

**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
BOARD MEETING AGENDA**

**November 15, 2023
9:00 a.m.**

In Person with Virtual Option
Microsoft Teams meeting

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Meeting ID: 272 135 080 270

Passcode: bJYFQu



Board Members:

Dr. Kelly Kantz Roy, Interim Board Chair, Professor/Coordinator of Early Childhood Education, FSW

Doug Szabo, J.D., Board Vice-Chair, Attorney, Henderson, Franklin, Starnes and Holt, P.A.

Dr. Beth McBride, Board Secretary, Director, Early Learning, Designee-Collier County Public Schools

Brooke Goldstein, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council

Alex Breault, Partnership Manager, FutureMakers Coalition

Michele King, Chair Program Committee, Director Child Advocacy Program, Golisano Children's Hospital of SWFL

Sharon Love, Esq., Long, Murphy & Zung

Rebecca McKellar, Chair, Nominations & Bylaws Committee, Creative World Schools

Barbara Short, Quality Assurance Program Manager, CareerSource Southwest Florida

Chantal Porte, Regional Supervisor for Child Care Licensing, Department of Children and Families

TBD, Director, Early Childhood Learning Services, Lee County Public Schools

Kimberly Ross, Owner, Ross Dynasty Cares

Tara Sherrod, Chair, Events Committee, Director, First Baptist Preschool, Representative of Faith-Based Childcare Providers

Shay Smith, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County

Aaron Stitt, Florida Department of Children and Families

Tanya Williams, Interim Public Services Director, Collier County, Designee-Collier Board of County Commissioners

Laura R. Bright, Chief Advancement Officer, Golisano Children's Museum.

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Leona Adkins, Chief Quality Officer

Gilda Duran, Chief Program Office

Wynetta Upshaw, Chief Administrative Officer

Monica Gaddy, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
Welcome	Dr. Kelly Kantz Roy	Meeting began at 9:01 a.m. with welcome by Dr. Kelly Kantz Roy
Public Comments	Dr. Kelly Kantz Roy	No public comment

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1. Board Development Presentation: McKenzie Forensic Auditors	Dr. Kelly Kantz Roy	Presentation by Nathaniel McKenzie
2. Executive Committee Report* A. Approval of Board Meeting Minutes: September 27, 2023	Dr. Kelly Kantz Roy	Note Correction. 2. Executive Committee Report should be Board Meeting. Motion to approve September 27, 2023, meeting minutes made by Michele King, and second by Rebecca McKellar.
Committee Reports		
3. Finance Committee A. Informational: Staffing Update B. Discussion: SR Utilization Management Forecast C. Request Approval: of Utilization Reports and Statements of Revenues and Expenditures D. Request Approval: of Updated FY24 Budget E. Request Approval: of FY24 Contracts and Requests for Proposals (RFP) <ol style="list-style-type: none"> 1) Priority Marketing 2) Teachstone World Class Workforce 3) Webauthor Platform 4) Childrens' Forum CLASS Assessments 5) Discovery Source Curriculum 6) LENA Language environment analysis program 8) Charles Becker & Bros. 9) Provider Mini Grant Payments 10) Spirit Consulting 11) McKenzie Forensic Auditors 12) Welter Consultants 13) RFP – Tech for Early Childcare 	Brooke Goldstein	Finance Committee updates made by Dr. Melanie 1. a CFO search is now being done by RFP Spirit has been sickened. CAO- Wynetta Upshaw has been assisting the accounting team with invoicing and payments. B. Discussed ways to increase our SR enrollment. Note that Lee County schools are no longer providing transportation. Identify families that are not participating but could be eligible. SR match funding available. Working with families who are 150 percent below the poverty level. C. Standing committee- Motion to approve a, b, and c carries with non-opposed. D. Motion to approve carries and none opposed. E. Dr. Melanie provided an overview of all Contracts and Request for Proposals (RFP). See pages 1-7. Standing committee motion to approve, motion carried and non-opposed. 15 & 16 Re-Branding Service, Voluntary Pre-K (VPK) Advertising Panel at Malls

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14) RFP – Attendance Software 15) RFP – Transition to Kinder Kits 16) RFP – Re-branding Services 17) RFP – Outreach / Mall Panels F. <u>Request Approval:</u> of FY 2024 Surplus Inventory		
4. HR Committee* A. <u>Approve:</u> Employee Reference Guide: Review of Proposed Policy Updates: <ul style="list-style-type: none"> • 304 Background Screening Policy • 902 Arrest 	Dr. Beth McBride	Dr. Beth McBride recommends motion to approve employee reference guide and policy updates by standing committee. Motion to approve none opposed motion carries.
5. Nominations & Bylaws Committee A. <u>Approve:</u> Bylaws (annual review) B. <u>Approve:</u> Governance Policy (annual review) <ol style="list-style-type: none"> a. Tracked Changes b. Clean Copy C. <u>Review</u> and <u>Approve:</u> Nominations for Fiscal/Program Year 2023-2024: <ul style="list-style-type: none"> • Interim Chair • Vice-Chair • Treasurer • Secretary 	Rebecca McKellar	Reviewed minor formatting changes made to Bylaws and review of Governance policy by board. Motion to approve by standing committee made by Dr. Beth McBride. None opposed motion carries.
6. Events Committee A. <u>Discussion:</u> Next steps for this committee B. 11/17/2023 Thanksgiving @ the ELC. 12:30 p.m.	Tara Sherrod	Events committee updates, Business Breakfast ideas are still being discussed. Pushing out event for Spring/summer of 2024. Funding the event will require community support. Seeking ways to better engage shareholders and share our vision and mission. Thanksgiving luncheon was a success, Board members provided the desserts. Working with Dr. Melanie on was to increase continued visible in the community.

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7. Program Committee A. Updates	Michele King	Gearing up for VPK enrollment, ARPA funds will soon be available for provides to for grants.
8. Report of the CEO	Melanie Stefanowicz	First appeals hearing of 2023 of suspected fraud the board upheld ELC decision. Denied request to Deobligated any funds at this time.
9. Next Board Meeting: January 31, 2024, at 9:00 a.m.	Dr. Kelly Kantz Roy	Confirmed next board meeting date of January 31, 2024, at 9:00 a.m.to 11:00 a.m.
10. Adjournment	Dr. Kelly Kantz Roy	Motion to adjourn meeting made by Michele King and second by Doug Szabo.

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