



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, March 4, 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, Chair-Events Committee, President/CEO, The Foundation for Lee County Public Schools* **Nate Halligan**, *Vice-Chair, Assistant Vice President/Small Business Portfolio Manager, Busey Bank*; **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*; **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, Maughan, Himschoot & Adams Law Group*

Staff Present: **Susan Block**, *CEO*; **Leona Adkins**, *Chief Quality Officer*; **Kim Usa**, *Chief Program Officer*; **Ginger McHale**, *Ex. Admin. Asst. to the CEO*

Guest Present via Zoom: **Ed Moss**, *Moss, Krusick & Associates*

(*) *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 10:05 a.m. by Mr. Bower. A quorum was established. Mr. Bower asked all present and on Zoom to introduce themselves. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of January 15, 2020**</p>	<ul style="list-style-type: none"> • Approval of 1/15/2020 minutes. 	<p>Motion to approve the 1/15/2020 minutes made by Dr. Roy and seconded by Mr. Halligan. Motion approved.</p>
<p>B. Communications Plan – Change to SR Priorities</p>	<ul style="list-style-type: none"> • Changed School Readiness (SR) priorities were submitted to the Office of Early Learning (OEL). We continue to await their approval to initiate the communications plan. 	
<p>2. Vote to Move the Board Meeting Minutes of February 5, 2020**</p>	<ul style="list-style-type: none"> • Approved to move the 2-5-2020 Board Meeting minutes. 	<p>Motion to move the 2/5/2020 minutes made by Mr. Halligan and seconded by Ms. Boone. Motion approved.</p>
<p>3. Finance Committee* A. Moss, Krusick – Report on Single Audit</p>	<ul style="list-style-type: none"> • Mr. Moss stated implementation of EFS Mod (The Portal) is in its' 20th month and the problems continue. The audit report includes two findings related to reconciliation. This is consistent with the manner of reporting the activities for the 2018-19 year in spite of the ELC's inability to do so is beyond its control. Moss Krusick consulted with other accounting firms as part of the audit process. • The single audit contains three additional pages explaining OEL's responsibility and the inability of the Coalition to reconcile to the EFS Model (The Portal) system. Mr. Moss reported this is clearly an OEL problem and does not impact the Coalition's risk rating. The FY 18/19 report includes two finding however; the ELC is a low risk auditee. Even if the audit findings continue into FY19/20, the Coalition would continue to have a low risk rating. • Mr. Moss stated the draft single audit would be available for the March 17th Board Meeting. 	

B. SR Utilization Forecast**	<ul style="list-style-type: none"> Ms. Block reviewed the utilization report ending January 2020. The waitlist remained the same as the previous month at 1,493 children. The number of SR children has increased to 5,157. We are currently only enrolling at-risk children. 	
C. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Ms. Block presented the financial reports ending January 2020. Ms. Block addressed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administrative costs. 	Motion to accept the financial reports made by Dr. Roy and seconded by Mr. Halligan. Motion approved.
D. Building Lease: Update	<ul style="list-style-type: none"> Ms. Block stated hopefully we will be signing a new lease with our present landlord. The new lease includes a re-design of the lobby providing additional security and a larger training area. 	
E. Review Updated Policies**	<ul style="list-style-type: none"> Ms. Block presented the reviewed accounting policies that remain unchanged from the last update two years ago. 	<p>Ms. Block will email Board Members regarding the policies to encourage a review ahead of the March 17th meeting since the documents are not printed.</p> <p>Motion to move the Accounting Policies and Program Policies to the March 17th Board Meeting made by Dr. Roy and seconded by Ms. Boone. Motion approved.</p>

F. Review DOE Audit**	<ul style="list-style-type: none"> The reported included one technical assistance item. A repeat of this type of error is not documented as a finding at this time. 	
4. Events Committee* A. Update	<ul style="list-style-type: none"> Ms. Block announced the next Events Committee is April 1st with John Talmadge, the business breakfast's keynote speaker. 	The ELC will create a save the date for our four public school districts.
5. Program Committee A. Review Updated Policies**	<ul style="list-style-type: none"> Ms. Block presented the reviewed program policies, no updates needed. 	Motion to move the program policies to the March 17 th Board Meeting made by Dr. Roy and seconded by Ms. Boone. Motion approved.
6. Review Agenda for the Board Meeting, March 17, 2020**	<ul style="list-style-type: none"> The 3/17/2020 Board Meeting agenda was reviewed and two updates noted. 	Motion to approve the 3/17/2020 Board agenda with the noted changes made by Mr. Halligan and seconded by Dr. Roy. Motion approved.
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 10:35 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, May 6, 2020 	