

EARLY LEARNING COALITION OF SOUTHWEST FLORIDA



Board of Directors

Meeting Minutes

May 2, 2024

9:00 a.m. – 11:15 a.m.

Microsoft Teams meeting

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Meeting ID: 278 968 826 265

Passcode: hcn49m

Our mission is to enhance the quality of children's lives by providing families, early childhood educators, caregivers, and community partners in Collier, Glades, Hendry, and Lee Counties with opportunities to positively impact the future.

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 Ross, Professor/Coordinator of Early Childhood Education, Florida Southwestern

Alex Breault, Partnership Manager, Future Makers Coalition

Barbara Short, Quality Assurance Program Manager, CareerSource Southwest Florida

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

Angela Nader, 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

Dr. Derek Burkholder, Property Manager, BD Property Management Group

Chelsey Gonzalez, Acklen Avenue, VP Human Resources

Rashondra Croskey, Ex Officio, Teacher, Glades County School Board

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Richard Cocchieri, Chief Financial 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
<p>Welcome and Introductions</p> <p>Interim Chair's Update</p> <ul style="list-style-type: none"> • Committee Composition • Board Retreat <p>Agenda Modifications</p>	<p>Laura Bright</p>	<p>Greetings and Introduction by Laura to all staff and board members. Laura opens the floor for everyone to share their favorite book from childhood for the purpose of getting to know each other and building relationships.</p> <p>None.</p>
<p>Public Comment</p>	<p>Laura Bright</p>	<p>No public comment</p>
Agenda Items	Facilitator	Discussion and Actions
<p>Executive Committee</p> <ol style="list-style-type: none"> 1. Approval of Board Meeting Minutes from March 14, 2024 2. Discussion and Approval of Rebranding options Kelly Trace, Reach, Guest Presenter 	<p>Laura Bright</p>	<p>Brooke Goldsten made a motion to approve March 14, 2024, meeting minutes. Seconded by Rebecca McKellar</p> <p>Discussion only no approval needed at this time. Board members reviewed logo suggestions.</p>
<p>Finance Committee</p> <ol style="list-style-type: none"> 2. Informational <ol style="list-style-type: none"> a. Sliding Fee Scale b. Lee BOCC ARPA Grant Update c. DRAFT FY 2025 DEL Grant Agreement 2. Discussion and Approval of SR Utilization through March 25, 2024 3. Discussion and Approval of <ol style="list-style-type: none"> a. Summary of Revenues and Expenditures and Financial Statements b. Cost Allocation Plan c. Surplus List (Naples Office) 4. Request Approval of FY24 Contracts <ol style="list-style-type: none"> a. Element Technologies b. Crown Plaza Fort Myers Gulf Coast c. Blue Outdoor 	<p>Brooke Goldstein</p>	<ol style="list-style-type: none"> 1. Lee BOCC ARPA Grant closed. DEL Grant Agreement still in draft states, no major changes expected. 2. SR Utilization approved through March 25, 2024, by committee none opposed. Motion carries. 3. Approved a, b, and c by standing committee none opposed. Motion carries 4. Approved a, b, and c by standing committee none opposed. Motion carries.

Agenda Items	Facilitator	Discussion and Actions
FY 25 Contracts a. Teaching Strategies, LLC b. Helios Colliers, LLC		a. FY 25 contracts approval All in favor of (a) and (b). None opposed. Motion carries.
Human Resources Committee 1. <u>Discussion and Approval</u> : Human Resources Audit 2. <u>Informational</u> : Employee Engagement Survey	Dr. Beth McBride	Approval of Human Resource Audit by standing committee all in favor. None opposed motion carries. The same survey used historically was used to get a fair comparison of data.
Nominations & Bylaws Committee	Rebecca	New Board member Derek Burkholder, Chesley Gonzalez, Angela Nader, and Rashondra Croskey are now members of the Board. Mrs. Croskey is an Ex Officio member.
Agenda Items	Facilitator	Discussion and Actions
1. <u>Informational</u> : New Board Member Orientation Process	McKellar	Dr. Melanie created a new Board Member Orientation packet to include a slide deck. The new packet provides a full overview of the Coalition and its mission. The Executive Committee Chair Rebecca McKellar has suggested a Board Member Bio book to include updated Bio's and headshots of all members as an introduction to the new board members. Administrative Coordinator will assist in putting bio book together.,
Events Committee <u>Informational</u> a. Outreach events b. BBQ Lunch – May 10 c. Teacher Appreciation – May 11	Tara Sherrod	Outreach events are still currently underway. Books Balls and Blocks Event scheduled for 05/23/2024. Gilda Duran Programs Chief Executive officer has been actively engaging in community events to bring stronger awareness of the ELC's VPK and SR programs. Normal slowdown expected during summer months. Staff appreciation is coming up on May 10 th and The Board members are encouraged to attend and help serve staff on this special day. If you wish to serve, please arrive by 11:30 a.m. BBQ lunch serve time at noon for ELC staff. Board members can continue to make donations to assist with the cost of this event. Teacher appreciation plans are in the works. Original plan was to invite Teachers to a Mighty Muscles game where they are ready to serve Teachers and thank them for their services.

<p>Programs Committee</p> <p>Informational: Quality and Program Services Updates</p>	<p>Michelle King</p>	<p>The American Rescue Plan Act grant has ended.</p> <p>First Annual Directors Conference scheduled for June 1, 2024, at the Crowne Plaza Hotel. The agenda will be sent electronically to providers and vendors.</p> <p>Final Program Committee meeting 05/31/2024 9:00 a.m. to 11:00 a.m.</p>
<p>CEO Report</p>	<p>Melanie Stefanowicz</p>	<p>CFO Search update. Richard Cocchieri first day was 4/3/2024. Receiving onboarding assistance from CPA's to bring Rick up to speed on Forensic Audit and DEL audit.</p> <p>Providers continue to apply for mini grants to augment their educational officers. Additional funding has been made available for an additional round of provide grants. Marketing efforts continue with the expansion of mall panels in our underserved communities. Interviews continue with ABC-7 news.</p> <p>Recognizing early childhoods educators and Providers for Teacher Appreciation week. Working on ways to prevent summer learning loss and to stop the "Summer Slide"</p>
<p>Next Board Meeting: June 20, 2024 10:00 a.m. to 11:00 a.m.</p>	<p>Laura Bright</p>	<p>Interim Chair Laura Richardson Bright confirmed the next scheduled Board meeting for June 20, 2024.</p>
<p>Adjournment</p>	<p>Laura Bright</p>	

In-Person Attendees

Laura Bright/In person
Dr. Melanie Stefanowicz
Gilda Duran
Wynetta Upshaw
Richard Cocchieri
Monica Gaddy

Online Attendees

Sharon Love/online
Dr. Beth McBride online
Brook Goldstein online
Michele King online
Rebecca McKellar online
Dr. Kelly Ross online
Alex Breault online
Barbra Short
Angela Nader
Shy Smith
Aaron Stitt
Dr. Derk Burkholder
Chelsey Gonzalez