



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, May 20, 2020
9:00 a.m.

Board Members Present: **Marshall Bower**, Interim Board Chair, Chair-Events Committee, *President and CEO, The Foundation for Lee County Public Schools*

Board Members Present via ZOOM: **Nate Halligan**, Vice Chair, *Asst. Vice President/Small Business Portfolio Manager, Busey Bank*; **Douglas Szabo, Esq.**, Board Treasurer, *Henderson, Franklin, Stames and Holt P.A.*; **Selina Jefferson**, Board Secretary, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*; **Jeff Alluri**, Principal, *VP Consulting, Element Technologies, LLC*; **Damaris Boone**, Chair-Program Committee, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Rita Dellatore**, Owner/Director, *Kid City Early Learning Academy, LLC*; **Brooke Delmotte**, Provider Liaison/Operations Manager, *Early Steps, SWFL Health Planning Council*; **Yara Duchesne**, Program Coordinator, *Redlands Christian Migrant Association (RCMA)*; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, *Goede, Adamczyk, Deboest, and Cross, PLLC*; **Kim Jordan**, Interim Superintendent of Schools, *Glades County School District*; **Michele King**, Director Child Advocacy Program, *Golisano Children's Hospital of SW Florida*; **Selena Lucas**, Assistant Community Health Nursing Director, *Designee-Florida Department of Health Collier County*; **Joe Paterno**, Executive Director, *Southwest Florida Workforce Development Board*; **Kimberly Ross**, Owner, *Ross Dynasty Care*; **Dr. Kelly Roy**, Chair-Nomination & By-Laws Committee, *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*

Staff Present: **Susan Block**, CEO

Staff Present via Zoom: **Nga Cotter**, CFO; **Kim Usa**, Chief Program Officer; **Leona Adkins**, Chief Quality Officer; **Gayla Thompson**, Director of Professional Development; **Ginger McHale**, Executive Admin. Asst. to CEO

Board Members Absent: **Roger Mercado**, Director, *Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners*; **Jim Palmer**, Child Care Regulations Supervisor, *Department of Children and Families*

(*) Materials included in Board packet

(**) Materials posted on SharePoint for Board Members' access

Agenda Items	Discussion	Action/Assignments
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Welcome and Introductions	<ul style="list-style-type: none"> Mr. Bower called the meeting to order at 9:07 am. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None 	
1. Executive Committee Report* A. Debriefing on ELC’s Telework Experience	<ul style="list-style-type: none"> Ms. Block reported the ELC’s teleworking started 3-18-2020. Within 10 days, all staff were fully equipped with ELC issued equipment. We are meeting the needs of our families and providers. A minimum number of staff will come into the office as the need arises, taking necessary precautions. 	
B. Communications Plan: Update on Change to SR Priorities**	<ul style="list-style-type: none"> Ms. Block revisited the 11-20-19 Board Meeting amendment to the Coalition Plan to change SR to focus on children 0-5 years of age to be completed by 7-1-2021. This amendment hadn’t been approved by Office of Early Learning’s (OEL) when the Coronavirus necessitated changes to our request. Due to COVID-19 the state has implemented Child Care Services for First Responders and Health Care Workers referral program based upon the Governor’s Executive Order 20-91. The program is available for children birth to 13 years. Based on this referral program and the need for emergency based support to be available to families, we suspended our request for SR plan approval. Mr. Bower was notified of this change: Although the implementation of the board priority change was already suspended, Ms. Block requested a formal motion to delay implementation 	<p>Motion to approve the motion presented made by Mr. Paterno and seconded by Ms. King. Motion approved.</p>

