

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

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

Agenda Items	Facilitator	Discussion and Actions
<p>e) <b>Informational: Board Development Presentation scheduled for 11/01/2023:</b> McKenzie Forensic Auditors</p>		
<p>5) <b>Events Committee</b> a) <b>Discussion:</b> 2023-2024 events and fundraising initiatives</p>	<p><b>Tara Sherrod, Committee Chair</b></p>	
<p>6) <b>Program Committee Updates</b> 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><b>Michele King, Committee Chair</b></p>	
<p>7) <b>Next Executive Committee Meeting:</b> January 17, 2024 10:00 a.m. to 11:00 a.m.</p>	<p><b>Dr. Kelly Kantz Roy</b></p>	
<p><b>Adjournment</b></p>	<p><b>Dr. Kelly Kantz Roy</b></p>	

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