



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, February 5, 2020
9:00-11:00 a.m.

Board Members Present: **Marshall Bower**, Interim Board Chair and Vice Chair, Chair-Events Committee, President and CEO, The Foundation for Lee County Public Schools; **Douglas Szabo, Esq.**, Board Treasurer, Henderson, Franklin, Starnes and Holt P.A; **Scott Bass**, Superintendent of Schools, Glades County School District; **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Brooke Delmotte**, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; **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; **Selena Lucas**, Assistant Community Health Nursing Director, Designee-Florida Department of Health Collier County; **Jim Palmer**, Child Care Regulations Supervisor, Department of Children and Families; **Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board; **Dr. Kelly Roy**, Chair-Nomination & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College

Board Members Present via ZOOM: **Selina Jefferson**, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; **Jeff Alluri**, Principal, VP Consulting, Element Technologies, LLC; **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Kimberly Ross**, Owner, Ross Dynasty Care

Staff Present: **Susan Block**, CEO; **Nga Cotter**, CFO; **Kim Usa**, Chief Program Officer; **Leona Adkins**, Chief Quality Officer; **Ginger McHale**, Executive Admin. Asst. to CEO

Board Members Absent: **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Nate Halligan**, Asst. Vice President/Small Business Portfolio Manager, Busey Bank; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners;

(*) 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. Bower called the meeting to order at 9:12 am. 	

	<p>A quorum was established.</p> <ul style="list-style-type: none"> • Mr. Bower welcomed Leona Adkins, new Chief Quality Officer. • Ms. Block announced Scott Bass is the new Deputy Superintendent of the Indian River School District and today is his last board meeting. Mr. Bower thanked Mr. Bass for his participation on the Board and presented him with an award for his service. 	
<p>Public Comments</p>	<ul style="list-style-type: none"> • None 	
<p>1. Executive Committee Report A. Discussion: Shan Goff, Executive Director, Florida Office of Early Learning (OEL)**</p>	<ul style="list-style-type: none"> • Ms. Block welcomed Ms. Goff OEL Executive Director to the Board Meeting via Zoom. Ms. Goff introduced the OEL staff in attendance: Amy Mathis, Alice Heflin, Melanie May and Dawn Woods, Ernst and Young observer. • Ms. Block presented the Board’s questions previously submitted to Ms. Goff. Ms. Goff stated she recognizes the pain that the ELCs, providers and OEL staff are experiencing with the on-going issues of EFS Mod (The Portal). • Ms. Goff stated the EFS Mod (The Portal) issues are a “state agency error” and she has had discussion with the various auditors who are completing the ELCs single audits. OEL is drafting responses as needed to address identified audit problems. • Ms. Goff addressed the Board’s questions: discussed the tracking process of the ELCs and 	

	<p>RCMA; reconciliation process; addendum to the present SR grant agreement; the progress of the over/under payment plans. Ms. Goff stated OEL has additional funds to pay for FY18-19 underpayments. Ms. Goff explained collection is not a role for the ELCs, the state will take on this process.</p> <ul style="list-style-type: none"> • Ms. Goff stated OEL will provide a letter to local funders who may have a problem with any possible negative effect the EFS Mod (The Portal) issues have on the ELC's financials, upon request. • Ms. Goff stated by mid-March OEL hopes to have the reconciliation, addendums and data fix completed. The third data fix is in process and will fix 99% of the migration issues for FY18-19 and FY 19-20. 	
<p>B. Communications Plan – Change to SR Priorities</p>	<ul style="list-style-type: none"> • Ms. Block noted the Nov. 20, 2019 Board Meeting approved changing our local SR priorities. Staff drafted a communications plan. Ms. Block thanked Ms. Dellatore and Ms. Jefferson for their provider perspective on the plan. We await OEL's approval of the change prior to communicating to the community. 	
<p>C. Office of Early Learning's EFS Mod (The Portal) and 2018-19 Reconciliation Guidance**</p>	<ul style="list-style-type: none"> • Ms. Block presented the OEL EFS Mod (The Portal) FY18-19 reconciliation guidance. The Finance Committee continues to review the financial reports in depth. • There was a discussion about the FY18-19 estimated \$2M provider overpayments by the ELC 	

