



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
**EXECUTIVE COMMITTEE**  
**Meeting Agenda**  
**April 19, 2023**  
**10:00 AM**

**Purpose:** The Executive Committee is composed of board 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 :** **Dr. Kelly Roy**, *Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*; **Douglas Szabo**, *Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt*; **Dr. Beth McBride**, *Secretary, Chair-Human Resources Committee Director, Early Learning, Designee-Collier County Public Schools*; **Brooke Goldstein**, *Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*; **Michele King**, *Chair-Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SWFL*; **Rebecca McKellar**, *Chair-Nominations & Bylaws, Committee, Creative World Schools, Private for-Profit Child Care*; **Tara Sherrod**, *Chair-Events Committee First Baptist Preschool, Representative of Faith-Based Childcare Providers.*

**ELC Staff:** **Susan Block**, *Chief Executive Officer*; **Dr. Melanie Stefanowicz**, *Incoming ELC CEO*; **Leona Adkins**, *Chief Quality Office*; **Gilda Duran**, *Chief Programs Officer*; **Lugeenya Blackstock**, *Chief Financial Officer*

**ELC Guest:** **Katie Busch**, *Human Resources Compensation Consultants (HRCC)*

(\*) *Materials included in Executive Committee Packet.*  
(\*\*) *Materials posted on SharePoint for Committee Members.*

Agenda Items	Facilitator/Presenter
<b>Welcome and Introductions</b> <b>Chair’s Update</b>	<b>Dr. Kelly Roy</b> , <i>Professor/Coordinator of Early Childhood Education, Florida Southwestern State College</i>
<b>Public Comments</b>	
<b>1. Executive Committee*</b> A. Presentation of HRCC Market Update and <u>Approval</u> of Recommendations B. <u>Approval</u> of Executive Committee Minutes from March 1, 2023, and March 22, 2023. C. <u>Authority to Approve:</u> FY 2024 DEL Grant Agreement D. <u>Approval</u> to Update 401(k) Administrators	<b>Katie Busch</b> , HRCC  <b>Dr. Kelly Roy</b>

<b>2. Vote to Move the Board Meeting Minutes of March 15, 2023**</b> <u>Pgs. 16 - 22</u>	
<b>3. Finance Committee</b> <b>A.</b> Discussion: SR Utilization Management Forecast <b>B.</b> Review and <u>Approval</u> of Utilization Reports and Statements of Revenues and Expenditures <b>C.</b> <u>Approval</u> : FY 24 DEL Agreement <b>D.</b> <u>Approval</u> : Teachstone Contract <b>E.</b> <u>Approval</u> : Teachstone Training Contract <b>F.</b> <u>Approval</u> : 8x8 phone implementation Agreement <b>G.</b> <u>Approval</u> : RCMA Contract FY 24 <b>H.</b> <u>Approval</u> : Collier County DOH Contract FY 24 <b>I.</b> <u>Approval</u> : FY 24 Webauthor <b>J.</b> <u>Approval</u> : FY 22 990 Review	<b>Brooke Goldstein, Treasurer, Provider</b> Liaison/Operations Manager, Early Steps, SWFL Health Planning Council
<b>4. HR Committee</b> <b>A.</b> <u>Approval</u> of Updated CEO Evaluation Process <b>B.</b> Discussion: Updated Staff Engagement Process	<b>Dr. Beth McBride, Director, Early Learning,</b> <i>Designee-Collier County Public Schools</i>
<b>5. Nominations &amp; Bylaws Committee</b> <b>A.</b> Scheduled Board Development: 5/3/23, " Family Child Care", by Lois Kendrick <b>B.</b> <u>Discussion</u> of Board Member Application	<b>Rebecca McKellar, Creative World Schools,</b> Private For-Profit Child Care
<b>6. Events Committee</b> <b>A.</b> <u>Update</u> : Hello/Goodbye Event <b>B.</b> <u>Update</u> : Plans for Business Breakfast <b>C.</b> <u>Update</u> : Provider Appreciation Plans	<b>Tara Sherrod, Director, First Baptist Preschool,</b> Representative of Faith-Based Childcare Providers
<b>7. Program Committee</b> <b>A.</b> Update	<b>Michele King, Director Child Advocacy Program,</b> Golisano Children's Hospital of SWFL
<b>8. Review Agenda for the Board Meeting, May 3, 2023</b> <u>pgs.</u>	<b>Dr. Kelly Roy</b>
<b>Adjournment</b>	<b>Dr. Kelly Roy</b>
<b>Next Meeting</b>	Wednesday, June 7, 2023, 10:00 am

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