



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MINUTES

Wednesday, September 30, 2020  
9:00 a.m.

**Board Members Present:** **Marshall Bower**, *Interim Board Chair, Chair-Events Committee, President and CEO, The Foundation for Lee County Public Schools*

**Board Members Present via ZOOM:** **Nate Halligan**, *Vice Chair, Asst. Vice President/Small Business Portfolio Manager, Busey Bank*; **Douglas Szabo, Esq.**, *Board Treasurer, Henderson, Franklin, Starnes and Holt P.A.*; **Selina Jefferson**, *Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*; **Jeff Alluri**, *Principal, VP Consulting, Element Technologies, LLC*; **Damaris Boone**, *Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Rita Dellatore**, *Owner/Director, Kid City Early Learning Academy, LLC*; **Brooke Delmotte**, *Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*; **Yara Duchesne**, *Program Coordinator, Redlands Christian Migrant Association (RCMA)*; **Jason Himschoot, Esq.**, *Chair-Human Resources Committee, Maughan, Himschoot & Adams Law Group*; **Kim Jordan**, *Interim Superintendent of Schools, Glades County School District*; **Michele King**, *Director Child Advocacy Program, Golisano Children's Hospital of SW Florida*; **Selena Lucas**, *Assistant Community Health Nursing Director, Designee-Florida Department of Health Collier County*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*; **Kimberly Ross**, *Owner, Ross Dynasty Care*; **Dr. Kelly Roy**, *Chair-Nomination & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*

**Board Members Absent:** **Roger Mercado**, *Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners*; **Jim Palmer**, *Child Care Regulations Supervisor, Department of Children and Families*

**Staff Present:** **Susan Block**, *CEO*; **Ginger McHale**, *Executive Coordinator*

**Staff Present via Zoom:** **Nga Cotter**, *CFO*; **Kim Usa**, *Chief Program Officer*; **Leona Adkins**, *Chief Quality Officer*; **Delia Buckley**, *Director of Program Services*; **Amanda Devariste**, *Managing Director Naples office*; **Ana Estrada**, *Director of Program Services*

(\* ) *Materials included in Board packet*

(\*\* ) *Materials posted on SharePoint for Board Members' access*

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b> <b>A. Broad Approval of Updated Agenda, 6/17/2020</b>	<ul style="list-style-type: none"> <li>• Mr. Bower called the meeting to order at 9:05 am. A quorum was established.</li> <li>• Ms. Block introduced Program Services directors Ms. Buckley, Ms. Devariste and Ms. Estrada, staff members leading today's mini-training.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>1. Executive Committee Report*</b> <b>A. Summer Workshop: Summary</b>	<ul style="list-style-type: none"> <li>• The workshop was added to the regular schedule in light of the additional activities in response to the pandemic by the Coalition. Ms. Block reviewed the items discussed due to the impact of COVID-19: SR eligibility waivers; SR services for First Responders and Health Care Workers; special grant funding for providers to cover necessary health and safety expenses and the unusual disbursement of grants to non-contracted childcare providers. Following grants, three new providers initiated contracts with the Coalition.</li> <li>• In late May, we provided technical assistance to the United Way for the LeeCARES funding, COVID-19 relief funds received by the board of county commissioner. These funds provided scholarships to families to assist with childcare expenses. The scholarships served over 600 families and provided before and after school programs using providers identified as high quality (CLASS score and/or Gold Seal designation).</li> </ul>	

<p><b>2. Consent Agenda (Vote required)*</b>  <b>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</b></p> <p><b>Approval of Meeting Minutes of the June 17, 2020 Board Meeting**</b></p>	<ul style="list-style-type: none"> <li>The June 17, 2020 minutes presented for approval.</li> </ul>	<p>Motion to approve the 6/17/2020 minutes made by Ms. Lucas and seconded by Mr. Szabo. Motion approved.</p>
<p><b>3. Finance Committee*</b>  <b>A. Review Notice of Award and Effect on FY20-21 Budget**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the updated FY 20/21 budget reflecting the most recent Notice of Award from OEL for \$47.7M. All additional funds were allocated to childcare services.</li> <li>A recommendation from the Finance Committee to accept the amended FY 20/21 Budget.</li> </ul>	<p>Motion from the Finance Committee presented recommendation as noted for a vote. Motion approved.</p>
<p><b>B. Discuss. Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo reported 5,601 School Readiness (SR) children served in July.</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 discussed the financial reports ending July 2020. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures and administrative costs.</li> <li>During July through September SR payments were paid based on 100% of enrollment instead of actual attendance. Starting in October SR payments will be based on actual attendance with a higher allowance for absences than usual. The Office of Early Learning (OEL) has increased the number of</li> </ul>	<p>Motion from the Finance Committee presented a recommendation to accept reports, as presented. Motion approved.</p>

