



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MINUTES

Wednesday, September 28, 2016  
9:00 - 11:00 a.m.

**Board Members Present:** **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Dr. Trina Puddefoot, Board Vice-Chair**, *Early Steps Program Coordinator, Health Planning Council of SW Florida*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Damaris Boone, Early Education Outcome Analyst**, *Redlands Christian Migrant Association (RCMA)*; **Katie Haas, Senior Director of Florida Business Operations**, *Boston Red Sox*; **Ashley Houk, Chair-Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Victor Mraz, Financial Representative**, *Northwestern Mutual*; **Dr. Joseph Pepe, Chair-Health, Safety and Developmental Services Committee**, *Health Dept. Administrator, Florida Dept. of Health in Hendry/Glades Counties*; **Sherrie Quevedo, Child Care Regulation Supervisor**, *Department of Children and Families*; **Douglas Szabo, Esq.** *Henderson, Franklin, Sterns and Holt*; **Maureen Ungarean, Director of Early Learning Programs**, *Collier County School District*

**Board Members via phone:** **Jennifer Lange, Owner/Director**, *Little People's School*

**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:** **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Marshall Bower, President and CEO**, *The Foundation for Lee County Public Schools*; **Stephanie Busin, Designee**, *Glades County Board of County Commissioners*; **Maggie Stevens, Principal**, *Early Childhood Learning Services, Lee County School District*; **Andrew Wozniak, Esq., Salvatori, Wood, Buckel, Carmichael & Lottes**; **Dr. Denis Wright, Chair-Nominations and Bylaws Committee**, *Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College*

(\* ) *Materials included in Board packet*

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

| Agenda Items                    | Discussion   | Action/Assignments |
|---------------------------------|--|--------------------|
| <b>Welcome and Introduction</b> | <ul style="list-style-type: none"> <li>Mr. Poppe called the meeting to order at 9:02 a.m. A quorum was established.</li> </ul> |                    |

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|  | <ul style="list-style-type: none"> <li>Mr. Poppe introduced Ms. Usa and asked all those present to introduce themselves.</li> </ul>  |   |
| <b>Public Comment</b>  | <ul style="list-style-type: none"> <li>None</li> </ul>   |   |
| <b>1. Executive Committee Report</b>   | <ul style="list-style-type: none"> <li>None at this time.</li> </ul>   |   |
| <b>2. Finance Committee*</b><br><b>A. Review Financial Reports**</b>   | <ul style="list-style-type: none"> <li>Ms. Block presented the four Office of Early Learning (OEL) grant awards: School Readiness (SR) services; Voluntary Pre-Kindergarten (VPK) services; VPK Outreach &amp; Awareness; Performance Funding Project.</li> <li>Mr. Seif discussed the Financial Reports ending FY2015-2016. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children being served. The SR contract requires 78% toward direct services, the Coalition exceeded this amount at 83.39% at the end of June 2016.</li> </ul> | Motion to approve the financial reports made by Mr. Mraz and seconded by Ms. Houk. Motion approved. |
| <b>B. SR Utilization and Waitlist**</b>  | <ul style="list-style-type: none"> <li>Ms. Block reported at the end of June 3,934 children received services. The Coalition continues to enroll children.</li> </ul>  |   |
| <b>C. Proposal (RFP) for Winkler Ave.**</b>  | <ul style="list-style-type: none"> <li>Ms. Block explained the Winkler Ave. lease expires June, 2017. The Request for Proposal (RFP) will be posted at the end of September.</li> </ul>  |   |
| <b>3. Consent Agenda (Vote required)*</b><br><b>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</b> | <ul style="list-style-type: none"> <li>The 6/22/16 minutes were presented for approval.</li> </ul>   | Motion made by Mr. Seif and seconded by Ms. Boone. Motion approved.                                 |

