

EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Board of Directors
Meeting Minutes
January 31, 2024
9:00 a.m.



Microsoft Teams meeting
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Meeting ID: 255 526 663 329
Passcode: DLnmmU

Board Members:

Laura R. Bright, Interim Board Chair, Chief Advancement Officer, Golisano Children’s Museum
Sharon Love, Esq., Vice Chair, Long, Murphy & Shemkus, 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
Michele King, Chair Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SWFL
Rebecca McKellar, Chair, Nominations & Bylaws Committee, Creative World Schools, Private for-Profit Childcare
Dr. Kelly R. Kantz Roy, Professor/Coordinator of Early Childhood Education, Florida Southwestern
Alex Breault, Partnership Manager, FutureMakers Coalition
Barbara Short, Quality Assurance Program Manager, CareerSource Southwest Florida
Chantal Porte, Regional Supervisor for Childcare 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

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer
Leona Adkins, Chief Quality Officer
Gilda Duran, Chief Program Officer
Wynetta Upshaw, Chief Administrative Officer
Monica Gaddy, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
Welcome and Introductions Chair’s Update	Laura Bright	Welcome to Angela Nadar Request to move item 4d. up on the agenda. Motion made by Barbara Short and Seconded by Brook Goldstein motion approved none opposed. Motion carries.
Public Comment	Laura Bright	No attendance from the public resulting in No public comment.

<p>1. Board:</p> <p>a. Approve Board Meeting Minutes from November 15, 2023</p>	<p>Laura Bright</p>	<p>Motion to approve Board Meeting Minutes from November 15, 2024. Motion made by Brooke Goldstein and Seconded by Michele King. Motion approved, no opposed motion carries.</p>
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Agenda Items	Facilitator	Discussion and Actions
<p>2. Finance Committee:</p> <p>a. Discussion: SR Utilization through November 2023</p> <p>b. Discussion and Approval of Summary of Revenues and Expenditures</p> <p>c. Discussion and Approve: Updated FY 2024 Budget Item:</p> <p>i. ARPA Special Project Compensation</p> <p>d. Discussion and Approve: Procurement Requests:</p> <p>i. LENA Language environment analysis program</p> <p>ii. Element Technologies</p> <p>iii. HR Compensation Consultants, LLC (HRCC)</p> <p>iv. David Karem Law, P.A.</p> <p>v. Child's Play, Inc.</p> <p>vi. Tricia Delles, CPA</p> <p>vii. Procure Solutions</p> <p>viii. Kaplan Early Learning</p> <p>ix. Trace Enterprises dba Reach Marketing</p>	<p>Brooke Goldstein</p>	<p>Discussion lead by Brooke Goldstein</p> <p>A. Referenced SR Utilization report through November 2023. Total SR enrollments 5367. Total VPK 3794. Waitlist by County 25, Hendry 8, Glades 0, and Lee 79.</p> <p>B. Revenue and expenditures: Motion to approve made by Barbara Short and Seconded by Beth McBride. Motion approved no opposed, motion carries.</p> <p>C. Update FY2024 Budget Items ARAPA special project compensation. Letter from Chancellor of Early Learning Florida Department of Education RE: Limit of Using Covid-19 Relief Funding to Pay for Overtime and Supplemental Payments for Early Learning Coalition Staff. Vote to approve.</p> <p>D. Procurement Request: Discussion. Additional funding request for Element Technologies will be forthcoming. Migration from the Server to the Cloud is ongoing as we are upgrading our system to secure our network and expand prospect to support a hybrid working model. An emergency Executive Committee meeting was held on 02/05/2024 for financial approval for Tricia Delles, CPA, Procure Solutions, Kaplan Early Learning and Trace Enterprises dba Reach Marketing. The items were approved by the Executive committee and are now being presented to the Board for approval. Brooke Goldstein presents motion to approve all in favor no opposed.</p>
<p>2. Human Resources Committee:</p> <p>a. Informational: Staffing Update</p> <p>i. CFO Search</p> <p>ii. Interim Staffing</p> <p>iii. Hiring Challenges</p>	<p>Dr. Beth McBride</p>	<p>CFO Search., Dr. Melanie stated we have four candidates that will be interviewed for the position. Interviews will be conducted February 5th -9th. We have two CPA's out of Washington who have been working on Audit. Contracts have been extended to allow time to continue working to complete Single audit.</p>
<p>4. Nominations and Bylaws Committee:</p> <p>a. New Board Member Recruitment (Private)</p> <p>b. New Board Member Replacement (SDLC)</p> <p>c. Gubernatorial Appointments Update</p> <p>d. Board Development: Kelly Trace of Trace Enterprises dba as Reach will share the process and timeline for the rebranding process.</p>	<p>Rebecca McKellar</p>	

<p>6. Events Committee: a. 2023-2024 Board Events and Fundraising Initiatives: b. Outreach Events c. Staff Events</p>	<p>Tara Sherrod</p>	<p>Discussed the staff appreciation day for something in May that will be hosted by the Board. Annual Reading Festival in March 2024. Business Breakfast we are still hoping to secure Broadway Palms while exploring other options.</p>
<p>7. Program Committee: a. Quality and Grant Updates</p>	<p>Michele King</p>	<p>ARPA discretionary grant will be released in phases due to the size of the grant and its many components. Breakdown will be forth coming.</p>
<p>8. CEO Report</p>	<p>Melanie Stefanowicz</p>	<p>Dr. Melanie highlighted Proposed Advocacy Agenda, to work to expand school readiness programs by increasing eligibility threshold to 200% of FPL, Set Provider reimbursement rates and modify the funding allocation methodology to maintain current enrollment capacity.</p>

Agenda Items	Facilitator	Discussion and Actions
9. Next Board Meeting: March 14, 2024 9:00 a.m. to 11:00 a.m.	Laura Bright	Luara Bright confirmed next Board Meeting for March 14, 2024 @ 9 a.m.
Adjournment	Laura Bright	Meeting adjourned 10:13 a.m.

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