	and the repayment process.	
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 November 20, 2019 Board Meeting**	<ul style="list-style-type: none"> The November 20, 2019 minutes presented for approval. 	Motion to approve 11/20/2019 the minutes made by Mr. Paterno and seconded by Mr. Szabo. Motion approved.
3. Finance Committee* A. Moss, Krusick – Report on Single Audit	<ul style="list-style-type: none"> Mr. Szabo noted we should have the single audit draft by the March 17th Board Meeting. 	
B. SR. Utilization and Waitlist**	<ul style="list-style-type: none"> Mr. Szabo reported at the end of December 2019 we served 5,042 SR children. The waitlist has decreased. The Portal continues to impact daily finance operations into this FY 19-20. 	
C. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Mr. Szabo discussed the financial reports ending November 2019. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures and administrative costs are below the required percentages. 	Motion to approve the Financial Reports made by Mr. Szabo and seconded by Ms. Delmotte. Motion approved.
D. Building Lease: Update	<ul style="list-style-type: none"> Ms. Block announced that we are close to concluding lease negotiations at the Winkler site for a reduced rent. She stated we are waiting for OEL's response to incur certain costs involving our new 5-year lease on our present Ft. Myers location. 	

	If approved, the costs of the new lease would decrease our costs further. These costs would include lobby renovations to create a training space and increased security.	
E. Request Approval: Teaching Strategies Training in the Amount of \$114,872.00**	<ul style="list-style-type: none"> Ms. Block stated OEL awarded \$114,872.00 from the Preschool Development Grant to support child assessment training. The ELC chose to use these funds to support providers' online learning through My Teaching Strategies. The Jan. 15, 2020 Finance Committee meeting approved the use of these funds and recommended approval. 	Motion from this standing committee presented for a vote and approved.
Committee Reports		
4. Program Committee A. Update	<ul style="list-style-type: none"> Ms. Block stated the committee discussed the possible house bill that would place all of the ELCs directly under the Dept. of Education, increase VPK program accountability. 	
5. Events Committee* A. Update	<ul style="list-style-type: none"> Mr. Bower announced the next Business Breakfast is Aug. 7, 2020. Dr. Martin will host and John Talmadge, Director of Lee County Economic Development will be the keynote speaker. 	
6. HR/Personnel Committee A. Executive Director Evaluation: Results	<ul style="list-style-type: none"> Mr. Himschoot stated he met with Ms. Block and reviewed the favorable evaluation results. Ms. Block thanked the board members who participated in the process. 	
7. Nominations & Bylaws Committee* A. Motion to Nominate Nate Halligan as Vice-Chair	<ul style="list-style-type: none"> Dr. Roy clarified that since Nate Halligan was included in the Proposed Slate of Officer, no separate action is required. 	No action taken
B. Proposed Slate of Officers: 2020**	<ul style="list-style-type: none"> Dr. Roy presented the motion of the committee nominating the slate of officers for 2020, including Nate Halligan as Vice Chair. 	Motion from this standing committee presented for a vote and approved.

C. Announcement: Committee Chairs 2020	<ul style="list-style-type: none"> • Dr. Roy stated all of the present committee chairs have agreed to continue in 2020. 	
D. Discussion Strategic Plan: Draft 2020-2022**	<ul style="list-style-type: none"> • Ms. Block reviewed the motion to approve the draft Strategic Plan for 2020-2022 with one noted change. 	Motion from this standing committee presented for a vote and approved.
8. Appeal Hearing Committee Report A. Dec. 16, 2019 Appeal Findings	<ul style="list-style-type: none"> • Mr. Szabo stated the appeal committee decided to overturn the ELC decision to terminate the SR contract and created a probationary period for the contract. 	
9. Report of the CEO** A. Executive Director's Report**	<ul style="list-style-type: none"> • Ms. Block reported she was in Tallahassee last week and had meetings with our local legislative aides. The House is considering a significant bill for early learning, HB1013/SB1688 some highlights included: creates a division of early learning within DOE; includes early learning as part of the k-12 system; creates a grading system for VPK providers (A-F). • Ms. Block thanked Mr. Alluri for providing security protection training at the recent Leadership Team meeting. • Ms. Block thanked Mr. Bass for his board service. 	
10. Adjournment	The board meeting adjourned by acclamation at 10:41am.	
Next Meeting	March 17, 2020, 9:00 am – 11:00 am	