



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, October 8, 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; **Patricia Dobbins, Chair- Outreach Committee**, Director, Hendry County Health Department; **Ashley Houk, Chair-Program Committee**, Preschool Director, First Presbyterian Preschool; **Jeanne LaFountain**, Principal, Lee County Early Learning Childhood Services; **Jane Lane, Esq.**, Lane Mediation and Arbitration Services; **Jennifer Lange**, Owner/Director, Little People’s School; **Curt Neary**, Group Controller, Enterprise Holdings; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **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

Board Members Absent: **Michael D’Amico**, Director, Pre-K/Head Start, Collier County School District; **Ivette Galarza**, Director of Program Quality, Redlands Christian Migrant Association (RCMA); **Robert Kosiba**, Regional Planner FL Department of Health, Glades County Board of County Commissioners; **Jill Turner**, Chair-Nomination/Bylaws & Policy Committee, CEO, Children’s Advocacy Center

(*) Materials included in Board packet

(**) Materials sent electronically to Board Members

Agenda Items	Discussion	Action/Assignments
Welcome and Introduction	<ul style="list-style-type: none"> Mr. Poppe called the meeting to order at 9:04 A.M. A quorum was established. Mr. Poppe welcomed Dr. Denis Wright to the Board. Dr. Wright and all those present introduced themselves. 	

1. Public Comments	<ul style="list-style-type: none"> • None 	
2. Executive Committee Report	<ul style="list-style-type: none"> • Mr. Poppe stated the Coalition has stabilized the number of SR children being served and staying within budget. 	.
3. Finance Committee* A. Review Financial Reports**	<ul style="list-style-type: none"> • Mr. Seif announced Douglas Szabo, with Henderson, Franklin, Starnes & Holt, P.A., has joined the Finance Committee. • Mr. Seif presented the financial reports ending June and July 2014. He reviewed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children served. 	
B. SR Utilization Report**	<ul style="list-style-type: none"> • Mr. Seif discussed the projected number of children to be served in the coming months. • Ms. Block explained last year's usage numbers are used to forecast month to month numbers. Our present data system (Enhanced Field System) does not allow "live" real time data. 	
C. Contract: Workforce Board**	<ul style="list-style-type: none"> • Mr. Seif explained the Coalition has a contract with SWFL Workforce Development Board to provide extended IT coverage. The Coalition is required to notify the Office of Early Learning (OEL) of any potential conflicts of interest. Mr. Paterno, Director of SWFL Workforce Development Board is on the Coalition's Board. • Mr. Wozniak discussed the wording of the "termination at will" section. 	<p>Motion made by Ms. Dobbins and seconded by Ms. LaFountain to approve the IT contract with modification noted. Motion Approved. Mr. Paterno recused himself from the discussion and the vote.</p> <p>Ms. Block will work with Mr. Wozniak to address the</p>

		questionable language in the contract.
4. Consent Agenda (Vote required)** Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of the June 25, 2014 Board Meeting*	<ul style="list-style-type: none"> The 6-25-14 minutes were approved. 	Motion made by Ms. Dobbins and seconded by Ms. Lane to approve. Motion approved.
5. Committee Reports		
A. Nominations/Bylaws and Policy Committee** 1. Committee Report A. ELC Policies: Recommendations for Revisions and Updates**	<ul style="list-style-type: none"> Ms. Block discussed the rationale to the review process; some policies included procedures, the need to be in compliance with HB-7165, and some policies are no longer relevant. 	Motion made by Ms. Puddefoot and seconded by Mr. Wozniak. Motion approved.
B. Employee Reference Guide**	<ul style="list-style-type: none"> Ms. Block discussed revisions and the Executive Committee's recommendations to sections 309 and 503 of the guide. 	Motion made by Ms. LaFountain and seconded by Mr. Neary to approve. Motion approved.
C. Anti-Fraud Plan**	<ul style="list-style-type: none"> Ms. Block explained the Anti-Fraud Plan is a new OEL requirement and requires Board approval. This plan formalizes the present Coalition fraud plan. 	Motion made by Ms. Lane and seconded by Mr. Paterno. Motion approved.
B. Outreach Committee 1. Committee Report	<ul style="list-style-type: none"> Ms. Dobbins discussed the Hendry County education improvement initiative focusing on expanding usage of VPK and enhancing quality. Ms. Dobbins reported that the Junior League of Fort Myers is working closely with the Coalition staff on 	

	<p>organizing the Barnes and Noble Book Fair. Coalition staff will be volunteering and handing out bi-lingual material at the Junior League's Taste of the Town in November.</p> <ul style="list-style-type: none"> • There was a discussion about generating ELC infographics to improve viewers' recognition of our messages online. 	
<p>C. Program Committee 1. Committee Report</p>	<ul style="list-style-type: none"> • Ms. Houk shared a concern about the VPK assessment. She shared the present VPK assessment book. There was a discussion about the type of questions being asked of four year olds and whether or not they are developmentally appropriate. Also, that the assessment is only given in English. • The Board Members reviewed a draft letter and suggested a group review of the letter to include: discussed comments, problems addressed, and suggested solutions. 	<p>Motion made by Mr. Paterno and seconded by Ms. LaFountain authorizing sending the letter to the State Commissioner of Education, Director of the Office of Early Learning, and Governor Scott. Motion approved.</p>
<p>D. Health, Safety, and Development Committee 1. Committee Report</p>	<ul style="list-style-type: none"> • Ms. Thompson reported hearing and vision screenings have started with the new school year. 	
<p>E. HR (Ad Hoc) Committee 1. Committee Report</p>	<ul style="list-style-type: none"> • Mr. Poppe asked the committee to evaluate the Coalition's medical insurance benefits that will be up for renewal in the next two months. • Mr. Seif requested that the committee review the Coalition's 401K Plan. 	<p>The HR Committee will meet to consider health insurance and the 401k plan.</p>
<p>6. Report of the CEO*</p>		

<p>A. Executive Director's Report **</p>	<ul style="list-style-type: none"> • Ms. Block discussed the 2014-15 Literacy Buddies Program and the partnership with the Junior League of Fort Myers. • Ms. Block reported Mr. Peacock, board consultant, is reviewing the Board's Strategic Plan and By-Laws. His report will be shared with the Nominations, By-laws, and Policies Committee. • Ms. Block visited recently with six local state senators and representatives to deliver the Coalition's message. • There was a discussion about the Southwest Florida Stars Program. One provider received a five-star rating in the first year of the program. 	<p>Motion made by Mr. Paterno and seconded by Mr. Seif to recognize five-star providers. Motion approved.</p>
<p>B. Program Highlights</p>	<ul style="list-style-type: none"> • Ms. Block discussed the cross training and blending of the SR and VPK staff over the past year. This allows staff to float between departments during peak times throughout the year. 	
<p>7. Public Comments</p>	<ul style="list-style-type: none"> • Ms. Lobdell, Executive Director of Child Care of Southwest Florida, appreciated the VPK assessment discussion and the letter that will be sent to state officials. • Ms. Dobbins reminded those present the importance of getting a flu shot for anyone over six months of age. 	
<p>8. Adjournment</p>	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 10:52 a.m. 	<p>.</p>

9. (Optional) Debriefing Sessions: Board Education, Open Discussion 10:45 am -12:00 pm	<ul style="list-style-type: none"> • No debriefing at this meeting. 	
Next Meeting	<ul style="list-style-type: none"> • Wednesday, December 17, 2014 at 9:00 A.M. 	