



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, June 20, 2018
9:00 – 11:00 a.m.

Board Members Present: **Peter Seif**, Interim Board Chair, President, Synergy Networks;; **Scott Bass**, Superintendent of Schools, Glades County School District); **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Rita Dellatore**, Owner/Director, Kid City Early Learning Academy, LLC; **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, Goede, Adamczyk, Deboest, and Cross, PLLC; **Selina Jefferson**, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; **Demetra Jordan**, Department of Children and Families; Child Care Licensing; **Michele King**, Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida; **Victor Mraz**, Financial Representative, Blue Chip Financial of Southwest Florida; **Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

Board Members Present Via the Telephone: **Danna Breeden**, Maternal and Child Nurse Consultant, Designee-Florida Department of Health Collier County; **Elizabeth Pineda**, Infant Toddler Developmental Specialist, Early Steps/Health Planning Council; **Kimberly Ross**, Owner, Ross Dynasty Cares

Staff Present: **Susan Block**, CEO; **Gayla Thompson**, Chief Quality officer; **Kim Usa**, Chief Operating Officer; **Ginger McHale**, Executive Admin. Asst. to CEO

Board Members Absent: **Douglas Szabo, Esq.**, Board Treasurer, Henderson, Franklin, Sterns and Holt P.A.; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners

(*) Materials included in Board packet

(**) Materials posted on Sharepoint for Board Members’ access

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Mr. Seif called the meeting to order at 9:03 am. A quorum was established. 	

	<ul style="list-style-type: none"> Mr. Seif welcomed Demetra Jordan, new Dept. of Children and Families (DCF) designee and asked all present to introduce themselves. Motion made to correct the agenda to reflect the same titles of the contracts listed on page 28 of the board notebook. See items 2C, 2D, and 2F in these minutes. 	Motion to amend the agenda made by Dr. Wright and seconded by Ms. Haas. Motion approved.
Public Comments	<ul style="list-style-type: none"> None. 	
1. Executive Committee Report	<ul style="list-style-type: none"> Mr. Seif presented the ELC Anti-Fraud Plan. 	Motion made by Mr. Himschoot and seconded by Ms. Duchesne. Motion approved.
A. Approval of ELC Anti-Fraud Plan**		
B. Strategic Planning	<ul style="list-style-type: none"> Mr. Seif explained it has been a while since the Board has conducted a strategic planning meeting. Five years ago the Coalition brought in services and received additional federal funding, the Board increased the SR enrollment to 81% above the required 78%. Ms. Block stated the changes from HB-1091 and the effect on the providers, now is a good time for a strategic plan meeting. Ms. Block recommended extending the Oct. 3rd Board Meeting from 8:30am to 11:30am to include strategic planning. 	Motion made by Dr. Wright to extend the Oct. 3 rd Board Meeting from 8:30am to 11:30am to include strategic planning and seconded by Ms. Hass. Motion approved.
2. Finance Committee*	<ul style="list-style-type: none"> Ms. Block reported the number of School Readiness (SR) children has increased. At the end of April 2018, 4,664 SR children were enrolled. 	
A. SR. Utilization and Waitlist**		
B. Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Ms. Block discussed the financial reports ending April 2018. Ms. Block addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures, the number of children served, and 	Motion to approve the Finance Report made by Mr. Mraz and seconded by Mr. Paterno. Motion approved.

	administrative costs are below the required percentages.	
C. OEL Grant Agreement with the Coalition, 2018-19	<ul style="list-style-type: none"> Mr. Seif presented the OEL Grant Agreement for 2018-19. 	Motion to approve the grant agreement made by Mr. Paterno and seconded by Mr. Himschoot. Motion approved.
D. RCMA Contract #2018-19	<ul style="list-style-type: none"> Mr. Seif presented the 2018/19 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 13 members. 16 of 19 board members attended today's meeting. The special conditions to vote on a related party contract were met. 	Motion to approve the contract made by Mr. Paterno to approve the FY2018/19 RCMA SR/VPK Contract and seconded by Mr. Himschoot. Ms. Boone and Ms. Duchesne recused themselves from the vote. Motion unanimously approved.
E. Renewal: Department of Health in Collier Contract #CCHD1819	<ul style="list-style-type: none"> Mr. Seif presented the 2018/19 Collier County Health Department Contact for Board approval. The conflict of interest form (Form 8B) was signed by the Collier County Health Dept. Board Member, Danna Breeden. The vote required a 2/3 majority of Board Members to be present, a minimum of 13 members. A 2/3 majority of Board Members were present; 16 of 19 Board Members attended today's meeting. 	Motion to approve the contract made by Mr. Himschoot and seconded by Ms. King. Ms. Breeden recused herself from the vote. Motion unanimously approved.
3. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration	<ul style="list-style-type: none"> The 5/16/18 minutes were presented for approval. 	Motion to approve the 5/16/18 minutes made by Mr. Himschoot and seconded by Ms. Boone. Motion approved.

