

EARLY LEARNING COALITION OF SOUTHWEST FLORIDA



Board of Directors

Meeting Agenda

June 20, 2024

9:00 a.m. – 11:15 a.m.

Microsoft Teams meeting

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Meeting ID: 262 083 794 943

Passcode: 5zcrHy

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, FutureMakers 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 of 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> <p>Agenda Modifications</p>	<p>Laura Bright</p>	<p>Introductions – Laura Bright welcomed new board members and Rebecca McKellar invited board members to provide a brief introduction of themselves.</p> <p>Chair’s Update</p> <ul style="list-style-type: none"> Board Retreat – scheduled for September 18, 2024, and will be conducted in person. The staff is working on a location and board members will be dually notified. 2024-2025 Meeting Schedule –

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		Meeting invitations will be sent to board members soon.
Public Comment	Laura Bright	There was no public comment.
Executive Committee 1. Approval of Board of Directors Meeting Minutes from May 2, 2024 2. Discussion and Approval of the <ul style="list-style-type: none"> a. Continuity of Operations Plan (COOP) b. Anti-Fraud Plan (<i>new item – full approval needed</i>) c. Rebranding options (<i>new item – full approval needed</i>) 	Laura Bright	Approval of the meeting minutes: The motion was made by Michele King and seconded by Derek Burkholder. Standing committee approval was made for items a, b, and c by the Executive Committee during its meeting; all board members were in favor, and none were opposed. The motion carried.
Finance Committee 1. Discussion and Approval of SR Utilization through April 2024 2. Discussion and Approval of <ul style="list-style-type: none"> a. Summary of FY 23-24 Budgets b. FY 23-24 Statement of Activities c. Statement of Financial Position as of 4/30/2024 d. FY 24-25 Proposed COLA and Merit Increases e. Increase in authority for ARPA supplemental pay for staff (<i>new item – full approval needed</i>) 3. Request Approval of FY25 Contracts and RFPs: <ul style="list-style-type: none"> a. The Krizner Group b. Trace Enterprise dba Reach c. David Karem, PA d. Children’s Forum e. RCMA f. Department of Health in Collier County g. HRCC h. Tricia Delles, CPA i. RFP - Employee Benefits Package j. RFP – Computers and Computer-related Equipment k. DEL Grant Agreement (<i>new item – full approval needed</i>) l. LeeTran (<i>new item – full approval needed</i>) 	Brooke Goldstein	Richard Cocchieri led the Finance Committee report. Standing committee approval was made for items 1 and 2a through 2e by the Finance Committee during its meeting; all board members were in favor, and none were opposed. The motion carried. Standing committee approval was made for items 3a through 3j by the Finance Committee during its meeting; all board members were in favor, and none were opposed. The motion carried. DEL Grant Agreement: The motion to approve was made by Rebecca McKellar and seconded by Dr. Beth McBride. All board members were in favor, and none were opposed. The motion carried. Lee Tran Agreement: The motion to approve was made by Derek Burkholder and seconded by Michele King. All board members were in favor and none were

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		opposed. The motion carried.
Human Resources Committee 1. <u>Discussion and Approval:</u> a. Paid Leave Time b. Education Benefits	Dr. Beth McBride	Standing committee approval was made for items 3a through 3j by the Human Resources Committee during its meeting; all board members were in favor, and none were opposed. The motion carried.
Nominations & Bylaws Committee <u>Informational:</u> a. No update	Rebecca McKellar	No updates.
Events Committee <u>Informational:</u> a. Teacher Appreciation b. Business Breakfast	Tara Sherrod	<p>Tara Sherrod Tara thanked the Quality Team for hosting a great Director's conference on June 1, 2024.</p> <p>Tara thanked Leona Adkins and the Quality Team for hosting a great Director's conference on June 1, 2024.</p> <p>Plans are underway for the Teacher Appreciation.</p> <p>The Events Committee decided to downsize the business Breakfast through creating a more direct impact by working with the Chamber of Commerce in each of the four counties we serve.</p>
Programs Committee <u>Informational:</u> a. Quality and Program Services Updates	Michelle King	Michele King provided an overview of the Program Committee Meeting.
CEO Report	Melanie Stefanowicz	Melanie Stefanowicz provided an update since the last meeting. Her written report is included in the meeting packet.
2) Next Board Meeting: September 18, 2024 In-Person Retreat 9:00 a.m. to 1:00 p.m.	Laura Bright	
Adjournment	Laura Bright	

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