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| <b>A. Approval of Meeting Minutes of the June 22, 2016 Board Meetings**</b>       |   |  |
| <b>4. Committee Reports</b>   |   |  |
| <b>A. Human Resource (HR) Committee*</b>  | <ul style="list-style-type: none"> <li>• Dr. Puddefoot asked the Board for clarification regarding what information they want the HR Committee to provide. The Board would like to see a comparison of Coalition positions with similar private sector positions looking at salaries and benefits.</li> </ul> |  |
| <b>1. Paid Leave/Benefits: Discussion</b>   |   |  |
| <b>2. Overtime Analysis**</b>   | <ul style="list-style-type: none"> <li>• Dr. Puddefoot presented the overtime analysis to follow-up a previous board discussion.</li> </ul>   |  |
| <b>3. Succession Planning: Discussion</b>   | <ul style="list-style-type: none"> <li>• Dr. Puddefoot reported that the committee is working on succession planning.</li> </ul>  |  |
| <b>B. Program Committee</b>   | <ul style="list-style-type: none"> <li>• Ms. Houk discussed continuing professional development and increasing the Southwest Florida STARS scholarship amount to \$700.00.</li> </ul>   |  |
| <b>C. Nominations &amp; Bylaws Committee</b>                                      | <ul style="list-style-type: none"> <li>• The 9/9/16 minutes were presented for approval.</li> </ul>   | Motion to approve the 9/9/16 minutes made by Dr. Puddefoot and seconded by Dr. Ungarean. Motion approved.                        |
| <b>1. Report: Sept. 9<sup>th</sup> Joint Board Meeting with ELC of Sarasota**</b> | <ul style="list-style-type: none"> <li>• There was a discussion about engaging local businesses and Chambers of Commerce with local child care facilities.</li> </ul>   |  |
| <b>2. Proposed By-Laws Change**</b>   | <ul style="list-style-type: none"> <li>• Ms. Block explained the proposed change clarifies term lengths for Governor Appointees.</li> </ul>   | Motion made by Ms. Houk and seconded by Mr. Seif. Motion approved.   |
| <b>3. Board changes and Vacancies**</b>   | <ul style="list-style-type: none"> <li>• Ms. Block presented data about the Board vacancies and representation for the four counties.</li> </ul>  |  |
| <b>4. Glades BOCC Designee**</b>  | <ul style="list-style-type: none"> <li>• Stephanie Busin is the designee for the Glades County Board of County Commissioners.</li> </ul>  |  |
| <b>5. Request for OEL Waiver</b>  | <ul style="list-style-type: none"> <li>• Ms. Block discussed the composition of Board Members for the past five years and the forecasted representation for the coming years. Collier County is under represented. We are recommending submission of a waiver to extend the terms of the</li> </ul>           | Motion to submit a waiver request to OEL to better represent Collier County made by Dr. Pepe and seconded by Ms. Quevedo. Motion |

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|  | Collier board positions to allow continued representation.   | approved. |
| <b>5. Report of the CEO*</b><br><b>A. Executive Director's Report **</b> | <ul style="list-style-type: none"> <li>• Ms. Block discussed our continued participation in community wide Future Makers effort with Southwest Florida Community Foundation. A presentation by members of Future Ready Collier is scheduled for the November Board Meeting in Naples.</li> <li>• The Florida Southwestern State College Department of Education is conducting a study on the cost of high quality child care. Results are to be released on January 6, 2017.</li> <li>• Ms. Block reported the July 25, 2016 appeal hearing upheld the Coalition's decision to terminate contracts however, reduced the termination period to one year, when the program may reapply to be a contract provider.</li> </ul> |           |
| <b>6. Public Comments</b>  | <ul style="list-style-type: none"> <li>• Dr. Ungarean shared information about the Collier County Public Schools' professional developmental "Kindergarten Readiness Tools" presentations. The topics are: developing social and emotional skills; literacy; STEAM. These presentations are available to child care providers.</li> </ul>  |           |
| <b>7. Adjournment</b>  | <ul style="list-style-type: none"> <li>• The meeting adjourned by acclamation at 10:25 a.m.</li> </ul>   |           |
| <b>Next Meeting</b>  | <p>Wednesday, November 16, 2016 at 4:00 pm</p> <p><b>Please note, this meeting will be held at SWFL Workforce Dev. Board's Career Source office located at 3050 Horseshoe Dr. North Unit #110, Naples, Florida</b></p>   |           |