



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MINUTES

Wednesday, November 20, 2019  
9:00-11:00 a.m.

**Board Members Present:** **Marshall Bower**, Interim Board Chair and Vice Chair, Chair-Events (Ad Hoc) Committee, President and CEO, The Foundation for Lee County Public Schools; **Douglas Szabo, Esq.**, Board Treasurer, Henderson, Franklin, Starnes and Holt P.A.; **Brooke Delmotte**, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; **Nate Halligan**, Small Business Portfolio Manager, Busey Bank; **Jason Himschoot, Esq.**, Chair-Human Resources Committee, Goede, Adamczyk, Deboest, and Cross, PLLC; **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; **Jim Palmer**, Child Care Regulations Supervisor, Department of Children and Families;

**Board Members Present via ZOOM:** **Jeff Alluri**, Principal, VP Consulting, Element Technologies, LLC; **Scott Bass**, Superintendent of Schools, Glades County School District; **Kimberly Ross**, Owner, Ross Dynasty Care

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

**Board Members Absent:** **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; **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners; **Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board; **Dr. Kelly Roy**, Chair-Nomination & By-Laws Committee, Professor/Coordinator of Early Childhood Education, 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 Introductions</b>	<ul style="list-style-type: none"> <li>Mr. Bower called the meeting to order at 9:05 am. A quorum was established.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mr. Bower introduced Selena Lucas, new board designee for the Department of Health Collier County. Everyone introduced themselves, including the ELC Staff members who were assembled for the special presentation.</li> <li>• Ms. Block announced Barbara Peck, Director of Family Resources, is retiring next week. Mr. Bower presented Ms. Peck with a certificate of appreciation for 28 years of service to the children and families of SWFL.</li> </ul>	
<p><b>Public Comments</b></p>	<ul style="list-style-type: none"> <li>• Nancy Coker, United Way, worked with Ms. Peck over the years and was invited to acknowledge Ms. Peck’s service to the community.</li> </ul>	
<p><b>1. Executive Committee Report</b>  <b>A. Discussion: Consideration of Changes to Local School Readiness (SR) Priorities**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block reviewed the Board’s SR Local Priorities decision-making process, to date. To update the ELC’s SR Plan and in response to the legislative authorization for the Board to create local SR priorities, the board initially voted (May 2019) to maintain the most recent legislative SR priorities (prior to July 1, 2018). In October 2019, the discussion about local priorities was introduced again for reconsideration due to School Readiness funding limitations. The SR spending forecast exceeded the grant allocation for SR.</li> <li>• No action was taken in October as there were concerns expressed about the impact on providers serving school aged children and insufficient data to support a specific direction.</li> <li>• Members discussed the Coalition’s mission and the impact of amending the SR Plan over an</li> </ul>	<p>Motion to amend the SR Plan to change School Readiness to a focus on spending 0-5 years of age to be completed by July 1, 2021 and freezing enrollment of income eligible school age children effective January 1, 2020 made by Mr. Halligan and seconded by Mr. Szabo. Motion approved.</p>

	<p>extended period of time. This would provide an opportunity to manage SR funding while working with providers to plan for the future change in local SR priorities that excludes income-eligible school aged children.</p>	
<p><b>B. Rescheduling January 2020 and March 2020 Board Meetings</b></p>	<ul style="list-style-type: none"> <li>Ms. Block requested a revision to the 2020 Board meeting schedule: Jan. 29, 2020 Board Meeting to Feb. 5, 2020; March 18, 2020 Board Meeting to March 17, 2020.</li> </ul>	<p>Motion to accept the new board meeting dates made by Mr. Szabo and seconded by Ms. King. Motion approved.</p>
<p><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>A. Approval of Meeting Minutes of the October 2, 2019 Board Meeting**</b></p>	<ul style="list-style-type: none"> <li>The October 2, 2019 minutes were presented for approval.</li> </ul>	<p>Motion to approve 10/2/2019 the minutes made by Mr. Szabo and seconded by Ms. Delmotte. Motion approved.</p>
<p><b>3. Finance Committee*</b>  <b>A. SR. Utilization and Waitlist**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo reported at the end of September 2019 we served 5,316 SR children.</li> <li>The waitlist has increased to 1,588 children. Currently, the Coalition is only enrolling at-risk children.</li> <li>The Portal continues to impact daily finance operations into this fiscal year.</li> </ul>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo discussed the financial reports ending September 2019. Ms. Block addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures, the number of children</li> </ul>	<p>Motion to approve the Financial Reports made by Mr. Halligan and seconded by Ms. Delmotte. Motion approved.</p>

