



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MINUTES

Wednesday, October 2, 2019  
8:30 – 11:30 a.m.

**Board Members Present:** **Marshall Bower**, Interim Board Chair and Vice Chair, Chair-Events (Ad Hoc) Committee, President and CEO, The Foundation for Lee County Public Schools; **Douglas Szabo, Esq.**, Board Treasurer, Henderson, Franklin, Starnes and Holt P.A.; **Scott Bass**, Superintendent of Schools, Glades County School District; **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Brooke Delmotte**, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; **Nate Halligan**, Small Business Portfolio Manager, Busey Bank; **Michele King**, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida; **Jim Palmer**, Child Care Regulations Supervisor, Department of Children and Families; **Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board; **Dr. Kelly Roy**, Chair-Nomination & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College

**Board Members Present via ZOOM:** **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Kimberly Ross**, Owner, Ross Dynasty Care

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

**Board Members Absent:** **Selina Jefferson**, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; **Jeff Alluri**, Principal, VP Consulting, Element Technologies, LLC **Jason Himschoot, Esq.**, Chair-Human Resources Committee, Goede, Adamczyk, Deboest, and Cross, PLLC; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners; **Cindy Whetsell**, Executive Community Health Nursing Director/Family and Personal Health Director, Designee-Florida Department of Health Collier County

(\* ) Materials included in Board packet

(\*\* ) Materials posted on SharePoint for Board Members’ access

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Mr. Bower called the meeting to order at 8:33 am. A quorum was established.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ms. Block welcomed new Board Member, Brooke Delmotte, the Early Steps designee. Ms. Block asked all present and on Zoom to introduce themselves.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>1. Executive Committee Report</b>		
<b>A. Executive Committee: Update</b>	<ul style="list-style-type: none"> <li>Ms. Block announced Victor Mraz has taken a new job in Tampa and he resigned his board position at the Sept. 18, 2019 Executive Committee meeting. Dr. Roy nominated Mr. Bower to fill the Interim Board Chair position.</li> </ul>	Motion to appoint Mr. Bower as interim Board Chair made by Dr. Roy and seconded by Mr. Paterno. Motion approved.
<b>B. Move: Policy 220.4**</b>	<ul style="list-style-type: none"> <li>Mr. Bower presented the Policy 220.4 Complaint and Dispute Resolution.</li> </ul>	Motion to approve the Policy 220.4 made by Mr. Szabo and seconded by Dr. Roy. Motion approved.
<b>C. Approval of “Revised” Anti-Fraud Plan FY19/20**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the Anti-Fraud Plan was approved at the June Board Meeting and forwarded to the Office of Early Learning (OEL). This draft includes OEL-requested further revisions.</li> </ul>	Motion to approve the revised Anti-Fraud Plan made by Mr. Paterno and seconded by Ms. King. Motion approved.
<b>D. RFP 401K: Proposal Review – Board Members needed</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the ELC has issued an RFP the Coalition’s present 401K fees with other market products. We need two board Members to review the proposals received.</li> </ul>	Mr. Szabo and Mr. Paterno agreed to review the proposals received.
<b>E. Motion to consider Changes to Local School Readiness (SR) Priorities**</b>	<ul style="list-style-type: none"> <li>Concerns over the forecasted deficit for FY 20 prompted a revisiting of this topic.</li> <li>Ms. Block presented a brief history of the School Readiness (SR) priorities. Local authority for establishing priorities was removed when the 2013</li> </ul>	

	<p>statute defined the same priorities for all Early Learning Coalitions.</p> <ul style="list-style-type: none"> <li>• In 2018 the Legislature, returned SR eligibility priorities to the local level to the Coalitions. The ELC of SWFL considered potential changes to local SR eligibility priorities based on local need. On May 15, 2019 the Board voted to maintain the previously legislated SR priorities including child care for school age children to age 13 years.</li> <li>• Ms. Block explained factors contributing to the current present financial deficit as well as uncertainties that further complicate possible staff recommendations at this time. The Coalition is presently serving over 5,000 SR children.</li> <li>• There was a lengthy discussion about the age range of SR children being served and the impact of any changes on our providers and families.</li> <li>• The ELC is working with OEL to understand the present options for management of our enrollment that are consistent with the current rules for School Readiness.</li> </ul>	<p>Additional data will be provided at the next Board meeting for continued discussion of the SR priorities. If needed, a special meeting of the Board will be convened for a quicker response.</p>
<p><b>2. Consent Agenda (Vote required)*</b>  <b>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</b>  <b>A. Approval of Meeting Minutes of the June 19,</b></p>	<ul style="list-style-type: none"> <li>• The June 19, 2019 minutes were presented for approval.</li> </ul>	<p>Motion to approve 6/19/2019 the minutes made by Mr. Szabo and seconded by Mr. Paterno. Motion approved.</p>

