



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, January 25, 2017
9:00 – 11:00 a.m.

Board Members Present: **Gerry Poppe**, Board Chair, Chief Financial Officer, Waterman Broadcasting; **Dr. Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **Peter Seif**, Board Treasurer, President, Synergy Networks; **Damaris Boone**, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families

Board Members via phone: **Stephanie Busin**, Designee, Glades County Board of County Commissioners; **Dr. Maureen Ungarean**, Director of Early Learning Programs, Collier County School District

Staff Present: **Susan Block**, CEO; **Gayla Thompson**, Chief Quality Officer; **Kim Usa**, Chief Operating officer; **Ginger McHale**, Executive Admin. Asst. to CEO

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

Board Members Absent: **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Jennifer Lange**, Owner/Director, Little People's School; **Douglas Szabo, Esq.** Henderson, Franklin, Sterns and Holt; **Stephanie Vick**, Chair-Health, Safety, & Developmental Services Committee, Healthy Department Administrator-Collier County; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

(*) Materials included in Board packet

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

Agenda Items	Discussion	Action/Assignments
Welcome and Introduction	<ul style="list-style-type: none"> Mr. Poppe called the meeting to order at 9:00 a.m. A quorum was established. 	

	<ul style="list-style-type: none"> Mr. Poppe welcomed Yara Duchesne and Stephanie Vick, new Board Members and asked all those present to introduce themselves. 	
1. Executive Committee Report A. Annual Performance Assessment: Executive Director	<ul style="list-style-type: none"> Mr. Poppe thanked all Board Members who participated in the Executive Director's annual performance assessment. The HR Committee recommended a merit increase for Ms. Block and this supported by the Executive Committee. Ms. Block requested that any salary adjustment be postponed until July because the VPK administrative costs are running high. Mr. Poppe thanked Ms. Block for a job well done. 	
2. Finance Committee* A. Audited Financials & 990**	<ul style="list-style-type: none"> Mr. Ed Moss with Moss, Krusick & Associates, LLC presented the audited financials as of June 30, 2016 in detail. The audit was done with government audit standards, there were no findings. The Coalition is a low risk auditee. Mr. Moss presented the 990 Report in detail. Mr. Poppe recognized Ms. Cotter and her staff for a clean audit. 	<p>Motion to approve the audited financials and 990 report made by Mr. Seif and seconded by Ms. Puddefoot. Motion approved.</p>
B. Review of Financial Reports**	<ul style="list-style-type: none"> Mr. Seif discussed the financial reports ending November 2016. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying current year expenditures and administrative costs. November ended with 4,405 SR children and 7,818 VPK children being served. The number of VPK children is down compared to 	<p>Motion made by Ms. Houk and seconded by Ms. Boone. Motion approved.</p>

	<p>last year. Ms. Block explained VPK outreach is ongoing. The Coalition has increased social media and is distributing new VPK rack cards in English and Spanish to increase VPK enrollment.</p>	
<p>C. SR Utilization and Waitlist**</p>	<ul style="list-style-type: none"> • Ms. Block reported that SR enrollment has increased since the beginning of this year. • The Wait List total is 634. Some documentation that support eligibility for the program is now required from a parent to be added to the Wait List. 	
<p>D. Fiscal Policy Approval**</p>	<ul style="list-style-type: none"> • Ms. Block explained we are working with the Office of Early Learning (OEL) to update financial policies. OEL is requesting the new policies include all of the source information, statues, etc. 	<p>Motion made to accept the presented policies by Mr. Seif and seconded by Ms. Puddefoot. Motion approved.</p>
<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 16, 2016 Board Meetings**</p>	<ul style="list-style-type: none"> • The 11/16/16 minutes were presented for approval. 	<p>Motion made by Mr. Seif and seconded by Mr. Mraz. Motion approved.</p>
<p>Committee Reports</p>		
<p>4. Human Resource (HR) Committee* A. ERG 303: Incentive Pay Policy”</p>	<ul style="list-style-type: none"> • Ms. Puddefoot stated the HR Committee is reviewing the Employee Reference Guide (ERG). • The HR Committee has reviewed the overtime data and succession plan. There is nothing unusually with the overtime data. 	

	<ul style="list-style-type: none"> Ms. Puddefoot discussed the update to ERG #303 Incentive Pay Policy. 	Motion made to accept the update by Mr. Self and seconded by Ms. Houk. Motion approved.
5. Program Committee A. Update	<ul style="list-style-type: none"> Ms. Houk stated there is nothing to present at this time. 	
6. Nominations & Bylaws Committee A. Annual Meeting: January 25, 2017 – Slate of Officers**	<ul style="list-style-type: none"> Ms. Block explained at the first meeting of the calendar year, according to the By-Laws, is the annual meeting where the slate of officers is presented. The Slate of Officers included Mr. Poppe (Chair), Dr. Puddefoot (Vice-Chair) Mr. Seif (Treasurer) and Mr. Paterno (Secretary) 	Motion made by Ms. Houk and seconded by Ms. Quevedo to approve the slate. Motion approved.
7. Report of the CEO** A. Executive Director’s Report**	<ul style="list-style-type: none"> Ms. Block stated Mr. Wozniak has resigned from the Board. The Board has five open business Currently seats: two in Collier County, one in Lee County, one in Glades County, and one in Hendry County. There is also one open governor appointee seat. Ms. Block reported the Coalition is completing the United Way Fund Allocation Application. This year our site visit will be at Dew of Hermon Child Care Center. Board Members are encouraged to participate in the Coalition’s site visit presentation. Board participation is important to a successful allocation site visit. Ms. Block thanked Ms. Cotter, Ms. Thompson, Ms. Usa for their leadership role in our successful audit. Ms. Block thanked the Board Members for completing the Board Self-Assessment. She invited them to provide feedback throughout the 	Ms. Block requested help from members of the Board to identify potential business leaders to fill all vacancies.

	year so that she is able to act on issues and concerns in a timely manner.	
11. Public Comments	<ul style="list-style-type: none"> • Mr. Poppe asked Ms. Thompson about sending out a provider survey. This can be done next quarter. • Dr. Ungarean discussed the current Parent Resource on the Collier County Public School website is focused on Kindergarten readiness in the area of literacy. The Parent Resource is in three languages: English, Spanish and Creole. 	Ms. Thompson will present survey results in March.
7. Adjournment	The meeting adjourned by acclamation at 9:55 a.m.	
Next Meeting	Wednesday, March 22, 2017 at 4:00 p.m.	