A. Approval of Meeting Minutes of the May 16, 2018 Board Meetings**		
Committee Reports		
4. Program Committee A. Request for Policy Updates a. 220.9 Health and Safety Compliance** b. 220.10 School Readiness and VPK Providers Compliance** c. 220.8 SR/VPK Providers Subject to Action Against License/Approval Status (wording amendment suggested)** d. EII.C.6.4 School Readiness Provider Contracting Requirements** e. 420.5 School Readiness Provider Requirements for Gold Seal Differential Payments** f. 420.2 Professional Development Scholarships**	<ul style="list-style-type: none"> • Ms. Block explained the policies were updated to improve the language to better reflect the Coalition Plan requirements. • Motion made to vote on Policies a. through f. with one motion. 	<p>Motion made to approve policies, as presented, by Mr. Mraz to approve Policies a. through f. and seconded by Mr. Bass. Motion approved.</p>
g. 404.1 School Readiness Eligibility	<ul style="list-style-type: none"> • Ms. Block discussed Policy 404.1. We are awaiting OEL's guidance based upon the HB 1091 language 	<p>Motion made to approve the staff recommendation as</p>

<p align="center">and Enrollment**</p>	<p>regarding local establishment of priorities based upon the needs of the families and providers capacity. The staff recommendation is to continue to follow the current statutory eligibility priorities until guidance is available. Ms. Block confirmed that the Coalition will complete a needs assessment.</p>	<p>presented by Mr. Paterno and seconded by Mr. Himschoot. Motion approved</p>
<p>5. Nominations & Bylaws Committee A. Officer Nominations: Vice-Chair: Victor Mraz Secretary: Selina Jefferson</p>	<ul style="list-style-type: none"> • Dr. Wright presented Mr. Mraz to the position of Vice-Chair and Ms. Jefferson to the position of Board Secretary. 	<p>Motion made to vote Mr. Mraz as Vice Chair and Ms. Jefferson as Secretary by Dr. Wright and seconded by Mr. Paterno. Motion approved.</p>
<p>B. Demetra Jordan: New DCF Designee</p>	<ul style="list-style-type: none"> • Dr. Wright recognized Ms. Jordan as the new Dept. of Children and Families' designee. 	
<p>C. Regional Joint Board Meeting, October 12, 2018</p>	<ul style="list-style-type: none"> • Dr. Wright discussed the Oct. 12th Joint Regional Board Meeting with the ELC's of Sarasota and Florida's Heartland at the FSW campus in Punta Gorda. The meeting will be from 10:00am to 1:00pm with lunch provided. 	
<p>D. Interim Chair Update</p>	<ul style="list-style-type: none"> • Dr. Wright announced Mr. Seif is resigning his position as Interim Board Chair effective June 30, 2018. Mr. Seif's appointment officially expired April 30, 2016. • Mr. Mraz has offered to serve as the Interim Board Chair. 	<p>Motion made by Dr. Wright and seconded by Mr. Paterno to vote Mr. Mraz as Interim Board Chair. Motion approved.</p>
<p>6. Report of the CEO** A. Executive Director's Report**</p>	<ul style="list-style-type: none"> • Ms. Block stated we are awaiting OEL's guidance in regarding to HB 1091. The new house bill includes many changes involving our providers, the ELC staff and the children we serve. 	

	<ul style="list-style-type: none"> • Ms. Block shared the ELC recently received a Certificate of Appreciation from the Department of Children and Families. • The University of FL’s Anita Zucker Center for Excellence in Early Childhood Education has invited the Coalition to participate in a pilot, funded by OEL, to develop a “Child Care Access Index”. This will help identify capacity gaps in high quality early learning programs in our community. • July 1, 2018 is the release date for revised EFS 3.0, the revised data base. • Ms. Block presented Mr. Seif with a clock from the ELC in appreciation of his 9 years of volunteer service. Mr. Seif recognized the ELC staff and the Board for what has been accomplished during his time on the Board. 	
7. Adjournment	The meeting adjourned by acclamation at 9:39 a.m.	
Next Meeting	October 3, 2018 at 8:30 a.m.	