



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
BOARD MEETING MINUTES
September 27, 2023
9:00 am
Microsoft Teams meeting
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At the request of the Nominations and Bylaws Committee, this meeting is being held in person at the ELC's Fort Myers offices.

Board Members:

Dr. Kelly Kantz Roy, Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern

Doug Szabo, J.D., Board Vice-Chair, Attorney, Henderson, Franklin, Starnes and Holt, 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

Alex Breault, Partnership Manager, FutureMakers Coalition

Michele King, Chair Program Committee, Director Child Advocacy Program, Golisano Children's Hospital of SWFL

Sharon Love, Esq., Long, Murphy & Zung

Rebecca McKellar, Chair, Nominations & Bylaws Committee, Creative World Schools, Private For-Profit Child Care

Barbara Short, Quality Assurance Program Manager, CareerSource Southwest Florida

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

Mary Grace Romo, 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

Laura R. Bright, Chief Advancement Officer, Golisano Children's Museum.

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Leona Adkins, Chief Quality Officer

Gilda Duran, Chief Program Office

Lugeenya Blackstock, Chief Financial Officer

Wynetta Upshaw, Chief Administrative Officer

Monica Gaddy, Administrative Coordinator

Agenda Items	Page #	Facilitator	Discussion and Actions
Welcome and Introductions		Dr. Kelly Kantz Roy	Meeting called to order: By Dr. Kelly Kantz Roy @ 9:05 a.m.
Public Comments		Doug Szabo	No public comment
1. Executive Committee Report* A. Approval of Board Meeting Minutes: June 21, 2023 B. Board Development Presentation Partnership Spotlight: FutureMakers Coalition Tessa LeSage, FutureMakers Coalition Director	6-10	Doug Szabo Rebecca McKellar	a. Meeting minutes approved. Motion by Michelle King Second by Rebacca McKeller. Motion carries b. Tessa LeSage presented an overview of how ECL's is connected to their vision. One of their goals is to have 55% of Florida's' working class adults have the proper skills for employment. Continue efforts to assist adults with continued education opportunities. Working on developing ways to educate parents. If a parent is highly educated the child's success rate also increases. Systemness is a shared goal. If we all work together success will follow.
Committee Reports			
2. Finance Committee A. Discussion: SR Utilization Management Forecast B. Review and Approval: Utilization Reports and Statements of Revenues and Expenditures C. Approval: Updated FY24 Budget D. Request Approval of FY24 Contracts and Requests for Proposals (RFP) <ul style="list-style-type: none"> • Fred Pryor Learning 	11-12 13-26 27-33 34-35	Doug Szabo	a. SR Utilization Management Forecast Board Approved b. Utilization Reports and Statements of Revenues Board Approved motion carried. c. Updated FY24 Budget Board Approved motion carried. d. FY24 Contracts and Reports for Proposals Board Approved motion carried.

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<ul style="list-style-type: none"> • Element Technologies • Priority Marketing • RFP – Audit • RFP – Fraud Risk Analysis • RFP – Marketing and Community Outreach <p>E. <u>Request Approval</u> of Request Approval of ARPA Discretionary Grant in the amount of \$12,252,180</p> <p>F. <u>Approval:</u> Fiscal Policies</p> <ul style="list-style-type: none"> a. I-PO-B10 Suspected Misconduct Policy b. I-PO-B11 Lobbying Policy c. I-PO-B2 Conflict of Interest d. I-PO-D Procurement Policy e. I-PO-E4 Credit Card Policy f. I-PO-G Records and Maintenance Policy g. I-PO-H Travel and Business Expense Policy h. I-PO-I10 Purchasing Policy i. I-PO-I11 Accounts Payable Management Policy j. I-PO-I12 Disbursement Policy k. I-PO-I13 Payroll and Related Policy l. I-PO-I14 Cash Management Policy m. I-PO-I15 Government Returns Policy n. I-PO-I16 Capitalized Assets and Inventory Requirement Policy o. I-PO-I20 Billing/Invoice Policy p. I-PO-I6 Revenue Recognition Policy q. I-PO-M Match Policy r. I-PO-S Federal Awards Costs Policy s. I-PR-F Tangible Personal Property Maintenance 	<p>36</p> <p>37-38 39-43</p> <p>44-45</p> <p>46-49</p> <p>50-58</p> <p>59-63 64-65</p> <p>66-68</p> <p>69-70 71-77</p> <p>78-83 84-86</p> <p>87-92 93-94 95-100</p> <p>101-102 103</p> <p>104-106 107-110 111-119</p>		<p>e. ARPA Discretionary Grant in the amount of \$12,252,180. Dr. Melanie said the application was submitted and approved. Due to time restraints, she was unable to solicit input from the providers. Leona Adkins CQO was able to add helpful input. Board approved motion carried.</p> <p>f. Fiscal Policies were reviewed during the Committee meeting and no major changes were made, other than a few stylistic improvements. Board approved motion carried.</p>

