



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MEETING MINUTES

February 1, 2023
8:00 am

Board Members: Dr. Kelly Roy, Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College; Doug Szabo, 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 (Delmotte) Goldstein, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; Alex Breault, Director, Talent Initiatives, Naples Chamber of Commerce (via Zoom); Michele King, Chair Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SWFL; Sharon Love, Esq., Long, Murphy & Zung (via Zoom); Rebecca McKellar, Chair, Nominations & Bylaws Committee, Creative World Schools, Private for Profit Child Care; Chantal Porte, Regional Supervisor for Child Care Licensing, Department of Children and Families (via Zoom); Mary Grace Romo, Director, Early Childhood Learning Services, Lee County Public Schools (via Zoom); Kimberly Ross, Owner, Ross Dynasty Cares (via Zoom); 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 (via Zoom); Aaron Stitt, Florida Department of Children and Families (via Zoom); Laura R. Bright, Chief Advancement Officer, Golisano Children’s Museum.

ELC Staff: Susan Block, Chief Executive Officer

Guest: Chris Gomez, CEO, Spirit Consulting

ELC Board Members, Excused: Barbara Short, Quality Assurance Program Manager, CareerSource Southwest Florida; Tanya Williams, Director, Collier County Library Designee-Collier Board of County Commissioners.

(*) Materials included in Board Packet.

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

Agenda Items	Discussion	Action/Assignments
Public Comments	Dr. Roy noted that no members of the public were present.	

<p>1. Executive Committee Report*</p> <p>A. School Readiness Plan: Review and Approval, Policies; Review and Approve SR Plan <u>pgs.</u></p> <p>B. CEO Search: Overview of Interview Schedule</p>	<p>Policies for the School Readiness plan were presented for review and approval.</p> <p>Chris Gomez provided an overview of the search process which led to the three finalists to be interviewed this morning. Dr. Roy led a discussion about how the board will proceed during the interviews, including how to ensure that those joining via Zoom will have opportunities to ask follow-up questions. Kelly Roy, Doug Szabo and Beth McBride will lead the interview process. Each candidate is scheduled for an hour with the board, an hour with Senior Leadership (the ELC's Chief Operating Officers along with time for a tour of the building. At the conclusion of the three interviews, Senior Leadership will be invited to share their impressions of the candidates. The Board will identify the top candidate and authorize negotiation of employment.</p>	<p>Motion by Michele King to approve the policy, as presented. Brooke Goldstein seconded. Motion approved.</p>
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<p>2. Approval of Board Meeting Minutes A. November 16, 2023</p>	<ul style="list-style-type: none"> November 16, 2023 board meeting minutes were presented for approval 	<ul style="list-style-type: none"> Motion to approve the minutes of the November 16, 2022, Board meeting by Beth McBride. Second by Michele King. Motion approved.
<p>Committee Reports</p>		
<p>3. Finance Committee* A. Review: SR Utilization Management Forecast <u>pg.</u> B. Review and <u>Approval</u> of Utilization Reports and Statements of Revenues and Expenditures <u>pgs.</u> C. Discussion: Deobligation of SR Funds to DEL D. FY 23 contracts <u>pg.</u> 1. Approve Media Contract (Outreach) E. DEL Expenditure Validation <u>pg.</u></p>	<p>Brooke Goldstein reviewed the SR Utilization Forecast.</p> <p>The Utilization reports were presented and reviewed. All grant deliverables are currently on target.</p> <p>Susan Block reported that the ELC of SWFL deobligated \$3,784,646 of School Readiness funding to the Florida Division of Early Learning. She reminded the board of the tremendous increase in SR funding for SWFL and the inability to use 100% of the funds available.</p> <p>A media contract, with Priority Marketing, funded through a specific outreach grant, was presented for approval.</p> <p>Brooke Goldstein reported that the Expenditure Validation report from DEL was free of any findings or disallowed expenses.</p>	<p>Motion by a standing committee to approve the Utilization Reports and Statements of Revenues and Expenditures. Motion approved.</p> <p>Motion to approve the Priority Marketing contract by a standing committee. Motion approved.</p>

<p>4. HR Committee* A. Update</p>	<p>Dr. McBride reported that Human Resources Compensation Consultants (HRCC) is working on an updated market study for the ELC. Significant understaffing continues to present challenges for the ELC.</p>	<p>Dr. Beth McBride, <i>Director, Early Learning, Designee-Collier County Public Schools</i></p>
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<p>5. Nominations & Bylaws Committee</p> <ul style="list-style-type: none">A. Board DevelopmentB. Recruiting Gubernatorial Appointees for the ELC	<p>Board development topics were announced.</p> <p>We continue to recruit potential applicants for consideration as appointees by the Governor to the Board of Directors.</p>	

<p>6. Events Committee A. Business Breakfast B. Hello/Goodbye Event C. Staff Appreciation Luncheon</p>	<ul style="list-style-type: none"> • Tara Sherrod reported that the Events Committee has postponed planning of the Business Breakfast and will resume these plans with the incoming CEO. • Tara Sherrod reported that the Events Committee is discussing an event that would serve to wish Susan Block well and introduce the incoming CEO. • The Board sponsored staff appreciation luncheon is confirmed for 2/24/23. Donations of any amount are appreciated from board members to cover the luncheon costs. 	
<p>7. Program Committee A. Update</p>	<ul style="list-style-type: none"> • Michele King provided the update from the Program Committee where there was a large focus on grants for programs and teachers. 	
<p>9. Report of the CEO* A. Executive Director's Report**</p>	<ul style="list-style-type: none"> • The CEO's report was heard ahead of the CEO Candidate Interviews. • Susan Block discussed the use of the DEL outreach grant to increase community knowledge of the Voluntary Prekindergarten and School Readiness programs. 	
<p>8. CEO Candidate Interviews A. Dr. Melanie Stefanowicz 9:00 – 9:50 am B. Dr. Mark Mullins 10:00 – 10:50 am C. Paul Runyon 11:00 – 11:50 am D. Motion to Authorize Executive (Search) Committee to Negotiate Offer</p>	<ul style="list-style-type: none"> • All three candidates were interviewed by board members, spent time with Senior Leadership and had a tour of the ELC office. • Leona Adkins, Lugeenya Blackstock, and Gilda Duran, ELC Senior Leadership, were invited to share their impressions with the Board and then excused. • The Board member discussed their impressions of the candidates and asked Susan Block to join this discussion. • Board members thanked Chris Gomez for his work to bring strong candidates for their consideration. 	<ul style="list-style-type: none"> • A motion to negotiate with Dr. Melanie Stefanowicz with an offer of \$160,000 annually, was made by Doug Szabo. Seconded by Dr. Beth McBride. Motion approved. • Chris Gomez will reach out to Dr. Stefanowicz to negotiate. A followup meeting with the Executive Committee (Search Committee) will be scheduled to finalize the terms of employment.

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11. Adjournment	Meeting adjourned at 1:05 pm	
Next Board Meeting:	March 15, 2023, 9:00 am	

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