



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MINUTES

Wednesday, June 17, 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; **Douglas Szabo, Esq.**, Board Treasurer, Henderson, Franklin, Starnes and Holt P.A;

**Board Members Present via ZOOM:** **Selina Jefferson**, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; **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); **Michele King**, Director Child Advocacy Program, Golisano Children's Hospital of SW Florida; **Jim Palmer**, Child Care Regulations Supervisor, Department of Children and Families; **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

**Board Members Absent:** **Nate Halligan**, Vice Chair, Asst. Vice President/Small Business Portfolio Manager, Busey Bank; **Jeff Alluri**, Principal, VP Consulting, Element Technologies, LLC; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, Goede, Adamczyk, Deboest, and Cross, PLLC; **Kim Jordan**, Interim Superintendent of Schools, Glades County School District; **Selena Lucas**, Assistant Community Health Nursing Director, Designee-Florida Department of Health Collier County; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners

**Staff Present:** **Susan Block**, CEO; **Ginger McHale**, Executive Admin. Asst. to CEO

**Staff Present via Zoom:** **Nga Cotter**, CFO; **Kim Usa**, Chief Program Officer; **Leona Adkins**, Chief Quality Officer

(\* ) Materials included in Board packet

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b> <b>A. Broad Approval of Updated Agenda, 6/17/2020</b>	<ul style="list-style-type: none"> <li>Mr. Bower called the meeting to order at 9:05 am. A quorum was established.</li> <li>Ms. Block presented updates to today's Board Meeting Agenda.</li> </ul>	Motion to accept the updated agenda made by Mr. Szabo and seconded by Mr. Paterno. Motion approved.
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>1. Executive Committee Report*</b> <b>A. Debriefing on ELC's Telework Experience</b>	<ul style="list-style-type: none"> <li>Ms. Block gave brief descriptions of the Phase 1, Phase 2 and Phase 3 of the ELC's re-opening the office procedure. Staff continue to telework and provide the needed services to our families.</li> </ul>	
<b>B. Approval FY 20-21 Anti-Fraud Plan **</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the FY 20/21 Anti-Fraud Plan. There are no changes to the plan that was approved at the October 2019 Board Meeting. The plan needs an updated approval date.</li> </ul>	Motion to approve the FY 20/21 Anti-Fraud Plan made by Mr. Paterno and seconded by Ms. King. Motion approved.
<b>C. Approval of Contracts:**</b> <b>1.C.1 RCMA VPK FY20-21 Contract-Board Information Only;</b>  <b>1.C.2 RCMA SR &amp; VPK FY20-21 Contract in Immokalee Related Party Contract-Requires Board Approval;</b>  <b>1.C.3 Collier County Department of Health</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the VPK Services FY2020-2021 OEL grant agreement with the Coalition directs the Coalition to support the Redlands Migrant Christian Association (RCMA) in the provision of the VPK program in the RCMA service area. This contract is submitted for Board information only.</li> <li>Ms. Block presented the FY2020-2021 Redlands Migrant Christian Association (RCMA) SR/VPK contract for Board approval. This is a related party contract, therefore, the conflict of interest form (Form 8B) was signed by the RCMA employees who are board members, Damaris Boone and Yara Duchesne. The vote required a 2/3 majority of Board Members to be present, a minimum of 12</li> </ul>	Motion to approve the contract made by Ms. Jefferson to approve the FY2020-2021 RCMA SR/VPK Contract and seconded by Ms. King. Ms. Boone and Ms. Duchesne recused themselves from the

	<p>members. A 2/3 majority of Board Members were present; 12 of 18 board members attended today's meeting. The special conditions to vote on a related party contract were satisfied.</p> <ul style="list-style-type: none"> <li>Ms. Block presented the FY 20/21 Collier County Health Department Contact for Board approval. The conflict of interest form (Form 8B) was not signed by the Collier County Health Dept. Board Member, Selena Lucas, since she was not in attendance at the Board Meeting and did not participate in the vote.</li> </ul>	<p>vote. Motion unanimously approved.</p> <p>Motion to approve the FY 20/21 Collier County Health Department contract made by Mr. Szabo and seconded by Dr. Roy. Motion unanimously approved.</p>
<p><b>D. Approval of OEL Grant Agreement FY2019-2020**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the OEL FY 2019-2020 grant amendment.</li> <li>There was a lengthy discussion about the ramifications of signing the present amendment. The absence of EFS Mod (The Portal) system functionality for the FY 18/19 prevented the Coalition from complying with monthly reconciliation requirements as instructed in OEL's grant agreement. Once EFS Mod (The Portal) provides accurate data, reconciliation for will continue. including the notification to providers. Regarding under or over payments by the ELC</li> <li>Motion to reject the current addendum based on the board's discussion. Ms. Block and Mr. Bower are to communicate Boards' rejection and address concerns with OEL. Mr. Szabo will continue to work with Ms. Block to create acceptable amendment language. Mr. Bower is authorized to sign the grant</li> </ul>	<p>Motion to support the motion as noted made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>

