



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## BOARD MINUTES

Wednesday, December 17, 2014

9:00- 11:30 a.m.

**Board Members Present:** **Gerry Poppe**, Board Chair, Chief Financial Officer, Waterman Broadcasting; **Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **Peter Seif**, Board Treasurer, President, Synergy Networks; **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Michael D'Amico**, Director, Pre-K/Head Start, Collier County School District; **Ivette Galarza**, Director of Program Quality, Redlands Christian Migrant Association (RCMA); **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Jane Lane, Esq.**, Lane Mediation and Arbitration Services; **Jennifer Lange**, Owner/Director, Little People's School; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Curt Neary**, Group Controller, Enterprise Holdings; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Maggie Stevens**, Head Start Director, Lee County School District; **Jill Turner**, Chair-Nomination/Bylaws & Policy Committee, CEO, Children's Advocacy Center; **Andrew Wozniak, Esq.**, Attorney, Salvatori, Wood, Buckel, Carmichael & Lottes; **Dr. Denis Wright**, Provost and Vice President Academic Affairs, Florida Southwestern State College

**Staff Present:** **Susan Block**, CEO; **Gayla Thompson**, Chief Quality Officer, **Tom Bamrick**, Chief Operations Officer; **Ginger McHale**, Executive Admin. Asst. to CEO

**Participants Present:** **Joe Krusick**, Partner, Moss, Krusick & Associates, LLC; **Cole Peacock**; Peacock Consulting

**Board Members Absent:** **Patricia Dobbins**, Chair- Outreach Committee, Director, Hendry County Health Department; **Robert Kosiba**, Regional Planner FL Department of Health, Glades County Board of County Commissioners

(\* ) Materials included in Board packet

(\*\* ) Materials sent electronically to Board Members

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 9:00 A.M. A quorum was established.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mr. Poppe recognized Ms. LaFountain for her service on the Board. Ms. Block presented Ms. LaFountain with a clock in appreciation for her contributions to the Board.</li> <li>• Mr. Poppe welcomed Ms. Stevens, Head Start Director, to complete Ms. LaFountain's term.</li> <li>• Mr. Poppe presented Mr. Mraz and Mr. Bower for Board membership.</li> <li>• Mr. Poppe asked all those present to introduce themselves.</li> </ul>	Motion made by Mr. Paterno and seconded to accept Mr. Mraz and Mr. Bower as ELC Board members by Mr. Seif. Motion approved.
<b>1. Public Comments</b>	<ul style="list-style-type: none"> <li>• Angela Anderson with Child Care of Southwest Florida (CCSWFL) stated she is representing Beth Lobdell, Chief Operations Officer.</li> </ul>	
<b>2. Executive Committee Report</b> <b>A. Employee Health Care Benefit Change</b>	<ul style="list-style-type: none"> <li>• Mr. Poppe discussed the efforts of the Executive and HR (Ad Hoc) Committees in evaluating the impact of the Affordable Care Act, proposed new group health insurance rate increases, and penalty process. David Sawyer an attorney from Ford, Harrison LLP was available to the committees via phone to answer legal questions.</li> <li>• Ms. Block informed the Board that we have completed the enrollment process.</li> </ul>	.
<b>B. Anti Fraud Plan**</b>	<ul style="list-style-type: none"> <li>• Ms. Block explained the Anti-Fraud Plan previously approved by the Board on 10/8/14 required additional language per the Office of Early Learning's (OEL) request. The changes were</li> </ul>	Motion made by Ms. Lane and seconded by Mr. D'Amico. Motion approved.

	identified.	
<b>3. Finance Committee*</b> <b>A. Review Financial Reports**</b>	<ul style="list-style-type: none"> <li>Mr. Seif presented the financial reports ending October 2014. He reviewed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children served.</li> </ul>	
<b>B. SR Utilization Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block reported that the number of children served through SR has been relatively consistent and aligned with the budgeted projections.</li> </ul>	
<b>C. Presentation: FY 2014 Independent Audi Reports**</b>	<ul style="list-style-type: none"> <li>Mr. Joe Krusick with Moss, Krusick, &amp; Associates, LLC presented the FY2014 Independent Audit Report in detail and answered questions from the Board. The audit has a clean opinion with no findings. The ELC continues to be a low-risk auditee.</li> </ul>	Motion made by Mr. Seif and seconded by Ms. Puddefoot. Motion approved.
<b>4. 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 8, 2014 Board Meeting*</b>	<ul style="list-style-type: none"> <li>The 10-8-14 minutes were presented for approval.</li> </ul>	Motion made by Mr. Seif and seconded by Mr. Wozniak to approve. Motion approved.
<b>5. Committee Reports</b>		
<b>A. Nominations/Bylaws and Policy Committee**</b> <b>1. Committee Report</b> <b>A. Maggie Stevens completing Jeanne LaFountain's term as</b>	<ul style="list-style-type: none"> <li>Actions to introduce and approve new ELC Board members were completed at the beginning of the meeting.</li> </ul>	

