



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, December 5, 2018
9:00 – 11:00 a.m.

Board Members Present: **Victor Mraz, Board Chair**, *Financial Representative, Blue Chip Financial of Southwest Florida*; **Douglas Szabo, Esq., Board Treasurer**, *Henderson, Franklin, Starnes and Holt P.A*; **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Marshall Bower**, *President and CEO, The Foundation for Lee County Public Schools*; **Jason Himschoot, Esq., Chair-Human Resources Committee**, *Goede, Adamczyk, Deboest, and Cross, PLLC*; **Michele King**, *Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*; **Dr. Kelly Roy**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*

Board Members Present via ZOOM: **Jeff Alluri**, *Principal, VP Consulting, Element Technologies, LLC*; **Scott Bass**, *Superintendent of Schools, Glades County School District*; **Danna Breeden**, *Maternal and Child Nurse Consultant, Designee-Florida Department of Health Collier County*; **Demetra Jordan**, *Department of Children and Families; Child Care Licensing*; **Kimberly Ross**, *Owner, Ross Dynasty Cares*; **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*;

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

Board Members Absent: **Rita Dellatore**, *Owner/Director, Kid City Early Learning Academy, LLC*; **Yara Duchesne**, *Program Coordinator, Redlands Christian Migrant Association (RCMA)*; **Roger Mercado**, *Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners*; **Elizabeth Pineda**, *Infant Toddler Developmental Specialist, Early Steps/Health Planning Council*

Members of the Public Present: **Nate Halligan**

(*) *Materials included in Board packet*

(**) *Materials posted on SharePoint for Board Members’ access*

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Mr. Mraz called the meeting to order at 9:00 am. A quorum was established. 	

	<ul style="list-style-type: none"> Mr. Mraz welcomed Dr. Kelly Roy as the new designee for Florida Southwestern State College. He asked all present to introduce themselves. 	
Public Comments	<ul style="list-style-type: none"> Mr. Mraz invited Mr. Halligan to offer comment; there was none. 	
1. Executive Committee Report	<ul style="list-style-type: none"> Mr. Mraz discussed the Nov. 20, 2018 letter sent to Mr. Rodney MacKinnon, Executive Director of the Florida Office of Early Learning (OEL). The letter addressed the EFS Modernization issues, the impact on the ELC and early learning providers. Ms. Block stated the Association of Early Learning Coalitions has sent a similar letter to Mr. MacKinnon. Ms. Block discussed the payment process: July, August, and September provider payments were based on June School Readiness attendance records; the October payment was done manually using providers attendance sheets and sign-in/out sheets. The October payment reflected actual data rather than an estimate. A letter was sent to providers stressing the importance of accurately reporting attendance. 	
A. SR Plan Amendments**	<ul style="list-style-type: none"> Mr. Mraz explained that updates to the SR Plan are required by new legislation. Policies addressing the following Plan sections (policies) were presented to the Board for approval: II F Child Screening; II G. Program Assessment; II H Use of Observation Based Child Assessment; II J Contracted Slots; III. D Quality Improvement 	Motion to accept the SR Plan Amendments made by Mr. Szabo and seconded by Mr. Paterno. Motion approved.

	Strategies: and V. A. Monitoring Plan and Procedures.	
B. Events Committee Report	<ul style="list-style-type: none"> • Mr. Bower stated the committee has met twice and he presented the results of the board member survey. • Mr. Bower talked about the January 25, 2019 staff appreciation luncheon. He stated it is important for board members to attend and meet the ELC staff. • The committee will continue to discuss a future event to recognize early learning champions in our communities. 	Board members are asked to contribute a donation toward the luncheon and sign up to serve lunch to ELC staff. Board members will be able to eat lunch with staff.
C. Appeal Hearing, Fantasy World Academy, 11/1/2018	<ul style="list-style-type: none"> • Ms. Boone presented the appeal hearing committee's recommendation to overturn the ELC's decision to terminate contracts. Instead, Fantasy World Academy contracts are reinstated with a 6 month corrective action plan to assure that the issues do not re-occur. 	
2. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of the October, 2018 Board Meetings**	<ul style="list-style-type: none"> • The October 3, 2018 minutes were presented for approval. 	Motion to approve the minutes made by Mr. Paterno and seconded by Mr. Szabo. Motion approved.
3. Finance Committee* A. SR. Utilization and Waitlist**	<ul style="list-style-type: none"> • Mr. Szabo presented the Waitlist numbers. In October approximately 5,276 children received School Readiness (SR). • Ms. Block stated October numbers are now available due to our manual process for payment. 	

