



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Board Meeting Agenda

May 25, 2016

4:00 – 6:00 PM

Board Members: **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Trina Puddefoot, Board Vice-Chair, Chair-Human Resources (HR) Committee**, *Early Steps Program Director, Health Planning Council of SW Florida*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **John Ahern, Commissioner**, *Glades County Board of County Commissioners*; **Damaris Boone, Early Education Outcome Analyst**, *Redlands Christian Migrant Association (RCMA)*; **Marshall Bower, President/CEO**, *The Foundation for Lee County Public Schools*; **Katie Haas, Senior Director of Florida Business Operations**, *Boston Red Sox*; **Ashley Houk, Chair Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Jennifer Lange, Owner/Director**, *Little People's School*; **Victor Mraz, Financial Representative**, *Northwestern Mutual*; **Curt Neary, Group Controller**, *Enterprise Holdings*; **Dr. Joseph Pepe, Chair-Health, Safety, and Developmental Service Committee**, *Health Department Administrator, Hendry & Glades Counties*; **Sherrie Quevedo, Department of Children and Families, Child Care Licensing**; **Maggie Stevens, Principal**, *Early Childhood Learning Services, Lee County School District*; **Douglas Szabo, Esq.** *Henderson, Franklin, Sterns and Holt*, **Dr. Maureen Ungarean, Director of Early Learning Programs**, *Collier County School District*; **Andrew Wozniak, Esq.**, *Salvatori, Wood, Buckel, Carmichael & Lottes*; **Dr. Denis Wright, Chair-Nomination and Bylaws Committee**, *Charlotte Campus President and VP of Economic and Community Development,, Florida Southwestern State College*

(*) Materials included in Board Packet.

(**) Materials available on Sharepoint for Board Members.

Document Number	Agenda Items	Facilitator/Presenter	Suggested Time Frames
	Welcome and Introduction	Gerry Poppe, <i>CFO, Waterman Broadcasting</i>	
1	1. Executive Committee Report*	Gerry Poppe	
2	A. Update: Policy 220.4 Complaint and Disputes Resolution** <u>pgs. 1 & 2</u>		
3	B. Anti-Fraud Plan: Update** <u>pgs. 3-17</u>		
	C. FY16/17 Meeting Dates** <u>pg. 18</u>		
4	2. Financial Committee*	Peter Seif, <i>Board Treasurer, President, Synergy Networks</i>	
5	A. Review of Financial Reports** <u>pgs. 19-33</u>		
6	B. SR Utilization and Waitlist** <u>pgs. 34-38</u>		
	C. Sliding Fee Scale** <u>pgs. 39 & 40</u>		

7	D. FY16/17 Proposed Budget** <u>pgs. 41-54</u>		
8	E. CCEP De-obligation of Funds		
9	F. CCEP Renewal** <u>pgs. 55 & 56</u>		
10	G. Final Fiscal Monitoring Report** <u>pgs. 57-69</u>		
	H. Related Party Contract** <u>pg. 70</u>		
11	3. Consent Agenda (Vote required)* Note: Any items on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of February 24, 2016** <u>pgs. 71-74</u>	Gerry Poppe	
	4. Committee Reports		
12	4A. Program Committee* 1. Draft: Teaching Strategies Gold Letter** <u>pgs. 75 & 76</u>	Ashley Houk, <i>Preschool Director, First Presbyterian Preschool</i>	
13	4B. Health, Safety and Development Services Committee* 1. Child Care Program Emergency Plan** <u>pgs. 77-131</u>	Dr. Joseph Pepe, <i>Health Department Administrator, Hendry & Glades Counties</i>	
14	4C. Human Resource (HR) Committee* 1. Draft: Holidays, ERG #306** <u>pg. 132</u>	Trina Puddefoot, <i>Early Steps Program Director, Health Planning Council of SW Florida;</i>	
15	2. Draft: Educational Benefits, ERG #309** <u>pg. 133</u>		
16	3. Revised CEO Job Description ** <u>pgs. 134-137</u>		
17	4D. Nominations and Bylaws Committee* 1. Joint Board Meeting with ELC of Sarasota** <u>pg. 138</u>	Dr. Denis Wright, <i>Charlotte Campus President and VP of Economic and Community Development, Florida Southwestern College</i>	
18	5. Report of the CEO* A. Executive Director's Report** <u>pgs.</u>	Susan Block, <i>CEO, ELC of SWFL</i>	
	6. Public Comments	Gerry Poppe	
	7. Adjournment	Gerry Poppe	
	Next Board Meeting	June 22, 2016, 4:00 pm	

All meetings will be held at the Early Learning Coalition of Southwest Florida, 2675 Winkler Ave., Ste. 300, Ft. Myers, FL 33901.