	<p>served, and administrative costs are below the required percentages.</p> <ul style="list-style-type: none"> <li>Mr. Szabo stated in FY18-19 a letter was sent to the providers stressing the importance of accurate reporting and the repayment of overpayments received. The Executive Committee asked Ms. Block to communicate again with providers as we approach reconciliation of 2018-2019. The reconciliation figures are due to OEL by December 31, 2019. At this time, the Portal still does not allow for the accurate calculation of what should have been paid. Once reconciliations begin, OEL may take on the collections process.</li> </ul>	
<p><b>C. Scrap-Surplus Items to be Disposed of FY2019-2020**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the inventory of scrap surplus. The Board must authorize disposal of these surplus items.</li> </ul>	<p>Motion to proceed with the scrap surplus disposal made by Mr. Halligan and seconded by Ms. King. Motion approved.</p>
<p><b>D. Building Lease (handout)</b></p>	<ul style="list-style-type: none"> <li>Ms. Block reviewed the pros and cons of the 3 locations currently under consideration. The Coalition moved to our present location 8 years ago. Previously, families came here to get services with Coordinated Community Child Care (4C) and therefore, our current office is well known to the community.</li> <li>Additional information is needed prior to considering options. The Board excluded one of the options presented and asked the ELC to try to negotiate a better proposal with our present landlord and to pursue more information about the Fowler property.</li> </ul>	<p>Motion to authorize Marshall Bower to sign a lease based on the most favorable terms on behalf of the ELC made by Mr. Himschoot and seconded by Mr. Halligan. Motion approved.</p>

	<ul style="list-style-type: none"> <li>Mr. Himschoot offered to review tenant leases prior to a final decision.</li> </ul>	
<b>Committee Reports</b>		
<b>4. Program Committee</b>		
<b>A. Update</b>	<ul style="list-style-type: none"> <li>Ms. King stated there is no update at this time.</li> </ul>	
<b>5. Events (Ad Hoc) Committee*</b>		
<b>A. Debrief: Board Sponsored "ELC Staff Appreciation" Luncheon, Oct. 11, 2019</b>	<ul style="list-style-type: none"> <li>Mr. Bower reported the Oct. 11<sup>th</sup> ELC staff appreciation luncheon went well and enjoyed by both staff and board members present.</li> </ul>	
<b>B. Business Breakfast, May 8, 2020 – Save The Date</b>	<ul style="list-style-type: none"> <li>Mr. Bower explained the May 8, 2020 date is scheduled near the Foundation for Lee County Schools' education breakfast. The committee will consider another date.</li> </ul>	
<b>6. HR/Personnel Committee</b>		
<b>A. ERG Update: Section 906**</b>	<ul style="list-style-type: none"> <li>Mr. Himschoot reported the only update is the addition of the Abuse Registry's website.</li> </ul>	Motion to approve the updated ERG Section 906 made by Mr. Himschoot and seconded by Ms. Delmotte. Motion approved.
<b>B. Health Insurance: 2020 (handout)</b>	<ul style="list-style-type: none"> <li>Mr. Himschoot stated the Executive Committee approved an increase in the health insurance contribution to assist staff with the higher cost.</li> </ul>	
<b>C. Executive Director Evaluation</b>	<ul style="list-style-type: none"> <li>Mr. Himschoot stated the survey is in progress and he will review the results with Ms. Block.</li> </ul>	
<b>7. Nominations &amp; Bylaws Committee*</b>		
<b>A. Proposed By-Laws Amendments**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the By-Laws recommendations: creating a standing Events Committee and updated references to Florida Statute.</li> <li>There was one change noted to use the term Coalition Board Members in the committees' detail.</li> </ul>	Motion to accept the recommendations with the noted change made by Mr. Szabo and seconded by Mr. Himschoot. Motion approved.
<b>B. Jeff Alluri and Nate Halligan: New Terms from 1-1-2020 to 12-31-2023</b>	<ul style="list-style-type: none"> <li>Ms. Block recommended Mr. Alluri and Mr. Halligan to their first full Board terms from 1-1-2020 to 12-31-2023.</li> </ul>	Motion to approve Mr. Alluri and Mr. Halligan's board terms made by Ms. Delmotte and

		seconded by Mr. Himschoot. Motion approved.
<b>C. Recruiting Candidates for Gubernatorial Appointments</b>	<ul style="list-style-type: none"> <li>Ms. Block stated Mr. Halligan and Mr. Szabo's private sector gubernatorial appointment applications have been confirmed. They are waiting for the governor's approval.</li> <li>The board chair gubernatorial appointment needs to be specifically requested on the application.</li> </ul>	
<b>8. Report of the CEO**</b>	<ul style="list-style-type: none"> <li>Ms. Block shared the 2018-2019 Annual Report. Two accomplishments: we are serving more children and surviving The Portal.</li> <li>Ms. Block discussed the importance of having a quorum for conducting Coalition business.</li> <li>The Lastinger Center has completed a concept paper on Collier County early learning. The Coalition in partnership with Future Ready Collier has submitted the paper to the Naples Children Education Foundation (NCEF) for a grant.</li> <li>The Association of Early Learning Coalition has reached out to Ms. Goff, Office of Early Learning Director, requesting relief concerning The Portal issues.</li> </ul>	
<b>9. Adjournment</b>	The board meeting adjourned by acclamation at 10:50am.	
<b>Next Meeting</b>	February 5, 2020, 9:00 am – 11:00 am	