	<p>During the first quarter, payment was estimated based on June 2018 enrollment therefore, reports were unavailable.</p> <ul style="list-style-type: none"> The previous year's number of paid SR children are now included in the Waitlist per the Finance Committee request. 	
B. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Mr. Szabo presented the financial reports for September 2018. 	Motion to approve the Finance Report made by Mr. Bower and seconded by Ms. King. Motion approved.
C. Budget Modification: Proposed Increase to Health Insurance Benefit**	<ul style="list-style-type: none"> Ms. Block background information on the decision to increase the employee benefit for health insurance. The recommendation was reviewed by the Finance Committee and approved by the Executive Committee. Due to timing of the benefits enrollment period, the Executive Committee approved a 20% increase to the employee contribution toward health insurance instead of asking for full board approval. 	
Committee Reports		
4. Program Committee A. Update	<ul style="list-style-type: none"> Ms. Boone presented the new policy, "Direct Enhancement Services". This policy supports the ELC ability to decide on local enhancement services, such as contracted slots, in accordance with F.S. 1002.83 (1). 	Motion made to accept new Direct Enhancement Services policy by Mr. Szabo and seconded by Mr. Bower. Motion approved.
5. Human Resources Committee* A. 401 K: Motion to Rescind Policy Change**	<ul style="list-style-type: none"> Mr. Himschoot reported the need to rescind the policy changes based on recent information from the Paychex, Retirement Plan Administrator. The approved policy (Oct. 3, 2018 Board Meeting) is contrary to our Safe Harbor Plan. Therefore, a motion is needed to rescind the change. 	Motion to rescind the Oct. 3, 2018 change and return to the original language made by Mr. Himschoot and seconded by Mr. Paterno. Motion approved.

<p>B. Employee Reference Guide: Motion to Forward Draft changes to Full Board**</p>	<ul style="list-style-type: none"> Mr. Himschoot explained the changes include updated formatting and content. Ms. Block stated the changes are recommendations from our HR advisors following the annual voluntary audit. 	<p>Motion to accept recommended changes to the Employee Reference Guide made by accept the updates by Mr. Himschoot and seconded by Ms. King. Motion approved.</p>
<p>C. ELC Executive Director: Annual Performance Evaluation</p>	<ul style="list-style-type: none"> Ms. Block explained at the end of the year the Board Members complete the Executive Director's evaluation. Once survey results are received, Mr. Himschoot will discuss the results with Ms. Block. The Board Members participation is appreciated. 	<p>Motion made to approve the ED's evaluation process by Mr. Himschoot and seconded Mr. Bower. Motion approved.</p>
<p>6. Nominations & Bylaws Committee A. Slate of Officers – January 1–December 31, 2019**</p>	<ul style="list-style-type: none"> Since the review by the Executive Committee on November 14, 2018, Mr. Mraz received the Governor's Appointment becoming Board Chair position. Therefore, the Vice Chair position should be changed to "vacant". Mr. Mraz asked for nominations from the floor. Mr. Bower volunteered to fill the Vice Chair position. Mr. Mraz presented the Slate of Officers for January 1 - Dec. 31, 2019. As follows: Mr. Mraz, Governor-appointed Chair; Mr. Bower, Vice Chair; Mr. Szabo, Treasurer; and Ms. Jefferson, Secretary. 	<p>Motion made for Mr. Bower to fill the Vice Chair position on the slate by Mr. Paterno and seconded by Mr. Szabo. Motion approved.</p> <p>Motion made to accept the slate of officers, as updated with the addition of Mr. Bower, presented by Mr. Paterno and seconded by Dr. Roy. Motion approved.</p>
<p>B. Motion to Approve Full Board Terms for Marshall Bower, Michele King, Doug Szabo, and Jason Himschoot (January 1, 2019-December 31, 2022)**</p>	<ul style="list-style-type: none"> Mr. Mraz presented the recommendation for full board terms for Mr. Bower, Ms. King, Mr. Szabo and Mr. Himschoot. Terms begin January 1, 2019 and end December 31, 2022. 	<p>Motion made to accept the full board terms for the board members listed by Mr. Paterno and seconded by Dr. Roy. Motion approved.</p>
<p>C. Board Member Recruitment Tools**</p>	<ul style="list-style-type: none"> Mr. Mraz stated the board member job description and expectants are based on our guidelines. This 	<p>ELC will post the tools on the ELC SharePoint under "Board</p>

	information and the nomination forms are tools for Board Members to use when recruiting new members.	Resources” ELC will provide hard copies to all board members.
7. Report of the CEO**		
A. Board Presentation: Child Care Access Index	<ul style="list-style-type: none"> Ms. Block stated Dr. Knopf’s presentation will be rescheduled in 2019. 	
B. Executive Director’s Report**	<ul style="list-style-type: none"> Ms. Block reported the EFS Mod (the Portal) continues to challenge ELC staff, providers and parents. Major reconciliation will be needed once the Portal is operating correctly. Future Ready Collier is focused on a long-range planning process to address areas in Collier where there is insufficient capacity. The ELC team is an active participant in this effort. 	
8. Adjournment	The meeting adjourned by acclamation at 10:23 a.m.	
Next Meeting	January 30, 2019 at 9:00 a.m.	