	<p>absences from 10 to 16 for October to ease the fiscal impact on providers.</p> <ul style="list-style-type: none"> <li>The Coalition maintains records of actual attendance for July through September while paying at 100% per OEL.</li> </ul>	
<b>D. OEL's Jan.-June, 2019 Expenditures Audit Results**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the OEL Jan.-June 2019 desk audit results. There were no findings.</li> </ul>	
<b>E. Summary of Expenditures: Broad Authority</b>	<ul style="list-style-type: none"> <li>Ms. Block reported no new expenditures since June 2020.</li> </ul>	
<b>F. Update on Addendum #1 for FY 18-19 Reconciliation**</b>	<ul style="list-style-type: none"> <li>Ms. Block gave a brief synopsis of the FY 18/19 reconciliation process. The reconciliation review has identified: 56 providers were underpaid; 104 providers were overpaid; 50 providers' overpayments are waived by the OEL \$1,500. credit. All providers who owe over \$1,500. will receive a \$1,500 credit toward the balance owed. All backup information is on the provider's SharePoint for them to review. A repayment plan will be set up as needed. Where providers need more than 12 months, OEL must authorize the extended repayment plan.</li> <li>There was a discussion about the impact on providers in low-income areas and a concern that they may be put out of business by the additional repayment expenses. Ms. Block assured the Board that we will work with providers in the most supportive way possible to avoid forced closures.</li> </ul>	

<b>G. Update on Fiscal FY19-20 Closeout**</b>	<ul style="list-style-type: none"> <li>Ms. Block stated temporary accounting employees will be hired to assist with the FY 19/20 closeout.</li> </ul>	
<b>H. Approval of Naples Inventory**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the Finance Committee recommendation to approve the disposal of the Naples inventory listed.</li> </ul>	Motion from the Finance Committee presented recommendation as noted for a vote. Motion approved
<b>Committee Reports</b>		
<b>4. Events Committee</b> <b>A. Update</b>	<ul style="list-style-type: none"> <li>Mr. Bower discussed the purpose of the Events Committee is to expand community awareness about the importance of early learning. One way to do this is to open this committee's membership to include interested community members.</li> </ul>	
<b>5. HR/Personnel Committee</b> <b>A. Summary of Staff Activities during Pandemic</b>	<ul style="list-style-type: none"> <li>Ms. Block reported staff returned in July and both offices are open to the public. Staff are limiting local travel and maintaining appropriate safety protocols at this time.</li> </ul>	
<b>B. Summary of 1:1 Payout</b>	<ul style="list-style-type: none"> <li>Ms. Block referred to the June 17<sup>th</sup> Board decision approving a one time, 1 to 1 payout for accrued paid leave time (PLT). Nine staff applied for the payout, leaving them each with a minimum of 50 hours of PLT. The total payout was \$19,414.</li> </ul>	
<b>C. Approval of Updated Code of Conduct**</b>	<ul style="list-style-type: none"> <li>Mr. Himschoot presented the HR committee recommendation to approve the Code of Conduct form. There are no changes from last year.</li> </ul>	Motion from the HR Committee presented recommendation as noted for a vote. Motion approved
<b>6. Nominations &amp; Bylaws Committee</b> <b>A. Mini-Training: Introduction to Serving Families**</b>	<ul style="list-style-type: none"> <li>This is the first of a series of board development sessions being embedded in regular board meetings during 2020-2021.</li> </ul>	The next mini-training will focus on the school readiness enrollment process.

	<ul style="list-style-type: none"> <li>• Ms. Block presented the case study of one family for the mini-training. Board members broke into 3 groups for the “family” interview led by ELC staff. The training highlighted how families are oriented to ELC services.</li> <li>• The Board regathered as a large group to debrief noting the amount of information that ELC staff provide to families in addition to childcare resources.</li> <li>• Board members expressed appreciation for the time to learn more about the ELC’s programs.</li> </ul>	
<p><b>7. Program Committee</b>  <b>A. Review Draft Provider Recruitment Plan**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Boone discussed the provider recruitment plan to identify licensed providers who are not contracting with the Coalition. The Coalition is focusing on the recruitment of providers where capacity is insufficient.</li> </ul>	
<p><b>8. Report of the CEO**</b>  <b>A. Executive Director’s Report**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block presented data demonstrating the variation in school readiness attendance due to the impact of COVID-19. While increasing, child attendance remains lower than usual. This is a concern for providers as it affects their revenues.</li> <li>• The Coalition is having “Penny Wars” as part of our internal UW Pacesetter campaign. All board member are welcome to participate in this and they are encouraged to participate in the ELC’s general campaign for United Way.</li> <li>• The United Way has asked partner agencies to reduce their 2020 budget by 20% in case the annual campaign falls short of its goal.</li> </ul>	

	<ul style="list-style-type: none"><li>• The development of the Portal is ongoing with developers working to address continuing issues.</li></ul>	
<b>9. Adjournment</b>	The board meeting adjourned by acclamation at 10:25 am.	
<b>Next Meeting</b>	November 18, 2020, 9:00 am – 11:00 am, via Zoom	