



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, November 14, 2018
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 a financial management and operations.

Committee Members Present: **Victor Mraz, Vice-Chair and Interim Board Chair**, *Financial Representative, Blue Chip Financial of SWFL*; **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Starnes & Holt, P.A*; **Dr. Denis Wright, Chair-Nominations & Bylaws Committee**, *Interim Dean-School of Health Professions, Florida Southwestern State College*

Committee Members Present via ZOOM: **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*

Committee Members Absent: **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Jason Himschoot, Chair –HR Committee**, *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
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:04 a.m. by Mr. Mraz. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of September 20, 2018**</p>	<ul style="list-style-type: none"> The 9/20/18 minutes were approved. 	<p>Motion to approve the 9/20/18 minutes made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>
<p>B. Motion to Move SR Plan Amendments to ELC Board**</p>	<p>Ms. Block explained the revised SR Plan Amendments are required based on recent legislation including I F Child Screening; II G. Program Assessment; II H Use of Observation Based Child Assessment; II J Contracted Slots; III. D Quality Improvement Strategies: and V. A. Monitoring Plan and Procedures. These amendments are due December 31, 2018 to the Office of Early Learning (OEL).</p> <ul style="list-style-type: none"> Ms. Block reported the ELC requested an extension until March 29, 2019 for section II.C Eligibility and Enrollment Policies and Procedures due to the current issues with the EFS Portal and the inability of the Coalition to pull reliable data. OEL has approved the request. There was a discussion about contracted slots and the benefit to families and providers. 	<p>Motion to move the SR Plan Amendments to the ELC Board made by Dr. Wright and seconded by Ms. Jefferson. Motion approved.</p>
<p>C. Appeals Hearing, November 1, 2018, Report</p>	<ul style="list-style-type: none"> Dr. Wright presented the determination of the Nov. 1, 2018 appeals hearing. The Committee overturned the Coalition decision to terminate contracts with Fantasy World Academy. Instead, they instituted a six month probationary period for meeting the terms of the corrective action plan. 	
<p>D. Events Committee - Report</p>	<ul style="list-style-type: none"> Ms. Block reported the Ad Hoc Events Committee has met two times and a survey was emailed to Board Members for their input. The Committee is working toward plans for an ELC event as well as a staff appreciation luncheon. 	

<p>2. Vote to Move the Board Meeting Minutes of October 3, 2018**</p>	<ul style="list-style-type: none"> • Approved to move the 10/3/18 Board minutes. 	<p>Motion to move the 10/3/18 minutes to the Board Meeting made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>
<p>3. Finance Committee* A. SR Utilization Forecast**</p>	<ul style="list-style-type: none"> • Mr. Szabo reported on the Finance Committee’s extended discussion about EFS Mod (the statewide data base) challenges experienced by the ELC and providers. They expressed concerns about the potential risk for the Coalition to reconcile appropriate payments. • The Finance Committee made three recommendations to conclude the conversation about the impact of EFS Mod. • Ms. Block stated the October Provider SR payments will be a calculated on a manual basis for payments due in November. As a result of using provider attendance data, the payments issued for School Readiness are expected to be more detailed and will include reports to the providers. • Ms. Usa provided current Waitlist list numbers, pulled from EFS Mod on 11/13/18) that verified the Waitlist has decreased. The Coalition is continuing to enroll children. She noted that the data is subject to the accuracy of EFS Mod. She will provide an update that reflects all of November at the December board meeting. 	<p>Motion to accept the three Finance Committee recommendations made by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.</p> <p>The ELC will discuss the current impact of EFS Mod on our fiduciary competence with our fiscal auditors to understand the best way to document our efforts during the transition. This conversation should be memorialized in writing with the auditor.</p> <p>Mr. Mraz will send a letter to OEL on behalf of the Board to state concerns regarding funding challenge related to EFS Mod.</p> <p>Mr. Mraz will send a letter to providers stressing the importance of submitting accurate information to the ELC for payment.</p>

<p>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</p>	<ul style="list-style-type: none"> Mr. Szabo reviewed expenditures and again, discussed EFS issues and the impact on the utilization reports. 	<p>Motion to accept the Utilization Reports and forward to the board made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>
<p>C. Budget Modification: Proposed Increase to Health Insurance Benefit**</p>	<ul style="list-style-type: none"> Mr. Szabo presented the recommendations to approve the 20% increase to the Coalition contribution for the health benefit for the 2019 benefit year. Due to the deadlines for benefits enrollment and the need for the ELC to present 2019 benefits to staff, the Executive Committee voted on the recommendation presented. 	<p>Motion to approve the recommended increase to the employee benefit for health insurance by 20% made by Dr. Wright and seconded by Mr. Szabo. Motion approved.</p> <p>The Executive Committee decision will be reported to the Board on 12/5/18.</p>
<p>4. HR Committee A. 401 K: Motion to Rescind Policy Change**</p>	<ul style="list-style-type: none"> Ms. Block explained that the recent 401K change, approved at the 10/3/18 Board Meeting, is not allowable under the current 401K plan document. Therefore, the policy needs to revert back to the original language. 	<p>Motion to rescind the 401 K change approved at the 10/3/18 Board meeting and move to the Board for approval made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>
<p>B. Employee Reference Guide: Motion to Forward Draft Changes to Full Board**</p>	<ul style="list-style-type: none"> Ms. Block stated a voluntary review of HR practices, including the ELC Employee Reference Guide (ERG), is conducted by the HR attorney for the ELC each year. Many of the proposed changes are a result of the attorney's recommendations. The changes include updated formatting and content. 	<p>Motion to accept the proposed changes to the Employee Reference Guide and move to the board for approval made by Dr. Wright and seconded by Mr. Szabo. Motion approved.</p>
<p>C. ELC Executive Director: Annual Performance Evaluation**</p>	<ul style="list-style-type: none"> Ms. Block presented the Executive Director's annual performance evaluation process for consideration. All board members are asked to complete a survey about Ms. Block's performance. Results are reviewed with her by HR Chairperson Jason Himschoot and reported to the Executive Committee 	<p>Motion to move the Executive Director evaluation process to the Board to the Board for approval made by Mr. Szabo and seconded by Dr. Wright. Motion approved.</p>

	and Board upon completion.	
5. Nominations & Bylaws Committee		
A. Slate of Officers – January 1-December 31, 2019**	<ul style="list-style-type: none"> • Dr. Wright presented the 2019 Slate of Officers. 	Motion to move the 2019 Slate of Officers to the Board made by Dr. Wright and seconded by Mr. Szabo. Motion approved.
B. Motion to Approve Full Board Terms for Marshall Bower, Michele King, Doug Szabo, and Jason Himschoot (January 1, 2019-December 31, 2022**	<ul style="list-style-type: none"> • Dr. Wright presented the nomination for new, four year board terms for Marshall Bower, Michele King, Doug Szabo, and Jason Himschoot. 	Motion to move the nomination for new board terms to the Board made by Dr. Wright and seconded by Mr. Szabo. Motion approved.
C. Board Member Recruitment Tools**	<ul style="list-style-type: none"> • Dr. Wright discussed the Board Member recruitment tools available for recruiting potential new board members. 	
6. Review Agenda for the Board Meeting, December 5, 2018**	<ul style="list-style-type: none"> • Ms. Block presented the agenda for the 12/5/18 board Meeting. 	Motion to approve the 12/5/19 agenda made by Dr. Wright and seconded by Mr. Szabo. Motion approved.
Adjournment	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 10:56 am. 	
Next Meeting	<ul style="list-style-type: none"> • Wednesday, January 16, 2019 	