<b>Head Start Director</b>		
<b>B. Nominations for Board Membership: Victor Mraz and Marshall Bower**</b>		
<b>C. Presentation: Board SWOT Analysis**</b>	<ul style="list-style-type: none"> <li>• Mr. Peacock with Peacock Consulting presented the Board's SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis.</li> <li>• There was discussion about raising the awareness of early learning in our local communities and among members of the state legislature.</li> </ul>	
<b>B. Outreach Committee 1. Committee Report</b>	<ul style="list-style-type: none"> <li>• Ms. Lane reported the committee is developing a one page infographic sheet for Board members to use during their community activities.</li> <li>• There was a discussion about a fund raiser. Ms. Block suggested starting the Feb. 4<sup>th</sup> Board Meeting at 8:00 a.m. to discuss fund raising.</li> </ul>	The Board will meet for a Strategic Planning session ahead of the February 4, 2015 Board meeting. Details to follow.
<b>C. Program Committee 1. Committee Report</b>	<ul style="list-style-type: none"> <li>• Ms. Houk discussed the re-authorization of the Child Care Block Grant and the impact on children.</li> </ul>	
<b>2. VPK Assessment Letters**</b>	<ul style="list-style-type: none"> <li>• Ms. Houk, Mr. Poppe, and Ms. Block recently visited with Senator Richter to discuss the present assessment tool and the letters sent to the Department of Education.</li> <li>• There was a discussion about the present assessment tool as a test and Teaching Strategies Gold (TSG) is based on observation.</li> </ul>	
<b>D. Health, Safety, and</b>	<ul style="list-style-type: none"> <li>• No report at this time.</li> </ul>	

<b>Development Committee 1. Committee Report</b>		
<b>E. HR (Ad Hoc) Committee 1. Committee Report</b>	<ul style="list-style-type: none"> <li>Ms. Puddefoot stated the committee needs additional members.</li> </ul>	
<b>6. Report of the CEO* A. Executive Director's Report **</b>	<ul style="list-style-type: none"> <li>Ms. Block reported the third Governor Appointee position to the Board is still vacant. Interested Board members can apply online. The link is on our website.</li> <li>The Marco Island Writer's group has written an Anthology of Southwest Florida and all proceeds are being donated to the Literacy Buddies Program.</li> <li>Thank you to Ms. Cotter and staff for the successful independent audit.</li> <li>The Funding Opportunity Act for the Early Head-Start/Child Care Partnership grant was awarded to Lee County Schools on December 10<sup>th</sup>. We await the details that will guide implementation from the Partnership.</li> <li>Mr. Poppe discussed the numerous audits that are completed each year and the impact of the expanded OCA codes on the Business Services department. He thanked Ms. Cotter and her staff for a job well done.</li> <li>Mr. Poppe reported the Executive Committee extended Dew of Hermon's probation to Dec. 18<sup>th</sup> to allow the program to complete training specific to the safe installation of safety-approved car seats.</li> </ul>	

	The training was completed and Dew of Hermon is no longer on probation.	
<b>B. Program Highlights</b>	<ul style="list-style-type: none"> <li>The Association of Early Learning Coalitions' State Legislative Priorities for 2014-15 include: addressing health and safety concerns; improve SR performance standards; and improve Florida's VPK program.</li> </ul>	
<b>7. Public Comments</b>	<ul style="list-style-type: none"> <li>Ms. Anderson expressed her support for TSG that uses VPK teachers' observation to complete the assessments.</li> </ul>	
<b>8. Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 10:45 a.m.</li> </ul>	
<b>9. (Optional) Debriefing Sessions: Board Education, Open Discussion 10:45 am -12:00 pm</b>	<ul style="list-style-type: none"> <li>No debriefing at this meeting.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Wednesday, February 4, 2015 at 9:00 A.M.</li> </ul>	