<b>2019 Board Meeting**</b>		
<b>3. Finance Committee*</b> <b>A. SR. Utilization and Waitlist**</b>	<ul style="list-style-type: none"> <li>• Ms. Block reported at the end of FY18/19 we served 5,490 SR children.</li> <li>• The waitlist has increased to 1,398 children. Currently, the Coalition is only enrolling at-risk children.</li> <li>• The number of Voluntary Pre-Kindergarten (VPK) children increases when Collier County starts VPK in October.</li> </ul>	
<b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b>	<ul style="list-style-type: none"> <li>• Ms. Block discussed the financial reports ending June 2019. Ms. Block 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 are below the required percentages.</li> <li>• Ms. Block reported the Coalition received re-obligated funds from OEL to assist with FY 2019.</li> <li>• Ms. Cotter advised the Board about the reconciliation total of approximately \$2.3M. This represents the difference between Coalition payments (based on estimates and manual calculations) and the year-end totals generated by the Portal. The large difference is due to inability of The Portal to be fully functional for FY18/19. The reconciliation process must be completed by December 31, 2019.</li> <li>• OEL is reaching out to the auditing firms that perform single audits regarding The Portal's</li> </ul>	<p>Motion to approve the Financial Reports made by Mr. Bass and seconded by Mr. Paterno. Motion approved.</p>

	FY18/19 issues in preparation for the annual review. Moss, Krusick and Associates offered to send a representative to come to a board meeting prior to doing the single audit. The Board members agreed to wait until the single audit is completed and at that presentation they can ask questions.	
<b>C. FY19/20: Budget Update**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the updated FY19/20 Budget.</li> </ul>	Motion to accept the updated FY19/20 Budget made by Mr. Szabo and seconded by Dr. Roy. Motion approved.
<b>D. OEL Internal Control Questionnaire</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the questionnaire was presented for review to the Finance Committee. It provides the basis for the single audit. A copy of the completed questionnaire is on SharePoint in the Board Resources folder.</li> </ul>	
<b>Committee Reports</b>		
<b>4. Program Committee</b> <b>A. Status: Southwest Florida Stars</b>	<ul style="list-style-type: none"> <li>Ms. Boone stated QRIS will be put on hold for a year as the emerging impact of CLASS Assessments and Tiered Reimbursement for School Readiness are evaluated. A Program Committee work group will discuss the future of QRIS.</li> </ul>	
<b>5. Events (Ad Hoc) Committee*</b> <b>A. Board Sponsored “ELC Staff Appreciation” Luncheon, Oct. 11, 2019</b>	<ul style="list-style-type: none"> <li>Mr. Bower discussed the Oct. 11<sup>th</sup> ELC staff appreciation luncheon and encouraged board members to participate. Board servers are invited to have lunch with staff. Donations from Board members will cover all costs of the luncheon.</li> </ul>	
<b>B. Business Breakfast, May 8, 2020 – Save The Date</b>	<ul style="list-style-type: none"> <li>Mr. Bower reported the second Business Breakfast is May 8, 2020 at Broadway Palm Dinner Theatre. More information to follow.</li> </ul>	
<b>6. HR/Personnel Committee</b> <b>A. ERG Update: Section 707**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the updated Employee Reference Guide Section 707.</li> </ul>	Motion to approve the update made by Mr. Paterno and seconded by Ms. Boone. Motion approved.

<b>B. Salary Plan Implementation</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the salary plan that was approved at the May Board Meeting will be implemented effective 7-1-2019.</li> </ul>	
<b>C. Timeline for Executive Director Evaluation</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the annual Executive Director evaluation will be done on line. Ms. Whetsell has arrange the online survey and it will be emailed to the board members.</li> </ul>	
<b>7. Nominations &amp; Bylaws Committee</b> <b>A. Early Steps Member: Broke Delmotte**</b>	<ul style="list-style-type: none"> <li>Dr. Roy welcomed Brooke Delmotte to the Coalition Board.</li> </ul>	
<b>B. Recruiting Candidates for Gubernatorial Appointments</b>	<ul style="list-style-type: none"> <li>Dr. Roy reported we have 3 vacant gubernatorial appointment positions on the board. Dr. Roy encouraged interested board members to apply for consideration as Governors' Appointees. Applications stay active for 6 months, then need to be renewed..</li> </ul>	
<b>C. Board Development: Plan for October 2, 2019 Board Meeting</b>	<ul style="list-style-type: none"> <li>Dr. Roy announced the board development activity will start immediately following the board's business meeting.</li> </ul>	
<b>8. Appeal Hearing Committee Report</b> <b>A. Sept. 19, 2019 Appeal Findings</b>	<ul style="list-style-type: none"> <li>Ms. Boone reported the appeal hearing committee upheld the Coalition's decision to terminate the client's services. Minutes are posted on the ELC Website.</li> </ul>	
<b>9. Executive Director's Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block discussed the collaboration of the Coalition with FutureMakers in the creation and publication of "The Power of Pre-K" picture book. The book is available in English and Spanish. A Creole version is under development.</li> <li>Ms. Block presented the Future Ready Collier handouts of an analysis of early learning systems in Collier County. This analysis will be quite helpful in guiding future work of the Coalition.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ms. Block thanked the Board Members and Mr. Bower for their board participation and leadership.</li> </ul>	
<b>10. Board Development Activity</b>	<ul style="list-style-type: none"> <li>Dr. Roy presented information about the beginning of the Coalition and previous government funding. She facilitated an activity starting with a 10 question quiz that included facts and figures about SR and VPK in our four counties. This led into a discussion about the present VPK kindergarten, standardized assessment, SR funding and other related aspects of the major early learning programs.</li> </ul>	
<b>11. Adjournment</b>	The board meeting adjourned by acclamation at 10:07am. The staff development activity adjourned at 10:50am.	
<b>Next Meeting</b>	November 20, 2019, 9:00 am – 11:00 am	