

**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE**



**Meeting Agenda
November 1, 2023
10:00 AM**

Microsoft Teams meeting
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Meeting ID: 299 066 053 339
Passcode: HzTmrH

Purpose: The Executive Committee is composed of board officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and financial management and operations.

Committee Members:

- Dr. Kelly Kantz Roy**, Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College
- Douglas Szabo**, Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt
- Dr. Beth McBride**, Secretary, Chair-Human Resources Committee Director, Early Learning, Designee-Collier County Public Schools
- Brooke Goldstein**, Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council
- Michele King**, Chair-Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SWFL
- Rebecca McKellar**, Chair-Nominations & Bylaws, Committee, Creative World Schools, Private for-Profit Child Care
- Tara Sherrod**, Chair-Events Committee First Baptist Preschool, Representative of Faith-Based Childcare Providers.

ELC Staff:

- Dr. Melanie Stefanowicz** Chief Executive Officer
- Leona Adkins**, Chief Quality Office
- Gilda Duran**, Chief Programs Officer
- Wynetta Upshaw**, Chief Administrative Officer
- Monica Gaddy**, Administrative Coordinator

(*) Materials included in Executive Committee Packet.

(**) Materials posted on SharePoint for Committee Members.

Agenda Items	Facilitator	Discussion and Actions
Welcome and Introductions Chair’s Update	Dr. Kelly Kantz Roy	
Public Comment	Dr. Kelly Kantz Roy	
1) Executive Committee* a) Approve of Executive Committee Minutes from September 27, 2023	Dr. Kelly Kantz Roy	
2) Finance Committee a) Informational: Staffing Update b) Discussion: SR Utilization Management Forecast	Brooke Goldstein, Treasurer	

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<p>c) Request Approval: of Utilization Reports and Statements of Revenues and Expenditures</p> <p>d) Request Approval: of Updated FY24 Budget</p> <p>e) Request Approval: of FY24 Contracts and Requests for Proposals (RFP)</p> <ol style="list-style-type: none"> 1) Priority Marketing 2) Teachstone World Class Workforce 3) Webauthor Platform 4) Childrens' Forum CLASS Assessments 5) Discovery Source Curriculum 6) LENA Language environment analysis program 8) Charles Becker & Bros. 9) Provider Mini Grant Payments 10) Spirit Consulting 11) McKenzie Forensic Auditors 12) Welter Consultants 13) RFP – Tech for Early Childcare 14) RFP – Attendance Software 15) RFP – Transition to Kinder Kits 16) RFP – Re-branding Services 17) RFP – Outreach / Mall Panels <p>f) Request Approval: of FY 2024 Surplus Inventory</p>		
<p>3) HR Committee</p> <p>a. Approve: Employee Reference Guide: Review of Proposed Policy Updates:</p> <ol style="list-style-type: none"> 1) 304 Background Screening Policy 2) 902 Arrest 	<p>Dr. Beth McBride. Secretary</p>	
<p>4) Nominations & Bylaws Committee</p> <p>a) Request Approval: of Bylaws</p> <p>b) Request Approval: of Governance Policy</p> <p>c) Nominations for Slate of Officers:</p> <p>Fiscal/Program Year: 01/2023-06/2025</p> <ol style="list-style-type: none"> b. Interim Chair c. Vice-Chair d. Treasurer e. Secretary <p><i>Bylaws referenced: 4.1, 7.3.3, 7.3.4</i></p> <p>d) Discussion and Approval: of Slate of Officers for FY 2024</p>	<p>Rebecca McKellar, Committee Chair</p>	

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<p>e) Informational: Board Development Presentation scheduled for 11/01/2023: McKenzie Forensic Auditors</p>		
<p>5) Events Committee a) Discussion: 2023-2024 events and fundraising initiatives</p>	<p>Tara Sherrod, Committee Chair</p>	
<p>6) Program Committee Updates i) Quality and Grant Updates ii) Program Services Updates iii) Health and Safety Updates iv) CLASS Assessments and Provider Contracts v) Child Assessment and ASQ vi) Professional Development, Provider Profiles, and Literacy Buddy Update</p>	<p>Michele King, Committee Chair</p>	
<p>7) Next Executive Committee Meeting: January 17, 2024 10:00 a.m. to 11:00 a.m.</p>	<p>Dr. Kelly Kantz Roy</p>	
<p>Adjournment</p>	<p>Dr. Kelly Kantz Roy</p>	

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