



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MEETING MINUTES

November 16, 2022
9:00 am

Board Members: Marshall Bower, Interim Board Chair; **Chair-Events Committee**, *President/CEO, The Foundation for Lee County Public Schools*; Doug Szabo, Board Vice-Chair, *Attorney, Henderson, Franklin, Starnes and Holt, P.A.*; (via Zoom); Alex Breault, VP Teen Initiatives, *Boys and Girls Club of Collier County* (via Zoom); Michele King, **Chair Program Committee**, *Director Child Advocacy Program, Golisano Children’s Hospital of SWFL*; ; Dr. Beth McBride, *Director, Early Learning, Designee-Collier County Public Schools* (via Zoom); Rebecca McKellar, *Creative World Schools, Private for Profit Child Care* (via Zoom);; Chantal Porte, *Regional Supervisor for Child Care Licensing, Department of Children and Families* (via Zoom);; Barbara Short, *Quality Assurance Program Manager, CareerSource Southwest Florida*, (via Zoom);; Mary Grace Romo, *Director, Early Childhood Learning Services, Lee County Public Schools* (via Zoom);; Kimberly Ross, *Owner, Ross Dynasty Cares* (via Zoom);; Dr. Shay Smith, *Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County* (via Zoom);; Tara Sherrod, *Director, First Baptist Preschool, Representative of Faith-Based Childcare Providers*; Aaron Stitt, *Department of Children and Families*.

Board Members, Absent: Brooke Delmotte, **Board Treasurer**, *Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*; Jason Himschoot, **Chair-Human Resources Committee**, *Attorney, Maughan, Himschoot and Adams Law Group*; Dr. Kelly Roy, **Chair-Nominations & By-Laws Committee**, *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*; Tanya Williams, *Director, Collier County Library Designee-Collier Board of County Commissioners*.

ELC Staff: Susan Block, *Chief Executive Officer*; Gilda Duran, *Chief Program Officer*; Lugeenya Blackstock, *Chief Financial Officer*. Leona Adkins, *Chief Quality Officer*.

Guests: Ed Moss and Jon Duffy, Moss, *Krusick, CPA*

(*) *Materials included in Board Packet.*

(**) *Materials available on SharePoint for Board Members.*

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions Motion to Approve Board Meeting Agenda, 11/16/22	Marshall Bower opened the meeting at 9:02 AM. Quorum was established. Marshall welcomed. The newest board member,	Motion to approve the November 16th, 2022, agenda by Doug Szabo. Second by Dr. Beth McBride. Motion Approved.

	<p>Aaron Stitt. Board members and Staff. Introduce themselves.</p> <p>Marshall requested a motion to approve. The amended. Board agenda for November 16th, 2022, as presented.</p>	
Public Comments	There were no members of the public present.	
<p>1. Executive Committee Report*</p> <p>A. Presentation: Single Audit, 2021-23 <u>pgs.1-11</u></p> <p>B. School Readiness Plan: Review and Approval, Policies; Review and Approve SR Plan <u>pgs.</u></p> <p>C. CEO Succession Planning</p> <p>1. Review and Discussion: Draft Search Timeline <u>pgs.12-13</u></p> <p>2. Approval – Updated Succession Responsibilities <u>pg.14</u></p> <p>3. Approval – Request for Proposal, Executive Search Firm <u>pgs. 15 -27</u></p> <p>4. Approval of Budget for CEO Search <u>pg. 28</u></p> <p>D. Affirm- School Readiness Priorities from 9/14/22 <u>pgs. 29-30</u></p> <p>E. CEO Merit Increase</p>	<p>A. Ed Moss, Moss Krusick CPA, reviewed. the single audit report from 2021. This report, along with the 990, was reviewed by board members prior to filing however, Hurricane Ian caused cancellation of the September 28, 2022, board meeting.</p> <p>Ed Moss reported that the corrective action plan presented by the Coalition is expected to remove deficiencies noted in this report.</p> <p>B. Susan Block summarized SR policies for review and approval.</p> <p>C. Marshall. Bower talked about the need for a CEO Succession Plan as Susan Block has resigned. He asked Susan Block to review all CEO succession planning documents, as they appear in the agenda. Susan Block reviewed the hiring timeline, an updated policy for succession responsibilities where the executive committee is authorized by the board to conduct the search and hire the new CEO. Also presented, an Request For Proposal for an executive search firm and a budget for the CEO search in the amount of \$60,000.</p> <p>D. Susan Block Presented the school readiness priorities for board affirmation. These policies had been reviewed and approved at the September 14, 2022, Executive Committee</p>	<p>A. Motion by Doug Szabo to approve the 2021 Single Audit. Second by. Michele King's. Motion approved.</p> <p>B. Motion to approve the policies by Barb Short. Second by Alex Breault. Motion approved.</p> <p>C. A motion to approve items C.1 – C.4, the draft search timeline, the updated succession responsibilities policy, the request for proposal of an executive search firm, and the approval of a budget for the CEO search was made in one combined motion by Rebecca McKellar. Second by Alex Breault. Motion approved.</p>