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t. ISSP-06.00.21 Electronic Signature Policy	120-121		
<p>3. HR Committee*</p> <p>A. <u>Approval:</u></p> <ul style="list-style-type: none"> • CEO Evaluation • CEO Merit Raise • CEO Job Description <p>B. <u>Approve:</u> Employee Reference Guide: Review of Proposed Policy Updates:</p> <ul style="list-style-type: none"> • 103 Purpose of Employee Reference Guide • 209 Workplace Harassment and Discrimination • 310 Anniversary Date • 311 Introductory Period • 313 Emergency Contact Information (New) • 314 Telework (renumbered/Old 313) • Employee Benefits, pg. 23 (Section Updated) • 408 Internal Promotion Policy • 903 Nepotism & Anti Fraternalization • 1002 Personal Use • 1003 Information Security/Passwords • 1006 Electronic Records Retention Practices • 1007 Internet • 1008 Email Policy • 1010 Use of “external” software products • 1106 Employee Grievance Procedure • 1202 Violence in the Workplace • 1313 Animals in the Workplace (New) 	122-214	Dr. Beth McBride	<p>a. Dr. Melanie has been with ELC for six (6) Months. It is time for her evaluation, and she is eligible to receive the 6-month merit raise. In addition, the CEO Job Description will be updated. motion carries.</p> <p>b. Employee Reference Guide. Update made by Wynetta Upshaw; no major changes have been made to policies.</p>

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<ul style="list-style-type: none"> • 1314 EAP (Renumbered/Old 1313) • 1315 Emergency/Disaster Events 			
<p>4. Nominations & Bylaws Committee</p> <p>A. Discussion: Status of Gubernatorial Appointments</p>		Rebecca McKellar	Committee did not meet due to Hurricane Idalia. We are still waiting for the Governor's appointment.
<p>5. Events Committee</p> <p>A. Discussion: 2024 Business Breakfast</p> <p>B. Discussion: 2023-2024 events and fundraising initiatives</p>		Tara Sherrod	Planning Business Breakfast for 2024. This will allow time to do create some fundraising for the events. Dr. Melanie projects we will need to raise \$70,000.00 for the event. Currently looking for ways to increase donations, fundraisers. Suggestion is welcome if anyone has ideas.
<p>6. Program Committee</p> <p>A. Updates</p>		Michele King	Class assessment went well, we received 12 million dollars in grant money. We had a good number of providers who attended the Program Committee meeting. Challenges for providers continue to be staffing.
<p>7. Report of the CEO*</p> <p>A. Executive Director's Report</p>	215-217	Melanie Stefanowicz	We were encouraged to apply for the 345-million-dollar Homeless grant. The application has been submitted and funds have been approved. Lugeenya and her team are working on closing out the Budget year. How can we interest
<p>8. Next Board Meeting: November 15, 2023, at 9:00 a.m.</p>		Dr. Kelly Kantz Roy	Next Board Meeting will be November 15, 2023, at 9:00 a.m.
<p>9. Adjournment</p>		Dr. Kelly Kantz Roy	Motion to adjourn meeting @ 10:05 a.m. Motion carried meeting adjourned

Microsoft Teams meeting

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Meeting ID: 276 097 322 92

Passcode: kg4gC6