



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE MINUTES

Wednesday, November 1, 2017

10:00- 11:15 a.m.

**Purpose:** The Executive Committee is composed of 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 Present:** **Peter Seif**, Interim Board Chair, President, Synergy Networks; **Douglas Szabo**, Board Treasurer, Attorney, Henderson, Franklin, Starnes & Holt, P.A.; **Dr. Denis Wright**, Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College

**Committee Member Attended via Telephone:** **Ashley Houk**, Chair, Program Committee, Preschool Director, First Presbyterian Preschool

**Committee Members Absent:** **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Trina Puddefoot**, Board Vice-Chair, Chair, HR Committee, Early Steps Program Coordinator, Healthy Planning Council of SW Florida

**Board Member Present:** **Jason Himschoot**, Attorney, Goede, Adamczyk, Deboest and Cross, PLLC;

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

(\*) Materials included in Executive Committee Packet.

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Meeting called to order at 10:06 a.m. by Mr. Seif. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	

<b>1. Executive Committee*</b> <b>A. Approval of Meeting Minutes of May 31, 2017**</b>	<ul style="list-style-type: none"> <li>The 5/31/17 minutes were approved.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Mr. Szabo. Motion approved.</p>
<b>B. Early Learning School Readiness Plan: Approval**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained we are required by federal and state law to recreate the entire SR Plan every two years. The SR Plan needs Board approval.</li> </ul>	<p>Motion made by Mr. Szabo and seconded by Dr. Wright to move the SR Plan to the Board. Motion approved.</p>
<b>C. Debrief: Regional Board Meeting, 10-13-17</b>	<ul style="list-style-type: none"> <li>Ms. Block reported there were good conversations among the board members from the ELC's of SWFL, Sarasota and Florida's Heartland at the Oct. 18<sup>th</sup> Regional Board Meeting. There was a discussion about statewide cost allocation and methodology used.</li> <li>Dr. Larry Miller with Florida Southwestern State College gave a presentation on his "Early Childhood Cost Study".</li> <li>Ms. Block thanked Dr. Wright for hosting the Oct. 13<sup>th</sup> Regional Board Meeting.</li> </ul>	
<b>2. Vote to Move the Board Meeting Minutes of September 26, 2017**</b>	<ul style="list-style-type: none"> <li>Approved to move the 9/26/17 Board minutes.</li> </ul>	<p>Motion made by Mr. Szabo and seconded by Ms. Houk. Motion approved.</p>
<b>3. Finance Committee</b> <b>A. SR Utilization Forecast **</b>	<ul style="list-style-type: none"> <li>Mr. Szabo discussed the utilization report. The number of SR children enrolled has increased due partly to children coming from other coalitions.</li> <li>There was a discussion about the enrollment process as the waitlist is increasing.</li> </ul>	

<p><b>B. Review of Financial Reports**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo discussed the financial reports ending June and September 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. The Coalition served 5,035 at year end.</li> </ul>	
<p><b>C. Approval of Revised FY18 Budget**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo discussed the FY18 budget revisions including an increase to direct services.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Ms. Houk to move the revised FY18 Budget to the Board. Motion approved.</p>
<p><b>D. Approval to Dispose of Equipment**(handout)</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the list of disposable equipment.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Ms. Houk to move to the Board. Motion approved.</p>
<p><b>4. Nominations &amp; By-Laws Committee*</b> <b>A. Member change: Early Steps</b></p>	<ul style="list-style-type: none"> <li>Dr. Wright reported Dr. Puddefoot has resigned from the Board. Kristin Pares will be her designee. This is a mandated board position.</li> </ul>	<p>The Vice-chair position needs to be voted on at the next Board Meeting.</p>
<p><b>B. Faith-Based Provider Seat: Update</b></p>	<ul style="list-style-type: none"> <li>Dr. Wright reported Ms. Houk's term ends Dec. 31, 2017. This board position rotates to Lee County, there are no applicants as of this date.</li> </ul>	
<p><b>C. Private, For-Profit Provider Seat: Recommendation</b></p>	<ul style="list-style-type: none"> <li>Dr. Wright reported Ms. Lange's term ends Dec. 31, 2017. This board position rotates to Hendry/Glades counties and we have two applicants.</li> </ul>	

<p><b>5. Review Agenda for the Board Meeting, November 15, 2017**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the Nov. 15, 2017 Board Meeting Agenda. The Coalition has submitted a grant request to the Save the Children Foundation. If received this notification would be added to the Board agenda.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Mr. Szabo to approve the Nov. 15th Board agenda with the possible noted update. Motion approved.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 10:40 am.</li> </ul>	
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li>January 10, 2018</li> </ul>	