	of the 11-20-19 approved change to SR Priorities. This request supports ongoing school age child care which represents some of the need for First Responders and Health Care Workers.	
C. Auditor General Audit: Update	<ul style="list-style-type: none"> Ms. Block reported the scheduled site visit the by the auditors during the week of April 20th was cancelled. All documents have been submitted electronically. 	
D. Office of Early Learning Accountability Report AS18-19.04: Update**	<ul style="list-style-type: none"> The program monitoring was completed in October 2018 and all required corrective actions met. OEL considers those items complete and the Coalition in compliance effective 3-25-2020. 	
2. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration Approval of Meeting Minutes of the March 17, 2020 Board Meeting**	<ul style="list-style-type: none"> The March 17, 2020 minutes presented for approval. 	Motion to approve 3/17/2020 the minutes made by Ms. Delmotte and seconded by Mr. Halligan. Motion approved.
3. Finance Committee* A. SR. Utilization and Waitlist**	<ul style="list-style-type: none"> Ms. Blocked reported on the number of first responders and health care workers referrals and children enrolled for April and May. The referrals are for 3 months with a 3-day processing time. Rule waiver allows SR provider payments for March and April based on all children enrolled rather than on attendance. The May payment 	

	<p>requires providers to complete an OEL survey. We await the state's direction regarding June payments.</p> <ul style="list-style-type: none"> VPK is being paid on the number of children enrolled. The present school year will be ending in May. At this time we are not sure of the availability of VPK summer classes. 	
B. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Mr. Szabo discussed the financial reports ending March 2020. Mr. Szabo addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures and administrative costs. 	Motion from Finance Committee presented the reports for a vote. Motion approved.
C. Building Renovations: Update	<ul style="list-style-type: none"> Ms. Block explained our new lease effective 7-1-2020 includes lobby renovations. The renovations are: VPK window will be the new front desk with Plexiglas; security cameras in the lobby; new paint and re-designing the lobby furniture floor plan. This new lobby design will improve security and allow all staff to be together for meetings and trainings. 	
D. Update on FY20/21 Budget	<ul style="list-style-type: none"> The FY20-21 Budget Work Group will be meeting tomorrow. The proposed budget will be presented at the June Board Meeting. 	.
Committee Reports		
4. Program Committee A. Update	<ul style="list-style-type: none"> Ms. Boone reported the program assessment, CLASS, has been suspended for the rest of the year. 	

5. Events Committee* A. Update	<ul style="list-style-type: none"> Ms. King stated the 8-7-2020 ELC Business Breakfast has been postponed for this year. 	
6. HR/Personnel Committee A. Update	<ul style="list-style-type: none"> Mr. Himschoot stated the committee is reviewing some personnel policies, There was a discussion about a return to work policy including the responsibility of the health and safety of staff and the families we serve. The phase in return policy is in the planning stage and depends on data from the CDC, the state and local health departments. 	
7. Nominations & Bylaws Committee A. Update	<ul style="list-style-type: none"> Dr. Roy reported Kim Ross will continue for a second term on the Board. We still await appointments to the Governor's appointee positions. 	
8. Report of the CEO** A. Executive Director's Report**	<ul style="list-style-type: none"> Ms. Block reported we have received positive feedback from first responders and health care workers receiving child care services through the CARES Act. Ms. Block stated the situation continues with OEL requesting the ELC's approval of a grant amendment to address ongoing issues involving EFS Mod (The Portal) for the 2019/2020 grant. OEL is asking the Coalition to sign the amendment by June 30, 2020. The ELC is reluctant to sign the amendment as presented because of an ongoing inability to complete requirements without a fully functional Portal. 	

	<ul style="list-style-type: none"> • Effective 6-24-19 the state implemented a program to pay families for their SR registration fee for this fiscal year. The Portal issues require this to be done manually. It may be more cost effective to pay the maximum amount compared to the administrative costs. • The reconciliation of FY18/19 provider payments is still on-going. • We are having weekly provider town hall meetings with up to 125 in attendance. • Ms. Block presented the summary of expenses due to COVID-19. • Ms. Block requested an extension of the Broad Authority to Manage due to the on-gong COVID-19 situation. 	<p>Motion to approve the summary report made by Mr. Himschoot and seconded by Mr. Paterno. Motion approved.</p> <p>Motion made to extend CEO's broad authority as approved at the 3-17-2020 board meeting until the June 17, 2020 board meeting made by Mr. Halligan and seconded by Ms. Duchesne. Motion approved.</p>
9. Adjournment	The board meeting adjourned by acclamation at 9:59 am.	
Next Meeting	June 17, 2020, 9:00 am – 11:00 am, via Zoom	