



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Tuesday, March 17, 2020
9:00 a.m.

Board Members Present: **Marshall Bower**, Interim Board 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; **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Brooke Delmotte**, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council;

Board Members Present via ZOOM: **Nate Halligan**, Vice Chair, Asst. Vice President/Small Business Portfolio Manager, Busey Bank; **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); **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **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; **Dr. Kelly Roy**, Chair-Nomination & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College

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:; **Kim Jordan**, Interim Superintendent of Schools, Glades County School District; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners; **Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board; **Kimberly Ross**, Owner, Ross Dynasty Care

(*) 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 9:02 am. 	

	<p>A quorum was established.</p> <ul style="list-style-type: none"> Mr. Bower asked all present at the ELC office and on Zoom to introduce themselves. 	
Public Comments	<ul style="list-style-type: none"> None 	
1. Executive Committee Report		
A. Communications Plan: Update on Change to SR Priorities	<ul style="list-style-type: none"> Ms. Block reported that the Office of Early Learning's (OEL) approval of the change to the School Readiness (SR) priorities is needed in order to implement the communications plan to announce the priority change to our providers. We await approval from OEL. 	
B. Auditor General Audit: Update	<ul style="list-style-type: none"> Ms. Block provided context for the upcoming audit by Florida's Auditor General (AG). A few years ago, the AG monitored five Early Learning Coalitions from across Florida. SWFL is one of five coalitions now selected for a follow-up audit. The auditors are scheduled to be on site the week of April 20th. 	
C. Emergency Operations Planning	<ul style="list-style-type: none"> Agenda item 1.C., a proposed change to 3/17/2020 agenda was presented for approval by the board. This item was added to the original agenda, approved by the Executive Committee (3/5/2020), for discussion at today's board meeting. Ms. Block distributed two handouts that were also posted on SharePoint: request for approval of two policies needed to support ELC management during the COVID-19 situation: 1) Employee 	<p>Motion made to amend the agenda add this item to the Board Meeting agenda made by Mr. Halligan and seconded by Ms. King. Motion approved.</p> <p>Motion to approve ERG Section 313: Telework made by Mr. Halligan and seconded</p>

	<p>Reference Guide (ERG) Section 313: Telework and 2) Request for Broad Authority to Manage.</p> <ul style="list-style-type: none"> • Approving the Telework policy would allow staff members to work at home to maximize their health and safety while sustaining mission essential operations. Ms. Block expressed a concern about the health and safety of ELC staff during the COVID-19 health emergency. Plans to move all ELC work away from the ELC office are underway. • There was a discussion about waiver to allow increasing the number of allowable absent days for School Readiness and continuity of provider payments during the COVID-19 period. OEL has scheduled a 4:00 pm conference call, an executive order from the governor is expected. • There was a discussion about the important role our providers provide in their communities to working families. Board members expressed concerns expressed for their well-being. The ELC cannot advise our providers either to remain open or to close during this time, it is their decision as individual businesses. • We are able to fully serve families and providers through the on-line portal, our website and social media to at this time. 	<p>by Ms. Delmotte. Motion approved.</p> <p>Motion to empower the CEO to take appropriate management actions to ensure essential ELC activities continue during the period where COVID-19 impacts typical operations until the next board meeting, May 20, 2020, made by Mr. Szabo and seconded by Ms. Dellatore. Motion approved.</p>
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	<ul style="list-style-type: none"> • Ms. Block confirmed we are implementing the Continuity of Operations Plan (COOP) to move the ELC's operations off site. • Member suggested that the ELC send an educational letter to the providers explaining the ELC's operational mode for the next two weeks as well as providing information to help them to decide whether to operate or to close. 	
<p>2. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</p> <p>Approval of Meeting Minutes of the February 5, 2020 Board Meeting**</p>	<ul style="list-style-type: none"> • The February 5, 2020 minutes presented for approval. 	<p>Motion to approve 2/5/2020 the minutes made by Ms. Delmotte and seconded by Ms. Jefferson. Motion approved.</p>
<p>3. Finance Committee* A. Moss, Krusick – Report on Single Audit**</p>	<ul style="list-style-type: none"> • Mr. Moss presented the FY18/19 single audit in detail. There were two findings, both related to the inability to complete monthly payment reconciliation. Neither finding was avoidable by the ELC; the lack of EFS Mod functionality made reconciliation impossible. The ELC is a low risk auditee. • Mr. Moss discussed OEL's continued problems with the implementation and functionality of the EFS Mod (The Portal) since it implemented July 1, 2018. 	<p>Motion to accept the FY 18/19 financial audits presented fully to the ELC Board on 3/17/2020 without a full prior review by the Finance and Executive Committees made by Mr. Szabo and seconded by Ms. Delmotte. Motion approved.</p>

