



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, May 6, 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 Member Present:** **Marshall Bower, Interim Board Chair, Chair-Events Committee, President/CEO, The Foundation for Lee County Public Schools**

**Committee Members via Zoom:** **Nate Halligan, Vice-Chair, Assistant Vice President/Small Business Portfolio Manager, Busey Bank; Douglas Szabo, Board Treasurer, Attorney, Henderson, Franklin, Starnes & 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); Jason Himschoot, Chair-HR Committee, Attorney, Maughan, Himschoot & Adams Law Group; Dr. Kelly Roy, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College**

**Staff Present:** **Susan Block, CEO; Ginger McHale, Ex. Admin. Asst. to the CEO**

**Staff via Zoom:** **Leona Adkins, Chief Quality Officer; Kim Usa, Chief Program Officer**

(\* ) 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 10:05 a.m. by Mr. Bower. 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. Approval of Meeting Minutes of March 4, 2020**</b>	<ul style="list-style-type: none"> <li>Approval of 3/4/2020 minutes.</li> </ul>	<p>Motion to approve the 3/4/2020 minutes made by Dr. Roy and seconded by Ms. Boone. Motion approved.</p>
<b>B. Debriefing on ELC’s Telework Experience</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the ELC telework was approved at the March 17<sup>th</sup> Board Meeting. The ELC was fully operational on April 1<sup>st</sup> with the purchase of additional IT equipment. Plans to re-open the office are limited at this time.</li> </ul>	
<b>C. Communications Plan – Change to SR Priorities**</b>	<ul style="list-style-type: none"> <li>Ms. Block reviewed the November 20, 2019 Board Meeting’s vote to amend the Coalition Plan to change School Readiness (SR) priorities to focus on children 0-5 years of age. This amendment change submitted in January 2020 to the Office of Early Learning (OEL) still awaits approval.</li> <li>Recommended motion to delay implementation of the November 20, 2019 approved change to SR priorities to support child care services for first responders and health care workers referral as well as any subsequent changes to the referral system in response to COVID-19.</li> </ul>	<p>Approval of recommended motion made by Ms. Boone and seconded by Dr. Roy. Motion approved.</p>
<b>D. Auditor General Audit: Update</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the April 20<sup>th</sup>-24<sup>th</sup> AG audit site visit was cancelled, instead the documents will be reviewed remotely.</li> </ul>	
<b>1. Vote to Move the Board Meeting Minutes of March 17, 2020**</b>	<ul style="list-style-type: none"> <li>Approved to move the 3-17-2020 Board Meeting minutes.</li> </ul>	<p>Motion to move the 3/17/2020 minutes made by Mr. Szabo and seconded by Mr. Himschoot. Motion approved.</p>
<b>2. Finance Committee*</b> <b>A. SR Utilization Forecast**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the forecast includes COVID-19 Cares information. This special SR Program for first responders and essential health care workers was</li> </ul>	

	<p>effective April 1, 2020. At the end of April there were 248 referred children, 141 enrolled children and 113 children attending. This program has increased the community's awareness of early learning and the ELC.</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 March 2020. Mr. Szabo addressed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administrative costs.</li> </ul>	
<p><b>C. Update on FY20-21 Budget</b></p>	<ul style="list-style-type: none"> <li>Ms. Cotter stated the FY20-21 budget update has been moved to the June 3<sup>rd</sup> Executive Committee meeting.</li> <li>The FY20-21 budget work group is meeting on May 21<sup>st</sup> to review the budget.</li> </ul>	
<p><b>D. Review Agenda for the Board Meeting, May 20, 2020**</b></p>	<ul style="list-style-type: none"> <li>The 5/20/2020 Board Meeting agenda was reviewed and one update noted.</li> </ul>	<p>Motion to approve the 5/20/2020 Board agenda with the noted change made by Dr. Roy and seconded by Ms. Boone. Motion approved.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 10:20 am.</li> </ul>	
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li><b>Wednesday, June 3, 2020</b></li> </ul>	