



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE MINUTES

Wednesday, March 7, 2018

10:00- 11:15 a.m.

**Purpose:** The Executive Committee is composed of 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 Present:** **Peter Seif**, Interim Board Chair, *President, Synergy Networks*; **Douglas Szabo**, Board Treasurer, *Attorney, Henderson, Franklin, Starnes & Holt, P.A.*

**Committee Member Present via the telephone:** **Damaris Boone**, Chair-Program Committee, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*

**Committee Members Absent:** **Joe Paterno**, Board Secretary, *Executive Director, Southwest Florida Workforce Development Board*; **Jason Himschoot**, Chair –HR Committee, *Attorney, Goede, Adamczyk, Deboest and Cross, PLLC*; **Dr. Denis Wright**, Chair-Nominations & Bylaws Committee, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

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

(\*) *Materials included in Executive Committee Packet.*

(\*\*) *Materials posted on SharePoint for Committee Members.*

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Meeting called to order at 10:13 a.m. by Mr. Seif. A quorum was not established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	

<b>1. Executive Committee*</b> <b>A. Approval of Meeting Minutes of January 10, 2018**</b>	<ul style="list-style-type: none"> <li>No quorum.</li> </ul>	
<b>B. Discussion: ELC Outreach</b>	<ul style="list-style-type: none"> <li>ELC outreach will be discussed at a future meeting.</li> </ul>	
<b>2. Vote to Move the Board Meeting Minutes of January 24, 2018**</b>	<ul style="list-style-type: none"> <li>No quorum.</li> </ul>	
<b>3. Finance Committee*</b> <b>A. SR Utilization Forecast**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported 4,332 School Readiness (SR) and 7,148 Voluntary Prekindergarten (VPK) children were enrolled at the end of February. These numbers are higher than the previous month.</li> </ul>	
<b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo discussed the financial reports ending January 2018. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures, the number of children served, and administrative costs.</li> </ul>	
<b>C. Approval 2016 Form 990**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported there is one change to the list of Board Members in the 2016 Form 990.</li> </ul>	
<b>D. Financial Administrative Desk Review: July-September 2017 (information)**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the Office of Early Learning (OEL) desk review, there were no findings.</li> </ul>	

<b>4. HR Committee</b> <b>A. Executive Director Annual Performance Review and Recommendations</b>	<ul style="list-style-type: none"> <li>Ms. Block stated she has discussed the review and the two financial presentations with Mr. Himschoot the HR Committee chair.</li> </ul>	Recommendations to be presented at the May 2, 2018 Executive Committee meeting.
<b>5. Program Committee</b> <b>A. SR Provider On-Boarding Audit Discussion</b>	<ul style="list-style-type: none"> <li>Ms. Boone reported OEL monitored the Coalition's School Readiness On-Boarding procedures. The final report contained no findings. OEL recommended policies be updated.</li> </ul>	A draft policy will be presented to the Program Committee on March 9, 2018 for consideration.
<b>6. Review Agenda for the Board Meeting, March 21, 2018**</b>	<ul style="list-style-type: none"> <li>No quorum.</li> </ul>	
<b>7. Other</b>	<ul style="list-style-type: none"> <li>Ms. Block discussed the large early learning bill that is moving through the legislative process. One item of interest includes returning local control of School Readiness decision making to the coalitions.</li> <li>There was a discussion about the school districts increasing their VPK classrooms and the effect this will have on our providers.</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 10:35 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>May 2, 2018</li> </ul>	