	<p>meeting. Susan Block noted that the correct policy number is 404.5.</p> <p>E. Based on the high-performance level of Susan Block reported in the evaluation to the Division of Early, Marshall Bower requested that a merit increase of 3% be implemented at the same time ELC staff receive their merit considerations.</p>	<p>D. Motion recommended from a standing committee to approve policy 404.5. Motion approved.</p> <p>E. Motion to approve a 3% merit increase for CEO Susan Block by Dr. Beth McBride. Second by Rebecca McKellar. Motion Approved.</p>
<p>2. Approval of Board Meeting Minutes A. June 22, 2022, <u>pgs. 31-35</u></p>	<ul style="list-style-type: none"> June 22, 2022, board meeting minutes were presented for approval 	<ul style="list-style-type: none"> Motion to approve the minutes of the June 22, 2022, Board meeting by Dr. Beth McBride. Second by Michele King. Motion approved
<p>Committee Reports</p>		
<p>3. Finance Committee* <u>Business from 9/28/22 (Cancelled due to Hurricane Ian)</u> A. Review: SR Utilization Management Forecast <u>pg. 36</u> B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures <u>pgs.37-50</u> C. Affirm: FY 2023 Budget Amendment (new NOA) <u>pgs.51-52</u> D. Affirm: FY 23 contracts <u>pg. 56</u> -Fred Pryor Professional Development Contract</p>	<p>3.A-F Due to hurricane Ian, the business presented in the first section of the finance committee report had previously been reviewed by the executive committee on September 14, 2022. The September 28, 2022, meeting was canceled due to the hurricane, and therefore, is now being presented for affirmation. Susan Block touched on each of the items in this section</p> <p>G.Doug Szabo reviewed the Utilization Forecast. Nothing unusual about the data from September 2022.</p> <p>H.Doug Szabo reviewed the finance committee report for this month. Nothing significant of note for the utilization forecast. An expectation of increasing VPK numbers for October once Collier has reported all VPK is added into the report. The finance committee reviewed utilization and statements of revenues and</p>	<ul style="list-style-type: none"> Motion made to affirm items 3-D, 3E, and 3F. by Doug Szabo. Second by Barb Short. Motion carried approved. H.Motion to approve the utilization reports by standing committee. Motion approved

<p>-Element Technology</p> <p>E. Affirm: Updated Fiscal Policies <u>pgs.57-175</u></p> <p>F. Affirm: FY 23 Scrap Inventory <u>pgs. 176-178 Business for 11/16/22</u></p> <p>G. Review: SR Utilization Management Forecast <u>pg.179</u></p> <p>H. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures <u>pgs. 180-193</u></p> <p>I. Approve: FY 2023 Budget Amendment (new NOA) <u>pgs 194-197.</u></p> <p>J. Approve: FY 23 contracts <u>pg. 198</u></p> <p>K. Approve: Hurricane Relief Mini-Grants Funding <u>pg.199-202</u></p> <p>L. Approve Signature Authority: HRCC</p>	<p>expenditures. Everything is aligned with grant requirements.</p> <p>I.Doug Szabo presented the updated FY2023 budget amendment. This is necessary because of the receipt of new funds for Covid relief grants, and a mental health grant.</p> <p>I three contracts were presents for approval. Health Care Planning Counsel (Mental Health Grant, \$40,900) and two vendors to conduct CLASS assessments – Children’s Forum (\$72,625) and Teachstone (\$31, 875</p> <p>K. Added to the agenda today, was a request to approve hurricane relief mini grants for providers affected by hurricane in. In addition to board approval, this will require a prior authorization from the division of early learning for emergency expenditures.</p> <p>L.A request for signing authorization for a contract with Human Resources Compensation Consultants (HRCC) by Interim Chair Marshall Bower to update compensation data in the local market and to provide ongoing maintenance support was presented. Doug Szabo had questions related to the need for such assistance and if this might be a regular budget request. Some discussion took place about the changing market and the hiring difficulties occurred.</p>	<p>I. Motion recommended by standing committee. Motion approved</p> <p>J. Motion from a standing committee. Motion approved.</p> <p>K. Motion to approve funding for provider mini grants for Hurricane Ian relief by Doug Szabo. Second by Mary Grace Romo. Motion approved.</p> <p>L.Motion to authorize signing authority to Marshall Bower when the contract is finalized by HRCC in the amount of \$12,590 by Michele King. Second by Barb Short. Motion approved.</p>
<p>4. HR Committee*</p> <p>A. Affirm: ERG Policy Changes (9/28/22) <u>pgs.203-208</u></p> <p>B. Approve ERG Policy Change #706 <u>pgs 210-211</u></p> <p>C. Discussion: ELC Staff Engagement Survey,</p>	<p>A. Beth McBride reported for the HR committee. She presented employer reference guide policy changes that have been approved by the executive committee On September 14, 2022.</p> <p>The second set of policy changes included updates to sections number 706. Doug Szabo questioned the</p>	<p>A. Motion from a standing committee to affirm 9/28/22 policy changes as presented. Motion approved.</p> <p>B. Motion from a standing committee to prove changes to the employee reference guide, section 706. Doug Szabo abstained. Motion approved</p>

