



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, November 6, 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:** **Douglas Szabo, Board Treasurer, Attorney, Henderson, Franklin, Starnes & Holt, P.A;** **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); Selina Jefferson, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; Jason Himschoot, Chair –HR Committee, Attorney, Goede, Adamczyk, Deboest and Cross, PLLC**

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

**Staff Present:** **Susan Block, CEO; Gayla Thompson, Chief Quality Officer; Kim Usa, Chief Operating Officer; Gilda Duran, Director of Risk Management**

(\*) *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 10:00 a.m. by Mr. Szabo. 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>No update at this time.</li> </ul>	
<b>B. Approval of Meeting Minutes of September 18, 2019**</b>	<ul style="list-style-type: none"> <li>The 9/18/2019 minutes were approved</li> </ul>	<p>Motion to approve the 9/18/2019 minutes made by Dr. Roy and seconded by Ms. Jefferson. Motion approved.</p>
<b>C. Discussion: Consideration of changes to Local School Readiness (SR) Priorities**</b>	<ul style="list-style-type: none"> <li>Ms. Block recommended to table the discussion until Jan. 2020 as we are still waiting guidance from the Office of Early Learning (OEL).</li> <li>Mr. Szabo stated his reason for objection is that the Coalition needs to serve birth to six years, we cannot be all things to all people.</li> <li>There was a discussion about 12 month eligibility and again waiting for OEL guidance.</li> </ul>	<p>Motion to table discussion made by Dr. Roy and seconded by Ms. Boone. Mr. Szabo voted no. Majority voted to table, motion approved.</p>
<b>D. Rescheduling January 2020 and March 2020 Board Meetings</b>	<ul style="list-style-type: none"> <li>Ms. Block proposed changing the Jan. 29, 2020 Board Meeting to Feb. 6, 2020 and the March 18, 2020 Board Meeting to March 17, 2020 due to scheduling issues.</li> </ul>	<p>Motion to approve the new meeting dates made by Dr. Roy and seconded by Ms. Jefferson. Motion approved.</p>
<b>2. Vote to Move the Board Meeting Minutes of October 2, 2019**</b>	<ul style="list-style-type: none"> <li>Approved to move the 10/2/2019 Board Meeting minutes.</li> </ul>	<p>Motion to move the 10/2/2019 minutes made by Ms. Jefferson and seconded by Dr. Roy. Motion approved.</p>
<b>3. Finance Committee*</b> <b>A. SR Utilization Forecast**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reviewed the utilization forecast. The number of SR children has decreased to 5,316, presently only enrolling at-risk children. The waitlist has increased to 1,588.</li> <li>Mr. Szabo presented the on-going analysis of FY18/19 provider payment errors. At present the</li> </ul>	

	<p>overpayment total is 2M dollars, which will change when the analysis is completed.</p>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the financial reports ending September 2019. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Prekindergarten (VPK) identifying administrative costs.</li> </ul>	<p>Motion to move financial reports to the Board Meeting made by Dr. Roy and seconded by Ms. Boone. Motion approved.</p>
<p><b>C. Scrap-Surplus Items to be Disposed of FY2019-2020</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the list of scrap surplus items for disposal.</li> </ul>	<p>Motion to approve the disposal of the scrap surplus items made by Ms. Jefferson and seconded by Ms. Boone. Motion approved.</p>
<p><b>D. Building Lease**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo reviewed the list of sites. A recommendation will be presented at the board meeting for consideration by the board.</li> </ul>	
<p><b>4. HR/Personnel Committee</b> <b>A. ERG Update: Section 906**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the updated Employee Reference Guide (ERG) Section 906. The policy now includes the Abuse Registry website.</li> </ul>	<p>Motion to move the ERG Section 906 with the noted change to the Board Meeting made by Dr. Roy and seconded by Ms. Jefferson. Motion approved.</p>
<p><b>B. Health Insurance: 2020</b></p>	<ul style="list-style-type: none"> <li>Ms. Block explained due to the experience of the Coalition, the current 2020 Florida Blue proposal reflects a 39% increase. For the most basic plan this would be an increase of \$208.62 per month. While it meets the 9.78% definition of “affordable”, the negative impact on staff creates concerns for hardships including potential employee turnover.</li> <li>There was a discussion about increasing the Coalition’s health insurance contribution from \$6,147.96 to a maximum of \$7,450.00 annually. This higher amount will result in a lower monthly increase not to exceed \$51.00 per month for the</li> </ul>	<p>Motion to increase the health insurance contribution to \$7,450.00 annual made by Dr. Roy and seconded by Ms. Boone. Motion approved.</p>

	<p>basic health insurance plan.</p> <ul style="list-style-type: none"> <li>The decision of the Executive Committee to increase the employer contribution will be reported at the 11/20/19 Board Meeting.</li> </ul>	
<b>C. Executive Director Evaluation</b>	<ul style="list-style-type: none"> <li>Mr. Himschoot stated the evaluation was emailed to Board Members Nov. 11<sup>th</sup> with a due date of Nov. 22<sup>nd</sup>. He and Ms. Block will review the results and a report will be made at the next Board Meeting.</li> </ul>	
<b>5. Events (Ad Hoc) Committee*</b> <b>A. Debrief: Board Sponsored “ELC Staff Appreciation” Luncheon, Oct. 11, 2019</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported the Oct. 11<sup>th</sup> ELC staff luncheon was a good opportunity for board members and staff to meet.</li> </ul>	
<b>B. Business Breakfast, May 8, 2020 – Save the Date</b>	<ul style="list-style-type: none"> <li>Ms. Block reported the committee is working on the formal nomination process and securing a speaker.</li> </ul>	
<b>6. Nominations &amp; Bylaws Committee</b> <b>A. Proposed by-Laws Amendments**</b>	<ul style="list-style-type: none"> <li>Dr. Roy reported the committee will present changes to the By-Laws to include legislative reference and remove “Ad Hoc” from the Events Committee.</li> </ul>	
<b>B. Jeff Alluri and Nate Halligan: New terms from 1-1-2020 to 12-31-2023</b>	<ul style="list-style-type: none"> <li>Dr. Roy asked that Mr. Alluri and Mr. Halligan be nominated to being their first complete, 4-year terms on the Board. They previously completed terms of other board members.</li> <li>Dr. Roy announced Selena Lucas is the new designee for the Collier County Dept. of Health. Ms. Lucas will join the Nov. 20<sup>th</sup> Board Meeting.</li> </ul>	Motion to nominate Mr. Alluri and Mr. Halligan to board member terms for 1/1/2020-12/31/2023 by Dr Roy. Second by Mr. Szabo. Motion approved.
<b>C. Recruiting Candidates for Gubernatorial Appointments</b>	<ul style="list-style-type: none"> <li>Dr. Roy reported Mr. Halligan is awaiting appointment by the governor.</li> </ul>	

<b>7. Review Agenda for the Board Meeting, November 20, 2019**</b>	<ul style="list-style-type: none"> <li>The 11/20/2019 Board Meeting agenda was approved.</li> </ul>	Motion to approve the 11/20/2019 Board agenda made by Dr. Roy and seconded by Ms. Boone. Motion approved.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 11:07 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li><b>Wednesday, January 15, 2020</b></li> </ul>	