



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, January 24, 2018
9:00 – 11:00 a.m.

Board Members Present: **Peter Seif**, Interim Board Chair, President, Synergy Networks; **Douglas Szabo, Esq.**, Board Treasurer, Henderson, Franklin, Sterns and Holt P.A.; **Scott Bass**, Superintendent of Schools, Glades County School District; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, Goede, Adamczyk, Deboest, and Cross, PLLC; **Michele King**, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida; **Elizabeth Pineda**, Infant Toddler Developmental Specialist, Early Steps/Health Planning Council; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

Board Members Present via the phone: **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Victor Mraz**, Financial Representative, Blue Chip Financial of Southwest Florida; **Kimberly Ross**, Owner, Ross Dynasty Cares

Staff Present: **Susan Block**, CEO; **Nga Cotter**, CFO; **Cheryl Carpenter**, Lead Early Childhood Specialist; **Ginger McHale**, Executive Admin. Asst. to CEO

Other Attendee: **Ed Moss**, Moss, Krusick & Associates, LLC

Board Members Absent: **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board ; **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners; **Stephanie Vick**, Healthy Department Administrator-Collier County

(*) Materials included in Board packet

(**) Materials posted on Sharepoint for Board Members’ access

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Mr. Seif called the meeting to order at 9:05 am. A 	

	<p>quorum was established.</p> <ul style="list-style-type: none"> Mr. Seif asked all present to introduce themselves. 	
Public Comments	<ul style="list-style-type: none"> None. 	
1. Executive Committee Report**	<ul style="list-style-type: none"> Mr. Seif noted there was no report at this time. 	
2. Finance Committee* A. SR. Utilization and Waitlist **	<ul style="list-style-type: none"> Mr. Szabo reported at the end of November 4,264 School Readiness (SR) were enrolled. This number is lower than the previous month and the wait list is slightly higher. We are enrolling in Glades and Collier and continue to enroll the at-risk and county transfer children. The number of enrolled VPK children has increased to 8,010. 	
B. Utilization Reports and Statements of Revenues and Expenditures**	<p>Mr. Szabo discussed the financial reports ending November 2017. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures, the number of children served, and administrative costs.</p>	<p>Motion made by Ms. Haas and Second by Mr. Bower. Motion approved.</p>
C. Presentation of Financial Audit**	<ul style="list-style-type: none"> Mr. Moss with Moss, Krusick & Associates presented the financial audit ending June 30, 2017. Mr. Moss noted that the SR and VPK administrative costs are below the required percentages and the Coalition qualified as a low-risk auditee. 	<p>Motion made by Mr. Bower and seconded by Mr. Himschoot. Motion approved.</p>
3. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of the November 15, 2017 Board Meetings**	<ul style="list-style-type: none"> The 11/15/17 minutes were presented for approval. 	<p>Motion made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>

Committee Reports		
4. HR/Personnel Committee A. Update: Status of Executive Director's Annual Performance Review	<ul style="list-style-type: none"> Mr. Himschoot reported he is expecting the Executive Director's annual review report this coming week. 	
5. Program Committee A. Update	<ul style="list-style-type: none"> Ms. Block reported the focus of the Program Committee is: promoting awareness of social and emotional wellbeing; promoting relative training for a variety of early learning teachers and how do we define and support quality. 	
6. Nominations & Bylaws Committee A. Faith-Based Provider Seat: Motion to Approve Committee Recommendation**	<ul style="list-style-type: none"> Dr. Wright presented Selina Jefferson's application for the Faith-Based Provider board seat. 	Motion to approve Selina Jefferson to fill the Faith-Based Provider board seat made by Dr. Wright and seconded by Mr. Szabo. Motion approved.
B. Lee Board of County Commissioners: Designee	<ul style="list-style-type: none"> Ms. Block announced that Roger Mercado, Director of the Lee County Human and Veteran Services will be the Lee Board of County Commissioners designee. 	
C. Motion to Approve 2018 Slate of Officers**	<ul style="list-style-type: none"> Dr. Wright presented the Slate of Officers for the ELC 2018 Board. The Vice-Chair position is vacant awaiting the Governor Appointee announcements. 	Motion made by Dr. Wright and seconded by Ms. Haas. Motion approved. Mr. Seif and Mr. Szabo abstained from the vote.
D. Board Development: Provider Presentations	<ul style="list-style-type: none"> Dr. Wright discussed the development of board presentations by ELC staff and providers in the future. Ms. Carpenter presentation included basic information about the SR and VPK programs to the board. 	.

<p>7. Report of the CEO** A. Executive Director's Report**</p>	<ul style="list-style-type: none"> • Ms. Block reported the \$75,000 Save the Children Foundation grant is being distributed to programs with hurricane related needs, including repairs. • Ms. Block stated our United Way Lee site visit will be in March or April, date to be determined. Board Members are encouraged to attend if possible. • Ms. Block discussed the makeup of the Board and the three Governor Appointees would be from the business sector. • Ms. Block congratulated Ms. Cotter and the Business Services team for a clean audit report. • Ms. Block presented the results of the annual provider survey. Areas noted for improvement include the phone system and additional training locations. 	
<p>8. Adjournment</p>	<p>The meeting adjourned by acclamation at 10:12a.m.</p>	
<p>Next Meeting</p>	<p>Wednesday, March 21, 2018 at 9:00 a.m.</p>	