

EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Board of Directors

Meeting Minutes

March 14, 2024

9:00 a.m.

Microsoft Teams meeting

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Meeting ID: 271 630 653 843

Passcode: e3xVsc



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	Laura Bright	Meeting called to order at 9:05 a.m. by Interim Chair Laura Bright.
Chair's Update		
Public Comment	Laura Bright	No public comment

Agenda Items	Facilitator	Discussion and Actions
<p>1) Board:</p> <p>a. Approve Board Meeting Minutes from January 31, 2024</p>	<p>Laura Bright</p>	<p>Motion to approve made by Brooke Goldstein and seconded by Barbra Short. None opposed motion carries</p>
<p>2) Finance Committee</p> <p>a) <u>Discussion and Request Approval:</u></p> <p>i. Single Audit Update Ed Moss, Managing Partner Jon Duffy, Audit Manager Moss Krusick & Associates</p> <p>b) <u>Discussion:</u> SR Utilization Management Forecast through January 2024</p> <p>c) <u>Request Approval:</u> of Utilization Reports and Statements of Revenues and Expenditures and Financial Statements</p> <p>d) <u>Request Approval:</u> of FY24 Contracts and Requests for Proposals (RFP)</p> <p>i. None</p>	<p>Brooke Goldstein</p>	<p>a) Singel Audit has been completed. Moss Krusick representative Jon Duffy and Kelly Burke in attendance via TEAMS to provide verbal overview of report.</p> <p>Motion to approve made by Shaon Love Seconded by Barbra Short. None opposed motion carries.</p> <p>b) Brooke Goldsten reviewed SR and VPK forecast. As of 2/14/2024. SR enrollment 5579 and VPK 6739. Wait list 14 total for all counties.</p> <p>c) SR Utilization Reports and Statements of Revenues and Expenditures/Financial Statements Management through January 2024. The Standing committee Board moved to approve reports. All in favor with none opposed. Motion carried.</p> <p>d) No Contract approvals were required.</p>
<p>3) Human Resources Committee:</p> <p>a. <u>Informational:</u> Staffing Update</p> <p>i. <u>Approve:</u> CEO 6-month evaluation and merit pay eligibility (<i>Reference Employee Resource Guide Policy 409: Merit Pay</i>)</p>	<p>Dr. Beth McBride</p>	<p>1.Motion made by Dr. Beth McBride to approved CEO 6-month evaluation and merit pay eligibility. Seconded by Barbara Short.</p>
<p>4) Nominations & Bylaws Committee</p> <p>a. <u>Discussion and Request Approval:</u></p> <p>New board member recruitment:</p> <p>i. See candidate applications in the meeting packet:</p> <ol style="list-style-type: none"> 1. Chelsea Gonzalez 2. Derek Burkholder 3. Rashandra Croskey <p>•Please review and consider each candidate individually.</p> <p>b. <u>Discussion & Request Approval:</u></p>	<p>Rebecca McKellar</p>	<p>a) Prospective board members were presented by the Nominations & Bylaws Committee.</p> <ol style="list-style-type: none"> 1. Chelsea Gonzalez present and application approved. 2. Derek Burkholder has an MBA in finance. Board Approved for the Finance Committee. 3. Rashandra Croskey present and Board approved and will be joining the Programs committee as an ex officio member. <p>b) Angela Nader is now the SDLC</p>

Agenda Items	Facilitator	Discussion and Actions
<p>New board member replacement of Mandatory Member: SDLC Director of Early Childhood Development</p> <p>i. See application in the meeting packet:</p> <ol style="list-style-type: none"> 1. Angela Nader <p>c. Informational: Legislative Update Molly Grant Executive Director Association of Early Learning Coalitions</p>		<p>Director of Early Childhood Development replacing Mary Grace Romo. Welcome Angela.</p> <p>c. Molly Grant shared legislative updates.</p>
<p>5) Events Committee:</p> <p>a. Discussion: 2023-2024 events and fundraising initiatives</p>	<p>Tara Sherrod</p>	<p>Confirmed Staff BBQ appreciation lunch for May 10, 2023. Lunch will be provided for staff by Board members. Business Breakfast has been placed on pause for now. Venue option Royal Palms will not be taking any new reservation until August 2024. The Events Committee continues to work on building community awareness and community involvement. Suggestions are welcome for venue options for BB.</p>
<p>6) Program Committee:</p> <p>a. Quality and Program Services Updates</p>	<p>Michele King</p>	<p>Dr. Melanie provided update on Behalf of Committee Chair Michele King. Quality is planning a conference for Directors. Save the date will be sent out for June 1, 2024. The agenda will be forthcoming. One day event Lunch will be provided. Vendors will also be in attendance.</p>
<p>7) CEO Report</p> <ol style="list-style-type: none"> a. DEL Accountability Monitoring b. DEL Fiscal Monitoring c. Kindergarten Readiness Rates 	<p>Melanie Stefanowicz</p>	<p>CEO presented report.</p> <ol style="list-style-type: none"> a. Accountability monitoring began on 09/2023 and was completed 03/12/2024. b. DEL Fiscal Monitoring c. Kindergarten Readiness Rates have been approved but will not go into effect until the bill has been signed by the Governor. d. Interview with NBC 7 to provide information to the public about our VPK and SR programs that will help children be prepared for kindergarten.
<p>8) Next Board Meeting:</p> <p>May 2, 2024 9:00 a.m. to 11:00 a.m.</p>	<p>Laura Bright</p>	<p>Laura Bright confirmed next scheduled Board meeting to be held on May 2, 2024, 9 a.m.- 11 am</p>
<p>Adjournment</p>	<p>Laura Bright</p>	<p>Meeting adjourned at 10:26 a.m.</p>

