



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, May 2, 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.; Damaris Boone, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); 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**

**Board Member Present:** **Rita Dellatore, Owner/Director, Kid City Early Learning Academy, LLC**

**Committee Members Absent:** **Joe Paterno, Board Secretary, Executive Director, Southwest Florida Workforce Development Board;**

**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 9:55 a.m. by Mr. Seif. A quorum was 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 and March 7, 2018**</b>	<ul style="list-style-type: none"> <li>• The 1/10/18 and 3/7/18 minutes were approved.</li> </ul>	Motion made by Mr. Szabo and seconded by Ms. Boone. Motion approved.
<b>B. Proposed FY18/19 Finance, Executive and Board Meeting Dates**</b>	<ul style="list-style-type: none"> <li>• Ms. Block presented the FY18/19 proposed meetings dates for the Finance, Executive and Board Meetings.</li> </ul>	Motion made by Dr. Wright and seconded by Ms. Boone. Motion approved.
<b>C. Discussion: ELC Outreach per March 21<sup>st</sup> Board Meeting Recommendation</b>	<ul style="list-style-type: none"> <li>• There was a discussion about the Coalition's outreach goals: business community recognition; general public knowledge of who and what the Coalition does; identify areas for business donations.</li> <li>• Ms. Block shared some of our present outreach activities. It was recommended that Jane Hess, ELC's Outreach Community Coordinator, present the years' accomplishments at the May Board Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Hess will report as part of the Executive Director report on May 16, 2018.</li> </ul>
<b>2. Vote to Move the Board Meeting Minutes of March 21, 2018**</b>	<ul style="list-style-type: none"> <li>• Approved to move the 3/21/18 Board minutes.</li> </ul>	Motion made by Mr. Szabo and seconded by Ms. Boone. Motion approved.
<b>3. Finance Committee*</b> <b>A. Approve FY18/19 Draft Budget**</b>	<ul style="list-style-type: none"> <li>• Mr. Szabo presented the FY18/19 draft budget. Ms. Block stated 81% goes to direct services, SR enrollment. The priority is to enrollment children in care. The 19% balance goes to quality and other services.</li> <li>• The FY18/19 Notice of Award will be received after the budget is approved. Ms. Block made a request</li> </ul>	Motion made by Mr. Himschoot and seconded by Ms. Boone. Motion approved.

	to allow the Coalition to make budget adjustments based on the FY18/19 Notice of Award.	Motion made by Mr. Himschoot to allow the Coalition to make budget adjustments based on the final Notice of Award and seconded by Dr. Wright. Motion approved.
<b>B. Approve FY17/18 Budget Modification**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the FY17/18 budget modifications, as requested by the Coalition.</li> </ul>	Motion made by Dr. Wright and seconded by Mr. Szabo. Motion approved.
<b>C. SR Utilization Forecast**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported the number of School Readiness (SR) children has increased. At the end of March 2018, 4,596 School Readiness (SR) were enrolled.</li> </ul>	
<b>D. 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 March 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> <li>Mr. Szabo reported SR enrollment is 83% of the actual YTD expended, trending to exceed above the ELC Board's 81% total budget goal.</li> </ul>	Motion made by Mr. Himschoot and seconded by Dr. Wright. Motion approved.
<b>E. Discuss OEL Desk Review October 2017 – December 2017**</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>F. Approve FY18/19 Sliding Fee Scale**</b>	<ul style="list-style-type: none"> <li>Ms. Usa presented the FY18/19 Sliding Fee Scale. The recommendation is for the fees to remain the same.</li> </ul>	Motion made by Mr. Szabo and seconded by Ms. Boone. Motion approved.

<p><b>4. HR Committee</b>  <b>A. Executive Director Annual Performance Review and Recommendations</b></p>	<ul style="list-style-type: none"> <li>Mr. Himschoot reported that he had met with Ms. Block to review her annual performance review. Based on the positive review, he discussed the March 21<sup>st</sup> HR Committee meeting recommendations for Ms. Block. The HR Committee recommended a onetime incentive payment of \$7,500 and a 3% increase in her salary.</li> <li>The HR Committee recommended a salary increase at 3% for all staff. After some discussion, the Executive Committee agreed that the increase would be for those staff performing at a satisfactory level rather than a Cost of Living Adjustment.</li> </ul>	<p>Motion to approve the one-time incentive, pay increase for Ms. Block and pay increase for ELC staff made by Dr. Wright and seconded by Mr. Szabo. Motion approved.</p>
<p><b>5. Program Committee</b>  <b>A. White Paper: Limiting Children’s Screen Time</b></p>	<ul style="list-style-type: none"> <li>Ms. Boone reported the White Paper will be discussed at the next Program Committee meeting, scheduled for May 11, 2018.</li> </ul>	<p>.</p>
<p><b>6. Review Agenda for the Board Meeting, May 16, 2018**</b></p>	<ul style="list-style-type: none"> <li>Two changes were added to the May 16<sup>th</sup> Board Meeting agenda:  Presentation of an early learning champions award from the Association of Early Learning Coalitions to Senator Passidomo for her role in passing legislation during the 2018 Legislative Session.  Presentation of current outreach activities by Ms. Jane Hess.</li> </ul>	<p>Motion made by Dr. Wright to approve the agenda with the two changes and seconded by Ms. Boone. Motion approved.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 11:00 am.</li> </ul>	
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li>June 6, 2018</li> </ul>	