

# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MEETING AGENDA

November 15, 2023

9:00 a.m.

In Person with Virtual Option

Microsoft Teams meeting

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Meeting ID: 272 135 080 270

Passcode: bJYFQu



### **Board Members:**

**Dr. Kelly Kantz Roy**, Interim Board Chair, Professor/Coordinator of Early Childhood Education, FSW

**Doug Szabo, J.D.**, Board Vice-Chair, Attorney, Henderson, Franklin, Starnes and Holt, P.A.

**Dr. Beth McBride**, Board Secretary, Director, Early Learning, Designee-Collier County Public Schools

**Brooke Goldstein**, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council

**Alex Breault**, Partnership Manager, FutureMakers Coalition

**Michele King**, Chair Program Committee, Director Child Advocacy Program, Golisano Children's Hospital of SWFL

**Sharon Love**, Esq., Long, Murphy & Zung

**Rebecca McKellar**, Chair, Nominations & Bylaws Committee, Creative World Schools

**Barbara Short**, Quality Assurance Program Manager, CareerSource Southwest Florida

**Chantal Porte**, Regional Supervisor for Child Care Licensing, Department of Children and Families

**TBD**, Director, Early Childhood Learning Services, Lee County Public Schools

**Kimberly Ross**, Owner, Ross Dynasty Cares

**Tara Sherrod**, Chair, Events Committee, Director, First Baptist Preschool, Representative of Faith-Based Childcare Providers

**Shay Smith**, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County

**Aaron Stitt**, Florida Department of Children and Families

**Tanya Williams**, Interim Public Services Director, Collier County, Designee-Collier Board of County Commissioners

**Laura R. Bright**, Chief Advancement Officer, Golisano Children's Museum.

### **ELC Staff:**

**Dr. Melanie Stefanowicz**, Chief Executive Officer

**Leona Adkins**, Chief Quality Officer

**Gilda Duran**, Chief Program Office

**Wynetta Upshaw**, Chief Administrative Officer

**Monica Gaddy**, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
Welcome	Dr. Kelly Kantz Roy	
Public Comments	Dr. Kelly Kantz Roy	

Agenda Items	Facilitator	Discussion and Actions
<b>1. Board Development Presentation:</b> McKenzie Forensic Auditors	<b>Dr. Kelly Kantz Roy</b>	
<b>2. Executive Committee Report*</b> A. <b>Approval</b> of Board Meeting Minutes: September 27, 2023	<b>Dr. Kelly Kantz Roy</b>	
<b>Committee Reports</b>		
<b>3. Finance Committee</b> A. <b>Informational:</b> Staffing Update  B. <b>Discussion:</b> SR Utilization Management Forecast  C. <b>Request Approval:</b> of Utilization Reports and Statements of Revenues and Expenditures  D. <b>Request Approval:</b> of Updated FY24 Budget  E. <b>Request Approval:</b> of FY24 Contracts and Requests for Proposals (RFP) <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> </ol>	<b>Brooke Goldstein</b>	

Agenda Items	Facilitator	Discussion and Actions
14) RFP – Attendance Software 15)RFP – Transition to Kinder Kits 16)RFP – Re-branding Services 17) RFP – Outreach / Mall Panels  F. <b><u>Request Approval:</u></b> of FY 2024 Surplus Inventory		
<b>4. HR Committee*</b>  A. <b><u>Approve:</u></b> Employee Reference Guide: Review of Proposed Policy Updates: <ul style="list-style-type: none"> <li>• 304 Background Screening Policy</li> <li>• 902 Arrest</li> </ul>	<b>Dr. Beth McBride</b>	
<b>5. Nominations &amp; Bylaws Committee</b>  A. <b><u>Approve:</u></b> Bylaws (annual review)  B. <b><u>Approve:</u></b> Governance Policy (annual review) <ol style="list-style-type: none"> <li>a. Tracked Changes</li> <li>b. Clean Copy</li> </ol> C. <b><u>Review</u></b> and <b><u>Approve:</u></b> Nominations for Fiscal/Program Year 2023-2024: <ul style="list-style-type: none"> <li>• Interim Chair</li> <li>• Vice-Chair</li> <li>• Treasurer</li> <li>• Secretary</li> </ul>	<b>Rebecca McKellar</b>	
<b>6. Events Committee</b> <ol style="list-style-type: none"> <li>A. <b><u>Discussion:</u></b> Next steps for this committee</li> <li>B. 11/17/2023 Thanksgiving @ the ELC. 12:30 p.m.</li> </ol>	<b>Tara Sherrod</b>	

Agenda Items	Facilitator	Discussion and Actions
7. Program Committee A. Updates	Michele King	
8. Report of the CEO	Melanie Stefanowicz	
9. Next Board Meeting: January 31, 2024, at 9:00 a.m.	Dr. Kelly Kantz Roy	
10. Adjournment	Dr. Kelly Kantz Roy	

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