



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, September 18, 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*; **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*; **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*

**Committee Member Present via Zoom:** **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*

**Committee Members Absent:** **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Starnes & Holt, P.A.*; **Jason Himschoot, Chair –HR Committee**, *Attorney, Goede, Adamczyk, Deboest and Cross, PLLC*

**Staff Present:** **Susan Block, CEO**; **Gayla Thompson, Chief Quality Officer**; **Kim Usa, Chief Operating Officer**; **Ginger McHale, Ex. 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 10:02 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>	

<b>1. Executive Committee*</b> <b>A. Executive Committee: Update</b>	<ul style="list-style-type: none"> <li>Mr. Mraz announced that he has accepted a new job in Tampa and is resigning his board position effective after this Executive Committee meeting. Marshall Bower will be the Interim Board Chair and Vice-Chair.</li> </ul>	
<b>B. Approval of Anti-Fraud Plan FY19/20**</b>	<ul style="list-style-type: none"> <li>Mr. Mraz presented Anti-Fraud Plan for FY19/20. The plan details every element of anti-fraud: who is responsible for which activities; provider and parent protections and the ability to appeal.</li> </ul>	Motion to approve the Anti-Fraud Plan made by Mr. Bower and seconded by Dr. Roy. Motion approved.
<b>C. Approval of Meeting Minutes of June 5, 2019</b>	<ul style="list-style-type: none"> <li>The 6/5/2019 minutes were approved</li> </ul>	Motion to approve the 6/5/2019 minutes made by Dr. Roy and seconded by Ms. Jefferson. Motion approved.
<b>D. Move: Policy 220.4**</b>	<ul style="list-style-type: none"> <li>Mr. Mraz presented the updated 220.4 Complaint and Dispute Resolution Policy.</li> </ul>	Motion to approve the 220.4 Policy made by Dr. Roy and seconded by Mr. Bower. Motion approved.
<b>2. Vote to Move the Board Meeting Minutes of June 19, 2019**</b>	<ul style="list-style-type: none"> <li>Approved to move the 6/19/2019 Board Meeting minutes.</li> </ul>	Motion to move the 6/19/2019 minutes to the Board Meeting made by Ms. Jefferson and seconded by Dr. Roy. Motion approved.
<b>3. Finance Committee*</b> <b>A. SR Utilization Forecast - Handout</b>	<ul style="list-style-type: none"> <li>Ms. Block reported at the end of July 2019 we served 5,475 School Readiness (SR) children. This number is more than the current budget can afford. To reduce cost we have suspended contracted slots. There was a discussion about continuing services for school age children. Any changes to the eligibility priorities will need the approval of the Office of Early Learning (OEL).</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ms. Block stated presently we are only enrolling at-risk children. As of August there are 1,398 children on the waitlist.</li> <li>• There was a discussion about The Portal issues from July 2018 with estimating and manually processing provider payments.</li> </ul>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures - Handout</b></p>	<ul style="list-style-type: none"> <li>• Mr. Mraz presented the financial reports ending June 2019. Mr. Mraz addressed the summary reports for School Readiness (SR) and Voluntary Prekindergarten (VPK) identifying administrative costs.</li> <li>• Updated financial numbers will be presented at the Oct. 2, 2019 Board Meeting.</li> <li>• Ms. Block stated the RFP 401K is on our website with a closing date of Oct. 13, 2019. The purpose of this RFP is to ensure that our fees are in line with our 401K Plan. We need two Board Members to review the RFP's and make a recommendation.</li> <li>• Ms. Block discussed our upcoming audit with Moss, Krusick. They will be in touch with OEL to receive guidance that will be noted in the audit to reflect The Portal issues during FY18/19. Mr. Moss is willing to explain at a future Board Meeting the impact to the audit.</li> </ul>	<p>Motion to move to the Board with updated numbers made by Me. Bower and seconded by Ms. Damaris. Motion approved.</p> <p>Ms. Block to discuss with Mr. Szabo the need for Mr. Moss to appear via Zoom at a future Board Meeting.</p>
<p><b>C. FY 2020: Budget Update**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block presented the updated FY2020 Budget that includes the award amounts for SR and VPK.</li> </ul>	<p>Motion to move the updated FY2020 Budget to the Board made by Dr. Roy and seconded by Mr. Bower. Motion approved.</p>

<p><b>4. HR/Personnel Committee</b>  <b>A. ERG Update: Section 707**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Mraz presented the updated Employee Reference Guide (ERG) Section 707. There was a discussion and changes noted.</li> </ul>	<p>Motion to move the ERG Section 707 with the noted changes to the Board made by Dr. Roy and seconded by Ms. Jefferson. Motion approved.</p>
<p><b>B. Salary Plan Implementation</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block explained the May 2019 salary plan was put on hold. The plan will be implemented in the new fiscal year.</li> <li>• Ms. Block stated the Coalition staff received an end of year incentive.</li> </ul>	
<p><b>C. Timeline for Executive Director Evaluation</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block stated the same process as last year will be used.</li> </ul>	
<p><b>5. Events (Ad Hoc) Committee*</b>  <b>A. Board Sponsored “ELC Staff Appreciation” Luncheon, Oct. 11, 2019</b></p>	<ul style="list-style-type: none"> <li>• Mr. Bower stated the ELC staff appreciation luncheon is on Oct. 11, 2019. The caterer has been secured. He encourages all board members to participate if possible.</li> </ul>	
<p><b>B. Business Breakfast, May 8, 2020 – Save the Date</b></p>	<ul style="list-style-type: none"> <li>• Mr. Bower reported the May 8, 2020 Business Breakfast will be at the Broadway Palm Dinner Theatre. More information to be forth coming.</li> </ul>	
<p><b>6. Program Committee*</b>  <b>A. Status: Southwest Florida Stars</b></p>	<ul style="list-style-type: none"> <li>• Ms. Boone stated QRIS will be put on hold for a year. A Program Committee work group will discuss the future of QRIS.</li> </ul>	

<p><b>7. Nominations &amp; Bylaws Committee</b>  <b>A. Early Steps Member: Brooke Dellmotte**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented Ms. Delmotte as the new Early Steps Board designee. This is a mandated position on the Board.</li> </ul>	
<p><b>B. Recruiting Candidates for Gubernatorial Appointments</b></p>	<ul style="list-style-type: none"> <li>Dr. Roy stated with Mr. Mraz's resignation, we have three vacant Gubernatorial Board positions. One being the Board Chair position.</li> </ul>	
<p><b>C. Board Development: Plan for Oct. 2, 2019 Board Meeting</b></p>	<ul style="list-style-type: none"> <li>Dr. Roy reported the activity is in the planning stage.</li> </ul>	
<p><b>8. Review Agenda for the Board Meeting, October 2, 2019**</b></p>	<ul style="list-style-type: none"> <li>The 6/19/2019 Board Meeting agenda was approved with noted changes.</li> </ul>	<p>Motion to approve the 10/2/2019 Board agenda with noted changes made by Mr. Bower and seconded by Dr. Roy. Motion approved.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 10:56 am.</li> </ul>	
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li><b>Wednesday, November 6, 2019</b></li> </ul>	