<p>October 2022 <u>pgs. 212-229</u></p>	<p>revised carryover language with concerns about potential liabilities for the ELC</p> <p>Beth McBride presented the results of the October 2022 staff engagement survey. Overall, the data shows improvement in the way the staff rate the coalition. A newly added common section provides additional, detailed information that will be useful. Susan Block reported that a staff work group will review the results, and brainstorm ideas on how to improve each of the items. Leadership will be asked to create a plan using these ideas. No action was required for the board.</p>	
<p>5. Nominations & Bylaws Committee</p> <p>A. Approval: ELC Bylaws changes <u>pgs. 230-243</u></p> <p>B. Current Roster: Status Update and Roster Review <u>pg. 244</u></p> <p> i. Approval of Term Correction: <u>Michele King pg. 245</u></p> <p>C. Review and Approve Prospective Business Sector Member Applications</p> <p> i. Laura Bright <u>pgs. 246-249</u></p> <p> ii. Sharon Bayata Love</p> <p>D. Succession Planning: ELC Board of Directors</p> <p> i. Slate of Officers 2023 <u>pg. 250</u></p>	<p>A. Susan Block reported the need for approval of ELC bylaws changes based on requirements from the Division of Early Learning.</p> <p>B. Susan Block reviewed the current board roster and noted a need for a correction of the term of Michele King.</p> <p>C. Susan Block presented to applicants for membership as private sector members and ELC Board. Laura Bright, Chief Advancement Officer for Golisano Children’s Museum. She has been serving on the Finance Committee for the last year. Sharon Bayata Love is a family law attorney who was involved with Future Ready Collier. She has a passion for early learning.</p> <p>D. Susan Block presented the Slate of Officers for the 2023 calendar year. Interim chair Marshall Bower is terming out at the end of December 2022 after serving the board for eight years. Kelly Roy has agreed to take on interim chair responsibilities as we work to get a board chair appointed by the governor ‘s office.</p>	<p>A.Motion by a standing committee. Motion approved.</p> <p>B. Motion to approve the term correction by recommendation of a standing committee. Motion approved.</p> <p>C. Motion by standing committee to prove the application of Laura Bright. Motion approved. Motion to approve this application for membership for Sharon Bayata Love by Michele King. Second by Doug table. Motion approved.</p> <p>D.Motion to approve the 2022 slave officers by Barb Short. Second by Rebecca McKellar. Approved.</p>

<p>6. Events Committee A. Rescheduling: Business Breakfast 2023</p>	<ul style="list-style-type: none"> In light of hurricane Ian, the ELC cancelled the October 28, 2022 Business Breakfast. A new date to reschedule will be presented from the Events Committee with input from incoming leadership. Marshall Bower emphasized the importance of this event as a way of helping our community understand the importance of early learning. 	
<p>7. Program Committee A. Update</p>	<ul style="list-style-type: none"> Michele King provided the update from the Program Committee where there was a large focus on grants for programs and teachers. 	
<p>8. Appeals Committee: Approval of Minutes A. 10.11.22 S. Jones (Roy) <u>pgs. 251-253</u> B. 10.14.22 R. Torres (Roy) <u>pgs. 254-255</u> C. 10.26.22 A. Gonzalez (Szabo) <u>pgs. 256-257</u> D. 11.01.22 M Hechavarria Roy) <u>pgs 258-260</u></p>	<p>8A.-D.Susan Block summarized the four appeals that occurred in October and November. All related to intentional program violations related to household size being under reported. Marshall Bower stated the importance of all board members participating in the appeals process. He noted it is a great way to understand the work of the politician. Motion to approve the appeals committee minutes as presented in a combined motion by Doug Szabo. Second by Beth McBride. Motion approved.</p>	<p>8A-D.Motion to approved minutes as presented by Doug Szabo. Second by Dr. Beth McBride Motion Approved.</p>
<p>9. Report of the CEO* 10. Executive Director’s Report** <u>Pgs. 261-262</u></p>	<p>Susan Block reported about the outstanding staff response following hurricane Ian. She noted, while she gets credit for her leadership, she could not do it without her hard-working team. She credits them for the Coalition’s many successes.</p> <p>Susan Block reiterated concerns about a major risk to the coalition related to human resources. The inability to hire and maintain staff is a critical issue for the coalition. She was unable to fully report on the upcoming quotes for health insurance, however, noted significant increases are expected and her concerns about the impact on the stability of the staff.</p> <p>Lastly, Susan thanked outgoing board members Jason Himschoot and Marshall Bower for their service to the</p>	

	ELC Board. Jason finished a four-year term and led the HR committee for several years. Marshall Bower is completing 8 years of service to the ELC Board, including 2 1/2 years as interim board chair. During this time, he provided outstanding leadership to the board and will be missed.	
11. Adjournment	Marshall Bower concluded the meeting talking about how much he has enjoyed being board chair and about the importance of the Coalition's work for the community. Meeting adjourned at 10:36 am.	
Next Board Meeting:	February 1, 2023, 9:00 am	

All meetings are Hybrid – attend in person or via Zoom.