



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, January 15, 2020  
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:** **Marshall Bower**, Interim Board Chair and Vice-Chair, Chair-Events Committee, *President/CEO, The Foundation for Lee County Public Schools*; **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:** **Selina Jefferson**, Board Secretary, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*

**Committee Members Absent:** **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*

**Staff Present:** **Susan Block**, *CEO*; **Nga Cotter**, *CFO*; **Leona Adkins**, *Chief Quality Officer*; **Kim Usa**, *Chief Program Officer*; **Ginger McHale**, *Ex. Admin. Asst. to the 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 10:22 a.m. by Mr. Bower. A quorum was established. Ms. Adkins was introduced as the new Chief Quality Officer at the ELC.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	

<p><b>1. Executive Committee*</b>  <b>A. Items for Discussion with Shan Goff, Executive Director, Florida Office of Early Learning (OEL), 2/5/2020</b></p>	<ul style="list-style-type: none"> <li>Ms. Block announced Shan Goff, OEL Executive Director has been meeting with the Coalition’s Board of Directors since September 2019. Ms. Goff will attending the Feb. 5<sup>th</sup> board meeting via the telephone.</li> </ul>	<p>Ms. Block will email board members to find out what they would like to ask Ms. Goff. The questions will be forwarded to Ms. Goff before the Feb. 5<sup>th</sup> meeting.</p>
<p><b>B. Approval of Meeting Minutes of November 6, 2019**</b></p>	<ul style="list-style-type: none"> <li>The 11/6/2019 minutes were approved</li> </ul>	<p>Motion to approve the 11/6/2019 minutes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<p><b>C. Approval of Meeting Minutes of November 27, 2019**</b></p>	<ul style="list-style-type: none"> <li>The 11/27/2019 minutes were approved</li> </ul>	<p>Motion to approve the 11/27/2019 minutes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<p><b>D. Communications Plan – change to SR Priorities</b></p>	<ul style="list-style-type: none"> <li>Ms. Block explained the Coalition is working with OEL to complete the formal SR Plan. ELC staff are also working on the details of a communications plan to inform families and providers about the change.</li> </ul>	
<p><b>2. Vote to Move the Board Meeting Minutes of November 20, 2019**</b></p>	<ul style="list-style-type: none"> <li>Approved to move the 11/20/2019 Board Meeting minutes.</li> </ul>	<p>Motion to move the 11/20/2019 minutes made by Dr. Roy and seconded by Ms. Jefferson. Motion approved.</p>
<p><b>3. Finance Committee*</b>  <b>A. Moss, Krusick – report on Single Audit</b></p>	<ul style="list-style-type: none"> <li>Ms. Cotter stated OEL has sent out communication about The Portal issues to Moss, Krusick that will be included in the single audit. We have provided the auditors with our processing methods and documentation of the work from FY18/19 for their review.</li> </ul>	
<p><b>B. SR Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo reviewed the Utilization Forecast.</li> </ul>	

<p><b>C. 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 November 2019. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Prekindergarten (VPK).</li> </ul>	
<p><b>D. Building Lease: Update</b></p>	<ul style="list-style-type: none"> <li>Ms. Block stated at the time of the November Board Meeting we were looking at alternate office locations. Since then, we started negotiation with our current landlord to potentially extend our present lease.</li> </ul>	
<p><b>4. HR/Personnel Committee</b> <b>A. ERG Update: Section 706**</b></p>	<ul style="list-style-type: none"> <li>This item removed from the agenda, at Ms. Block's request.</li> </ul>	
<p><b>B. Executive Director Evaluation 2019: Results</b></p>	<ul style="list-style-type: none"> <li>Ms. Block reviewed the evaluation results with Mr. Himschoot. The review was highly positive. Mr. Himschoot will attempt to get more responses in the future as only nine of the eighteen board members completed evaluation survey.</li> </ul>	
<p><b>5. Events Committee*</b> <b>A. Update</b></p>	<ul style="list-style-type: none"> <li>Mr. Bower report the rescheduled May 2020 Business Breakfast date, still conflicted with the Lee Foundation Breakfast which draws the same audience. At the next committee meeting, a new future date will be selected.</li> </ul>	
<p><b>6. Nominations &amp; Bylaws Committee</b> <b>A. Motion to Nominate Hat Halligan as Vice-Chair</b></p>	<ul style="list-style-type: none"> <li>Dr. Roy nominated Nate Halligan to fill the Vice-Chair Board position.</li> </ul>	<p>Motion to nominate Mr. Halligan to the Vice-Chair position made by Dr. Roy and seconded by Mr. Szabo. Motion approved</p>
<p><b>B. Proposed Slate of Officers: 2020**</b></p>	<ul style="list-style-type: none"> <li>Dr. Roy presented the 2020 Slate of Officers: Marshall Bower, Interim Chair; Nate Halligan, Vice Chair; Doug Szabo, Treasurer; Selina Jefferson Secretary.</li> </ul>	<p>Motion to nominate the 2020 slate of Officers as stated made by Dr Roy and second by Ms. Jefferson. Motion approved.</p>

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<b>C. Announcement: Committee Chairs 2020</b>	<ul style="list-style-type: none"> <li>Ms. Block stated all of the program chairs have agreed to remain in their present positions: Damaris Boone, Program Committee; Marshall Bower, Events Committee; Jason Himschoot, Human Resources Committee, Dr. Kelly Roy, Nominations &amp; Bylaws Committee.</li> </ul>	
<b>D. Discuss Strategic Plan: Draft 2020-2022**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the purpose of this plan is to define the roles and responsibilities of the ELC Board and its staff to work toward fulfilling the ELC mission. The committee discussed the board goals included in the draft.</li> </ul>	<p>Motion to move the Strategic Plan 2020-2022 draft to the Feb. 5<sup>th</sup> Board Meeting made by Dr. Roy and seconded by Ms. Jefferson. Motion approved</p> <p>The Strategic Plan 2020-2022 draft will be sent out to board members to review and comment.</p> <p>Dr. Roy will submit measurable metrics to measure board strategies.</p>
<b>7. Review Agenda for the Board Meeting, February 5, 2020**</b>	<ul style="list-style-type: none"> <li>The 2/5/2020 Board Meeting agenda was reviewed and three updates noted.</li> </ul>	<p>Motion to approve the 2/5/2020 Board agenda with the noted changes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 10:53 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li><b>Wednesday, March 4, 2020</b></li> </ul>	