

Minutes of a Meeting of the Board of Directors of Early Learning Coalition of Southwest Florida.

September 18th, 2024

Time and Place of Meeting

A meeting of the Board of Directors (the “**Board**”) of Early Learning Coalition of Southwest Florida, (the “**Company**”), was held on September 18th, 2024 commencing at approximately 9:00am EDT at the offices of the Company located at 2675 Winkler Avenue, Fort Myers, Florida. The meeting was held both in person and virtually using Microsoft Teams.

Call to Order; Roll Call

The following directors, constituting a quorum, were present in person or by teleconference:

Kae Moore, Governor Appointed Board Chair

Sean Kempton, Governor Appointment Member

Aaron Stitt

Barbara Short



Char-Nequa Smith

Dr. Kelly Ross

Dr. Elizabeth McBride, Human Resources Committee Chair

Rebecca McKellar, Nominations and Bylaws Committee Chair

Tara Sherrod, Events Committee Chair

Michele King, Program Committee Chair

Laura Bright

Chelsey Gonzalez

Kimberly Ross

Alex Breault

Dr. Derek Burkholder

Tanya Williams

Directors absent:

Jamie Merchant, Governor Appointed Member

Brooke Goldstein, Treasurer and Finance Committee Chair

Chantel Porte

Rashondra Croskey, Ex Officio

Others present:

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer
- Gilda Duran, Chief Programs Officer
- Wynetta Upshaw, Chief Administrative Officer

Presiding Officer

Mr. Kae Moore presided as Chair of the meeting. A quorum of the Board being present, the Chairman called the meeting to order at approximately 9:00 am EDT.

Approval of June 20, 2024 Meeting Minutes

The Chair initiated a discussion regarding approval of June 20, 2024 meeting minutes. Upon motion duly made and seconded, the Board of Directors approved the June 20, 2024 Board Meeting Minutes.

Direct Services Utilization through June 30, 2024

The Chair initiated a discussion regarding direct services utilization through June 30, 2024. A full discussion followed. Upon motion duly made by standing committee (the Finance Committee), the Board of Directors approved the Direct Services Utilization through June 30, 2024.

Approval of Financial Statements

Richard Cocchieri, CFO, initiated a discussion regarding approval of financial statements. A full discussion followed. Upon motion duly made by standing committee (the Finance Committee), the Board of Directors approved the Financial Statements through June 30, 2024.

The financial statements that were included in this voting record were the Normal Trial Balance (GL Cleanup Record); Statement of Financial Position from MIP (GL Cleanup Record), Statement of Financial Position (6.30.2024), Statement of Activities July 2023 - June 2024, and FY23-24 Budget Utilization.

2024 Pay Plan Update

Dr. Beth McBride initiated a discussion regarding the proposed 2024 Pay Plan Update. A full discussion followed. Upon motion duly made by the standing committees (the Human Resources and Finance Committees), the Board of Directors approved the adoption of the 2024 Pay Plan Updates for implementation beginning on September 25, 2024.

The proposed pay plan aims to align the compensation structure with industry standards and ensure competitive salaries for our employees.

Procurement Requests

The Chair initiated a discussion regarding procurement requests. A full discussion followed. Upon motion duly made by the standing committee (the Finance Committee), the Board of Directors approved the procurement requests as outlined in the meeting agenda.

Approval of the FY 2024-2025 Coalition Fraud Plan Revisions

The Chair initiated a discussion regarding approval of the FY 2024-2025 coalition fraud plan revisions. Upon motion duly made by the standing/Finance Committee, the Board of Directors approved the revisions made to the FY 2024-2025 Coalition Fraud Plan.

Approval of the August 26, 2024 Surplus Inventory List

The Chair initiated a discussion regarding approval of the August 26, 2024 surplus inventory list. A full discussion followed. Upon motion duly made by the standing committee, the Board of Directors approved the Surplus Inventory List.

Approval of 2024 CEO Evaluation and Recommendation of Merit Pay

Dr. Beth McBride, Chair of the Human Resources Committee, initiated a discussion regarding approval of 2024 CEO Evaluation and recommendation of merit pay. A full discussion followed. Upon motion duly made by the Human Resources Committee, the Board of Directors approved the CEO's evaluation and awarded a 3% merit pay increase.

Approval of HR Policy Updates

Dr. Beth McBride, initiated a discussion regarding approval of HR policy revisions. A full discussion followed. Upon motion duly made by the Dr. Beth McBride and seconded by Rebecca McKellar, the Board of Directors approved the HR policy updates with a December 1, 2024 implementation date.

Approve Extension of Strategic Plan through June 30, 2025 and Recommend updates to the plan

Rebecca McKellar initiated a discussion regarding the extension of strategic plan through June 30, 2025 and recommended updates to the plan. A full discussion followed. Upon motion duly made by Rebecca McKellar and seconded by Barbara Short, the Board of Directors approved the extension of the Strategic Plan with proposed revisions through June 30, 2025.

Events Committee Updates were provided by Tara Sherrod, Events Committee Chair. No action was required.

Program Committee Updates were provided by Michele King, Program Committee Chair. No action was required.

Meeting Adjournment

The Chair initiated a discussion regarding meeting adjournment. A full discussion followed. Upon motion duly made by Rebecca McKellar and seconded by Barbara Short, the Board of Directors approved to adjourn the meeting.

Agenda

Welcome & Public Comment

Meeting Agenda Review & Adoption

Approval of Prior Meeting Minutes

Finance Committee Updates and Approvals

Human Resources Committee Updates and Approvals

Nominations & Bylaws Committee Updates and Approvals

Events Committee Updates

Program Committee Updates

Chief Executive Officer's Updates

New Business

Adjournment

Next Meeting; Adjournment

There being no further business, the meeting was adjourned at approximately 9:45 a.m. EDT. The next meeting was scheduled for November 7, 2024, 2024 at **9:00 a.m.** EDT and will be held both in person and virtually using Microsoft Teams.

Respectfully submitted,