	amendment once concerns from the board are addressed with OEL.	
<b>E. Approval: Meeting Calendar FY2020-2021**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the meeting calendar for FY 20/21.</li> </ul>	Motion to accept the FY 20/21 meeting calendar made by Ms. Delmotte and seconded by Ms. Jefferson. Motion approved.
<b>F. Board Approval: OEL Grant FY 2020-2021**</b>	<ul style="list-style-type: none"> <li>OEL used its authority to renew the FY 19/20 grant for FY 20/21. This renewal agreement was due to OEL prior to the board meeting, therefore Mr. Bower signed the agreement on 6/5/20 to ensure timely submission.</li> </ul>	Motion to accept the OEL grant agreement for FY2020-2021 made by Mr. Paterno and seconded by Dr. Roy. Motion accepted.
<b>2. Consent Agenda (Vote required)*</b> <b>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</b>  <b>Approval of Meeting Minutes of the May 20, 2020 Board Meeting**</b>	<ul style="list-style-type: none"> <li>The May 20, 2020 minutes presented for approval.</li> </ul>	Motion to approve the 5/20/2020 minutes made by Ms. Delmotte and seconded by Ms. Jefferson. Motion approved.
<b>3. Finance Committee*</b> <b>A. SR. Utilization Forecast**</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported 278 children of first responders and health care workers referrals received services in May. The referrals are for 3 months with a 3-day processing time.</li> <li>The number of School Readiness (SR) children served and the waitlist have both increased.</li> </ul>	
<b>B. Review of Utilization Reports and Statements of</b>	<ul style="list-style-type: none"> <li>Mr. Szabo discussed the financial reports ending April 2020. Mr. Szabo addressed the summary</li> </ul>	Motion from the Finance Committee presented the

<p><b>Revenues and Expenditures**</b></p>	<p>reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures and administrative costs.</p> <ul style="list-style-type: none"> <li>• In June, the Coalition received two new awards and a third is coming to cover the additional SR services for first responders and mini-grants for provider to assist with COVID-19 expenses.</li> </ul>	<p>reports for a vote. Motion approved.</p>
<p><b>C. Approval: Form 990**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Szabo presented the Form 990.</li> </ul>	<p>Motion from the Finance Committee presented the Form 990 for a vote. Motion approved.</p>
<p><b>D. Approval: FY20-21 Budget**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Delmotte presented the FY 20/21 budget.</li> <li>• A recommendation from the Finance Committee to approve the budget as presented and allow the Coalition to make budget adjustments based on the final Notice of Award and report at the 9/30/2020 Board Meeting.</li> </ul>	<p>Motion from the Finance Committee presented the FU 20/21 budget for a vote. Motion approved.</p> <p>Motion from the Finance Committee presented the recommendation as noted for a vote. All approved</p>
<p><b>E. Approval: Continuation of Broad Authority**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block gave a brief synopsis of her broad authority expenditures as previously approved by the board and requested a further extension.</li> <li>• Mr. Paterno suggested that rather than approve the extension until the next board meeting, the board approve the request through the end of the calendar year.</li> </ul>	<p>Motion to extend Ms. Block's broad authority to 12/31/2020 made by Mr. Paterno and seconded by Ms. Jefferson. All approved.</p>

<b>Committee Reports</b>		
<b>4. Program Committee A. Update</b>	<ul style="list-style-type: none"> <li>Ms. Boone discussed COVID-19 and the impact on providers re-opening.</li> <li>There was a discussion about available local and OEL funds for teachers continued education.</li> </ul>	
<b>5. Events Committee* A. Update</b>	<ul style="list-style-type: none"> <li>No report at this time.</li> </ul>	
<b>6. HR/Personnel Committee A. Approval: Employee Reference Guide policies, Sections 709, 910, 918 &amp; 919**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained these policy updates are the results of our recent HR audit.</li> </ul>	Motion to accept the updated HR policies made by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.
<b>B. Consideration of Board Actions related to COVID-19 Circumstances**</b>	<ul style="list-style-type: none"> <li>Ms. Block requested an update to the Employee Reference Guide, Section 706, regarding the amount of accrued PLT non-exempt and exempt employees can carry over into the next calendar year.</li> <li>Ms. Block requested approval to allow all staff to request a one-time 1 for 1 conversion of PLT at a maximum request of 80 hours, due to COVID-19.</li> </ul>	<p>Motion made to approve the PLT policy change made by Ms. Delmotte and seconded by Ms. King. Motion approved.</p> <p>Motion to approve a onetime PLT conversion with a report of the total payout to be presented at the 9/30/2020 board meeting of any financial impact made by Ms. Delmotte and seconded by Ms. Duchesne. Motion approved.</p>
<b>7. Nominations &amp; Bylaws Committee A. Update</b>	<ul style="list-style-type: none"> <li>No report at this time.</li> </ul>	
<b>8. Report of the CEO** A. Executive Director's Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block thanked the board members for their input at this board meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Coalition is leading a regional effort to launch a Grade Level Reading Campaign. We are working under the auspices of the FutureMaker Coalition. This work aligns with our mission as school readiness is important to reaching the third proficiencies.</li> <li>• At the present time fifty SR providers remain closed.</li> <li>• Ms. Block presented the summary of expenses due to COVID-19.</li> </ul>	
<b>B. Report Community Capacity</b>	<ul style="list-style-type: none"> <li>• Moved to a future meeting.</li> </ul>	
<b>9. Adjournment</b>	The board meeting adjourned by acclamation at 10:52 am.	
<b>Next Meeting</b>	September 30, 2020, 9:00 am – 11:00 am, via Zoom	