	<p>The ELC has not been able to process the monthly reconciliation of provider payments due to the lack of reliable data from EFS Mod (The Portal) in FY18/19. The board was advised that the ELC is likely to see the same two findings in the 2019-2020 single audit.</p> <ul style="list-style-type: none"> • Mr. Moss briefly discussed new accounting changes effective June 30, 2020. 	
B. SR. Utilization and Waitlist**	<ul style="list-style-type: none"> • Mr. Halligan reported at the end of January 2020 we served 5,157 SR children. We are presently only enrolling at-risk children. • The waitlist has remained the same at 1,493 children. 	
C. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> • Mr. Halligan discussed the financial reports ending January 2020. Mr. Halligan 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 from Finance Committee presented the reports for a vote. Motion approved.
D. Building Lease: Update	<ul style="list-style-type: none"> • Ms. Block announced we have a signed a lease extension in our current Fort Myers Office. The cost in year five will be lower than what we are presently paying. This will allow the ELC to increase services to families. The new lease includes lobby renovations to create a training space and increased security. 	

E. Review Update Accounting Policies**	<ul style="list-style-type: none"> Ms. Block stated in the fall of 2020 we will be reviewing the School Readiness (SR) Plan. We are requesting approval now for updated effective date by the Board. 	<p>Motion to approve the accounting policies made by Ms. Delmotte and seconded by Mr. Szabo. Motion approved.</p>
F. Review DOE Audit**	<ul style="list-style-type: none"> Ms. Block reported there was one technical assistance comment regarding the timing of a contract. She understands the source of the issue. This is not considered a finding. 	
G. Review Sliding Fee Schedule**	<ul style="list-style-type: none"> Agenda item 3.G., a proposed change to 3/17/2020 agenda was presented for approval by the board. This item was added to the original agenda, approved by the Executive Committee (3/5/2020), for discussion at today's board meeting. Sliding Fee Schedule is typically completed by the Board in May. The ELC recommendation at this time based on available data is not to raise the client copay. 	<p>Motion made to add this item and amend the board meeting agenda made by Mr. Halligan and seconded by Ms. King. Motion approved.</p> <p>Motion to keep the present sliding fee schedule made by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.</p>
Committee Reports		
4. Program Committee A. Review Update Program Policies**	<ul style="list-style-type: none"> Ms. Boone reported the program policies have been reviewed and require approval date by the board. We are requesting approval now for updated effective date by the Board. 	<p>Motion from this standing committee presented for a vote and accepted.</p>
5. Events Committee* A. Update	<ul style="list-style-type: none"> Mr. Bower reported more information to come about the event, scheduled for 8/7/2020. 	
6. Report of the CEO** A. Executive Director's	<ul style="list-style-type: none"> Ms. Block stated the OEL has requested the ELC's approval of a grant amendment to address ongoing 	<p>Ms. Block will consult about the amendment with our attorney</p>

Report**	<p>issues involving EFS Mod (The Portal) for the 2019-2020 grant. OEL is asking the Coalition to sign the amendment by June 30, 2020. The ELC is reluctant to sign the amendment as presented because of an ongoing inability to complete requirements without a fully functional Portal.</p> <ul style="list-style-type: none"> • Ms. Block thanked all board members for attending and for their support. 	prior to signing
B. Presentation: SR Composite Scores, Upcoming Rule Changes and the impact on SWFL Contracting	<ul style="list-style-type: none"> • This presentation was postponed will be presented at a future board meeting 	
7. Adjournment	The board meeting adjourned by acclamation at 10:22 am.	
Next Meeting	May 20, 2020, 9:00 am – 11:00 am	