



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE MINUTES

Tuesday, April 25, 2017

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: **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*;

Committee Member Attended via Telephone: **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Dr. Denis Wright**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

Committee Members Absent: **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*

Staff Present: **Susan Block, CEO**; **Nga Cotter, CFO /Associates Director of Business Services**; **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
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:02 a.m. by Mr. Poppe. A quorum was established. 	

<p>1. Executive Committee* A. Approval of Meeting Minutes of March 8, 2017**</p>	<ul style="list-style-type: none"> The 3/8/17 minutes were approved. 	<p>Motion made by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>
<p>B. OEL Program Accountability Report 2017**</p>	<ul style="list-style-type: none"> Ms. Block discussed the OEL Program Accountability Report. Some findings were corrected immediately and others, will be addressed in the future. Findings are discussed with staff involved, used as a tool for future trainings and quality improvement. 	<p>Motion made by Mr. Seif and seconded by Mr. Paterno. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of March 22, 2017**</p>	<ul style="list-style-type: none"> There was one correction to the 3/22/17 Board Meeting minutes. 	<p>Motion made to correct the 3/22/17 minutes and move to the May Board Meeting by Mr. Paterno and seconded by Mr. Seif. Motion approved.</p>
<p>3. Finance Committee A. Review of Financial Reports**</p>	<ul style="list-style-type: none"> Mr. Seif discussed the financial reports ending March 2017. Mr. Seif 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. 	
<p>B. SR Utilization Forecast**</p>	<ul style="list-style-type: none"> Ms. Block discussed the utilization report. At the end of March the number of children being served has increased to 4,819 SR children and 7,387 VPK children. The Wait List is currently at 801 children. 	

<p>C. FY17/18 Draft Budget**</p>	<ul style="list-style-type: none"> • Ms. Cotter summarized the FY17/18 Budget and discussed in detail the Other Cost Accumulators (OCAs) codes. OEL requires the budget details by OCAs. The budget was prepared by a workgroup of the Finance Committee. Note: there was no quorum of the Finance Committee meeting to make an official recommendation to the Executive Committee. • Eighty one percent is budgeted for direct services (slots). This amount is above the state-required 78%. • Request was made to allow the Coalition to adjust the FY17/18 budget according to the state grant award. 	<p>Motion to accept and move the FY17/18 Budget to the Board Meeting made by Mr. Paterno and seconded by Mr. Seif. Motion approved.</p> <p>Motion made by Mr. Seif and seconded by Mr. Paterno. Motion approved.</p>
<p>D. OEL Fiscal Accountability Report 2017**</p>	<ul style="list-style-type: none"> • Ms. Block stated there was one finding and it has been resolved. 	
<p>E. OEL Desk Audit Report, 6/20/16**</p>	<ul style="list-style-type: none"> • Ms. Block reported the 6/20/16 Quarterly Desk Audit was a clean audit with no findings. 	
<p>F. Parent Sliding Fee Scale**</p>	<ul style="list-style-type: none"> • Ms. Block stated the Parent Sliding Fee Scale requires Board approval each year per the Office of Early Learning (OEL). We are awaiting the receipt of the final template from OEL. • The recommendation is there be no changes to the Parent Sliding Fee Scale. • Note: Presented at the Finance Committee meeting, however there was no quorum to make an official recommendation to the Executive Committee. 	<p>Motion to accept the recommendation of no changes to the Parent Sliding Fee Scale made by Mr. Paterno and seconded by Mr. Seif. Motion approved.</p>

<p>G. Anti-Fraud Plan 2017/18**</p>	<ul style="list-style-type: none"> • Ms. Block stated an annual update of the Anti-Fraud Plan is required by OEL. Ms. Block reviewed the proposed updates. • Note: Presented at the Finance Committee meeting, however there was no quorum to make an official recommendation to the Executive Committee. 	<p>Motion to approve the Anti-Fraud Plan with the updates by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>
<p>4. Human Resources (HR) Committee A. ERG Change: Recommendation, “Pay Transparency”, from Krizner & Associates**</p>	<ul style="list-style-type: none"> • Mr. Block discussed the draft ERG pay transparency recommendation from our attorney. There was a discussion about whether the Coalition is required to implement. 	<p>Recommendation postponed to the June Board Meeting with further investigation. Mr. Paterno will provide additional information.</p>
<p>5. Nominations & By-Laws Committee* A. Proposed Regional Board Meeting, Fall 2017</p>	<ul style="list-style-type: none"> • Dr. Wright talked about plans for the regional Board Meeting on Oct. 13th with the ELC of Sarasota County and the ELC of Florida’s Heartland. This is modeled after last year’s meeting. 	<p>.</p>
<p>B. Membership Updates</p>	<ul style="list-style-type: none"> • There are five business seats open on the Board. • No activity on the Governor Appointee positions. 	
<p>6. Program Committee</p>	<ul style="list-style-type: none"> • No report at this time. 	
<p>7. Review Agenda for the Board Meeting, May 10, 2017**</p>	<ul style="list-style-type: none"> • Mr. Poppe presented the May 10, 2017 Board Meeting Agenda. Two updates were made to the agenda. 	<p>Motion made by Mr. Seif and seconded by Dr. Wright to approve the May 10th Board agenda with the noted updates. Motion approved.</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 10:54 am. 	
<p>Next Meeting</p>	<ul style="list-style-type: none"> • May 31, 2017 – Note: an updated calendar appointment has been sent to all committee members. 	

