by Ms. Boone. Motion approved.</p>
<p><b>2. Consent Agenda (Vote required)*</b>  <b>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</b>  <b>A. Approval of Meeting</b></p>	<ul style="list-style-type: none"> <li>• The May 15, 2019 minutes were presented for approval.</li> </ul>	<p>Motion to approve the minutes made by Ms. Whetsell and seconded by Mr. Palmer. Motion approved.</p>

<b>Minutes of the May 15, 2019 Board Meeting**</b>		
<b>3. Finance Committee*</b> <b>A. SR. Utilization and Waitlist**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported the School Readiness (SR) program in April paid for 5,490 children. The Voluntary Prekindergarten enroll is dropping as expected at the end of the school year.</li> </ul>	
<b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the financial reports for April 2019.</li> <li>Mr. Szabo discussed the administration costs: SR is below the required cap of 5%; and Voluntary Pre-Kindergarten (VPK) is currently at 4.05%. The Coalition continues to analyze VPK expenses to reduce administrative costs and get below the required 4% cap. The Portal issues continue to negatively impact the management of the ELC resources. RCMA is also experiencing similar Portal issues.</li> <li>By September the reconciliation of SR and VPK payments for FY 2019 will be completed. At that point, we will know which providers were overpaid or underpaid. We will work with providers to develop an overpayment recoupment process, as needed.</li> <li>There was a lengthy discussion about the OEL Portal issues and complying with state statutes. It was suggested to draft a letter to the state legislature requesting a waiver of the administrative caps and to request funds to cover the added costs involved with responding to the Portal issues.</li> </ul>	<p>Motion to accept the Finance Reports made by Mr. Paterno and seconded by Ms. King. Motion approved.</p> <p>Motion to proceed with a letter to the state legislature made by Mr. Halligan and seconded by Mr. Paterno. Motion approved.</p>
<b>Committee Reports</b>		
<b>4. Program Committee</b> <b>A. Approval of Policy: 220.10</b>	<ul style="list-style-type: none"> <li>Ms. Boone presented the revised SR and VPK Provider Compliance Policy per OEL's request.</li> </ul>	Motion to approve the revised SR and VPK Provider

<b>SR and VPK Providers Compliance Policy**</b>		Compliance Policy made by Mr. Szabo and seconded by Ms. Whetsell. Motion approved.
<b>5. Events (Ad Hoc) Committee* A. Next Steps</b>	<ul style="list-style-type: none"> <li>Ms. Block stated a meeting will be scheduled in the future. We have received good feedback from the May business breakfast.</li> </ul>	
<b>6. HR/Personnel Committee A. Approval of Proposed Policy Changes**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the proposed Employee Reference Guide (ERG) policy changes that are the results of our annual HR audit.</li> </ul>	Motion to approve the ERG policy changes made by Ms. Whetsell and seconded by Ms. Boone. Motion approved.
<b>7. Nominations &amp; Bylaws Committee A. Recruiting Candidates for Gubernatorial Appointments</b>	<ul style="list-style-type: none"> <li>Dr. Roy stated we are in need of nominees to fill the two vacant gubernatorial appointee board positions.</li> </ul>	
<b>B. Board Development: Plan for October Board Meeting</b>	<ul style="list-style-type: none"> <li>Applications for the gubernatorial appointments are needed. Please consider submitting potential applicants to Ms. Block.</li> <li>The board development session will take place at the Oct. 2, 2019 board meeting starting at 8:30 am.</li> </ul>	
<b>8. Executive Director's Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block shared a draft handout including a new component of the Literacy Buddy program to engage groups to adopt preschool classrooms.</li> <li>Ms. Block discussed the Preschool Emergency Alert Program started by the ELC of Manatee and asked board members to assist with getting Memos of Understanding signed with local law enforcement. Currently, local public schools are notified of a lockdown situation but not the child care providers. The Alert System would address this issue.</li> </ul>	

<b>9. Adjournment</b>	The meeting adjourned by acclamation at 10:01 a.m.	
<b>Next Meeting</b>	October 2, 2019, 8:30 am – 11:30 am	