



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, May 1, 2019  
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 a financial management and operations.

**Committee Members Present:** **Victor Mraz, Board Chair**, *Financial Representative, Blue Chip Financial of SWFL*; **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Starnes & Holt, P.A*; **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*

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

**Committee Members Absent:** **Marshall Bower, Vice Chair, Chair-Events (Ad Hoc) Committee**, *President/CEO, The Foundation for Lee County Public Schools*; **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*; **Jason Himschoot, Chair –HR Committee**, *Attorney, Goede, Adamczyk, Deboest and Cross, PLLC*

**Staff Present:** **Susan Block, CEO**; **Nga Cotter, CFO**; **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 10:03 a.m. by Mr. Mraz. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	

<p><b>1. Executive Committee*</b>  <b>A. United Way Visit: May 3, 2019, Dew of Hermon</b></p>	<ul style="list-style-type: none"> <li>Ms. Block talked about this importance of board participation at the site visit. Members will be asked to speak about their involvement on the board.</li> </ul>	
<p><b>B. Approval of Meeting Minutes of March 6, 2019**</b></p>	<ul style="list-style-type: none"> <li>The 3/6/19 minutes were approved.</li> </ul>	<p>Motion to approve the 3/6/19 minutes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<p><b>C. Approval of School Readiness Eligibility Priorities (tabled from March 20, 2019)**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block reflected on whether or not we would be able to serve all children with our budget. And, if, we include serving school age children what would the impact on serving the birth to five year olds? The uncertainty of funding makes it difficult to implement the original staff recommendation.</li> <li>Following the board discussions and further consideration by the staff, the recommendation is not to make any changes and to support the present eligibility priorities, as affirmed by the board in June 2018.</li> </ul>	<p>Motion to maintain current eligibility priorities made by Dr. Roy and seconded by Mr. Szabo. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of March 20, 2019**</b></p>	<ul style="list-style-type: none"> <li>Approved to move the 3/20/19 Board minutes.</li> </ul>	<p>Motion to move the 3/20/19 minutes to the Board Meeting made by Ms. Boone and seconded by Mr. Szabo. Motion approved.</p>
<p><b>3. Finance Committee*</b>  <b>A. SR Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the School Readiness (SR) and Voluntary Prekindergarten (VPK) enrollment numbers. There are 5,295 SR children enrolled, the highest number ever. We will continue to enroll those who are in the process and the at-risk children. New applicants will go on the waitlist.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The number of enrolled VPK children is decreasing as the term ends.</li> <li>• There are 725 children on the waitlist.</li> <li>• The Portal issues continue to present significant challenges to staff.</li> </ul>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Szabo presented the SR and VPK numbers for March, 2019.</li> <li>• Mr. Szabo noted the VPK administrative cost is at 4.48%. The figure will be analyzed further to verify its accuracy. Ms. Block explained that the effort required by the Office of Early Learning (OEL) to get providers to enter attendance data for VPK providers (dating back to August 2018) in the Portal has increased administrative costs past the usual levels. In order to respond to the mandate, consideration technical assistance by ELC staff was needed. Typically, the 4% administrative cap is hard to achieve because all VPK activities are charged to administrative costs. Additional costs included the hiring of temps and staff overtime to accomplish this task. Given the direction from OEL to complete the work in short time period, the increase was unavoidable.</li> <li>• Members expressed their concerns about the possibility that exceeding the administrative cap will result in a possible material audit finding.</li> <li>• Ms. Block was directed by the Executive Committee to monitor these costs as closely as possible to minimize the expenses.</li> </ul>	<p>Motion to move the Utilization Reports to the Board Meeting made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>

<p><b>C. Request for Budget Modification FY18/19**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo explained the requested budget modification is a reallocation of funds in the personnel lines. It is related to the HR Committee's proposed salary plan. There is no financial impact on the budget. Ms. Block stated the modification is in support for the proposed salary adjustments. This includes a one-time payment for the CEO.</li> </ul>	<p>Motion to approve the budget modification for FY18/19 made by Dr. Roy and seconded by Mr. Szabo. Motion approved.</p>
<p><b>D. Approval of ELC Budget, FY19/20**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo stated Mr. Halligan and Mr. Middleton worked on the FY19/20 workgroup with Ms. Cotter.</li> <li>The grant award will be received after this budget is approved. Ms. Block made a request to allow the Coalition to make budget adjustments based on the final Notice of Award. The revised final budget will be presented to the Board in FY 2020 for final approval.</li> </ul>	<p>Motion to move the draft FY 2020 budget to the May Board Meeting made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p> <p>Motion to allow the Coalition to make budget adjustments based on the final Notice of Award made by Mr. Szabo and seconded by Dr. Roy. Motion approved</p>
<p><b>E. Approval of Sliding Fee Scale for FY19/20**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the Sliding Fee Scale for FY19/20. The recommendation at this time based on available data is not to raise the client copay.</li> </ul>	<p>Motion to maintain the present sliding fee scale made by Dr. Roy and seconded by Mr. Szabo. Motion approved.</p>
<p><b>F. Review OEL Fiscal Monitoring Results**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented OEL's 2018/19 financial monitoring report. There were no findings. He commended staff for their excellent work.</li> </ul>	
<p><b>4. HR/Personnel Committee</b> <b>A. Approval of ELC Salary Plan**</b></p>	<ul style="list-style-type: none"> <li>Mr. Mraz discussed the proposed salary plan's goal is to increase staff retention at entry level positions. The necessary budget modification to implement the plan was reviewed and presented by the Finance Committee.</li> </ul>	<p>Motion to approve the ELC salary plan made by Dr. Roy and seconded by Mr. Szabo. Motion approved.</p>

<p><b>5. Events (Ad Hoc) Committee*</b>  <b>A. Status: “The Business of Preschool”</b></p>	<ul style="list-style-type: none"> <li>• Mr. Mraz discussed plans for the May 10<sup>th</sup> business breakfast.</li> </ul>	
<p><b>6. Nominations &amp; Bylaws Committee</b>  <b>A. Board Education: ELC Board – Self Assessment**</b></p>	<ul style="list-style-type: none"> <li>• Dr. Roy reviewed performance measures and selected “Shape the mission and vision” to start the Board Members’ discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• A few of the items on the self-assessment will be presented to the board for consideration at the 5/15/19 meeting.</li> </ul>
<p><b>7. Review Agenda for the Board Meeting, May 15, 2019**</b></p>	<ul style="list-style-type: none"> <li>• The 5/15/19 Board Meeting agenda was approved.</li> </ul>	<p>Motion to approve the 5/15/19 Board Meeting agenda made by Dr. Roy and seconded by Mr. Szabo. Motion approved.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>• The meeting adjourned by acclamation at 10:55 am.</li> </ul>	
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• <b>Wednesday, June 5, 2019</b></li> </ul>	