



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE

MEETING Minutes
November 2, 2022
10:00 am

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: Douglas Szabo, *Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt*; Dr. Kelly Roy, *Chair-Nominations & Bylaws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*; Dr. Beth McBride, *Director, Early Learning, Designee-Collier County Public Schools*.

Committee Members, Absent: Marshall Bower, *Interim Board Chair, Chair-Events Committee President/CEO, The Foundation for Lee County Public Schools*; Brooke Delmotte, *Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*; Jason Himschoot, *Chair-Human Resources Committee, Attorney, Maughan, Himschoot and Adams Law Group*; Michele King, *Chair-Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida*.

ELC Staff: Susan Block, *Chief Executive Officer*; Leona Adkins, *Chief Quality Office*; Gilda Duran, *Chief Programs Officer*; Lugeenya Blackstock, *Chief Financial Officer*

(*) *Materials included in Board Packet.*

(**) *Materials available on SharePoint for Board Members.*

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions Chair’s Update	Called to order at 10:02 am. A quorum was not established.	An approval was not obtained as a quorum was not established.
Public Comments	No comments	

<p>1. Executive Committee* A. Approval of Meeting Minutes of Executive Committee September 14, 2022**</p>	<p>A. An approval was not obtained as a quorum was not established.</p>	
<p>2. Vote to Move the Board Meeting Minutes of June 22, 2022</p>	<p>A. An approval was not obtained as a quorum was not established.</p>	
<p>3. Finance Committee A. Review: SR Utilization Management Forecast pgs. B. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures pgs.</p>	<p>A. Doug Szabo Reviewed utilization forecast B. Doug Szabo provided summary for utilization and statements of revenues C. Doug Szabo provided overview of updated budget.</p>	
<p>C. Approval: FY 2023 Budget Amendment (new NOA) pgs. D. Approval: FY 23 contracts E. FY21 single Audit F. 990</p>	<p>D. Discussion on the need for FY23 contracts for Health Care Planning Council, Children’s Forum, and Teachstone. E. Discussion on FY21 single audit and presentation to the Board. F. Reviewed of 990, no concerns from committee.</p>	
<p>4. HR Committee* A. Approval: ERG Policy Changes #706, Paid Leave Time B. Discussion: ELC Staff Engagement Survey, October 2022</p>	<p>A. Susan Block provided a description of policy changes. B. Susan Block provided summary of engagement survey.</p>	
<p>5. Nominations & Bylaws Committee A. Approval: Board Member Applications (L. Bright and S. Love) B. Approval: J. Himschoot, Second Term (1/1/21 – 12/31/26) C. Approval: Correction, M. King, Second Term 1/1/22 – 12/31/25) D. Discussion: Organization of Appeals Committees E. Approval: Slate of Officers, 2023</p>	<p>A. Dr. Roy provided a summary for two new applications for Board Members. B. Susan Block provided summary for the terms of Board member. C. Susan Block reviewed the update to correct Michele King term which is incorrectly recorded.</p>	

	D. Susan Block discussed if there is a need to change how the selection of appeal committee is established.	
6. Events Committee A. Discussion: Rescheduling the Business Breakfast B. Discussion: Board Member Recruitment Event	A. Discussion on the importance of Business Breakfast and a desire to schedule this event. B. Susan discussed Board members needed and the steps of recruitment.	
7. Review Agenda for the Board Meeting, November 16, 2022	Susan Block reviewed agenda with committee members.	
Adjournment	Meeting Adjourned 10:35 am	
Next Meeting	Wednesday, January 18, 2023	

All meetings are Hybrid – attend in person or via Zoom.