



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, June 3, 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; Dr. Kelly Roy, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College**

Committee Members Absent: **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**

Staff Present: **Kim Usa, Chief Program Officer**

Staff via Zoom: **Susan Block, CEO; Nga Cotter, CFO; Leona Adkins, Chief Quality 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
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:00 a.m. by Mr. Bower. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of May 6, 2020**</p>	<ul style="list-style-type: none"> • Approval of 5/6/2020 minutes. 	<p>Motion to approve the 5/6/2020 minutes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<p>B. Debriefing on ELC's Telework Experience**</p>	<ul style="list-style-type: none"> • Ms. Block presented an overview of the ELC's telework experience: staff continue to work at home while a limited number of staff are coming into the office for specific activities. We continue to monitor information from the CDC and Collier County Department of Health. Phase One of the ELC's office reopening plan may be three to four weeks away. • The Portal (EFS Mod) allows much of the work to be done remotely. We are considering how to safely complete child care provider visits. Dr. Roy assistance with video visits. 	
<p>C. Approval: FY20-21 Anti-Fraud Plan**</p>	<ul style="list-style-type: none"> • Ms. Block stated the FY20-21 Anti-Fraud Plan was previously approved at the October 19, 2019 Board Meeting. The unchanged plan needs a current board approval date. 	<p>Motion to approve and move the FY20-21 Anti-Fraud Plan to the 6-17-2020 Board Meeting made by Ms. Jefferson and seconded by Mr. Szabo. Motion approved.</p>
<p>D. Approval of Contracts: RCMA VPK FY20-21 Contract-Board Information Only; RCMA SR & VPK FY20-21 Contract in Immokalee Related Party Contract-Requires Board Approval; Collier County Department of Health**</p>	<ul style="list-style-type: none"> • Ms. Block presented the three contracts for FY20-21. 	<p>Motion to approve the three contracts made by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.</p>

<p>E. Discussion: OEL Grant Agreements</p>	<ul style="list-style-type: none"> Ms. Block reported on the grant amendments that OEL has asked all Coalitions to sign by the end of June. Mr. Szabo has agreed to review the amendments on behalf of the ELC. 	
<p>F. Proposed Meeting Calendar FY2020-2021**</p>	<ul style="list-style-type: none"> Ms. Block presented the FY 20/21 meeting calendar for the Finance, Executive and Board Meetings. 	<p>Motion to approve the FY 20/21 meeting calendar made by Dr. Roy and seconded by Mr. Szabo. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of May 20, 2020**</p>	<ul style="list-style-type: none"> Approved to move the 5/20/2020 Board Meeting minutes. 	<p>Motion to move the 5/20/2020 minutes made by Mr. Halligan and seconded by Ms. Jefferson. Motion approved.</p>
<p>3. Finance Committee* A. SR Utilization Forecast**</p>	<ul style="list-style-type: none"> Mr. Szabo reviewed the utilization forecast. The number of enrolled VPK children has decreased as expected at the end of the school year. 	
<p>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> Mr. Szabo presented the financial reports ending April 2020. Mr. Szabo addressed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administrative costs. 	<p>Finance Committee's recommendation to move the Utilization Reports to the 6/17/2020 Board Meeting. All approved.</p>
<p>C. Approval: Form 990**</p>	<ul style="list-style-type: none"> Mr. Szabo presented the Form 990. 	<p>Finance Committee's recommendation to move the Form 990 to the 6/17/2020 Board Meeting. All approved.</p>
<p>D. Approval: FY20-21 Budget**</p>	<ul style="list-style-type: none"> Mr. Szabo presented the FY20/21 draft budget. Mr. Szabo thanked Ms. Delmotte and Mr. Halligan for working on the budget work group. 	<p>Finance Committee's recommendation to move the FY20/21 draft budget to the 6-17-2020 Board Meeting. All approved.</p>

	<ul style="list-style-type: none"> The grant award for FY 20/21 is expected in July. With the updated grant award, the budget will be adjusted to comply with the FY20/21 grant award. 	Finance Committee's recommendation to allow the Coalition to make budget adjustments based on the final Notice of Award and report at the 9/30/2020 Board Meeting. All approved.
E. Approval: Continuation of Broad Authority**	<ul style="list-style-type: none"> Mr. Szabo recommended an extension of the previously approved authority for the CEO to take appropriate management actions to ensure essential ELC activities continue, as presented to the ELC Board on June 17, 2020. Extension of authority requested through September 30, 2020. 	Recommendation to continue CEO's broad authority moved to the 6/17/2020 board meeting. All approved.
4. Program Committee A. Update	<ul style="list-style-type: none"> No update at this time. 	
5. Review Agenda for the Board Meeting, June 17, 2020**	<ul style="list-style-type: none"> The 6/17/2020 Board Meeting agenda was reviewed and updates noted. 	Motion to approve the 6/17/2020 Board agenda with the noted updates 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, September 30, 2020 	