



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Agenda
September 20, 2018
10:00-11:15 AM

Purpose: The Executive Committee is composed of board officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and financial management and operations.

Committee Members : **Victor Mraz, Vice-Chair and Interim Board Chair**, *Financial Representative, Blue Chip Financial of SWFL*; **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Sterns and Holt*; **Selina Jefferson, Board Secretary**, *Mount Hermon Ministries/Dew of Hermon Early Learning Center*; **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*; **Jason Himschoot, Chair-Human Resources Committee**, *Attorney, Goede, Adamczyk, Deboest and Cross, PLLC*; **Dr. Denis Wright, Chair-Nominations & Bylaws Committee**, *Interim Dean –School of Health Professions, Florida Southwestern State College*

(*) *Materials included in Executive Committee Packet.*

(**) *Materials posted on Sharepoint for Committee Members.*

Agenda Items	Facilitator/Presenter
Welcome and Introductions	Victor Mraz, <i>Financial Representative, Blue Chip Financial of SWFL</i>
Public Comments	Victor Mraz
1. Executive Committee* A. Approval of Meeting Minutes of June 6, 2018** <u>pgs.</u> B. ELAC – July Meeting	Victor Mraz
2. Vote to Move the Board Meeting Minutes of June 20, 2018** <u>pgs.</u>	Victor Mraz
3. Finance Committee* A. SR Utilization Forecast** <u>pg.</u> B. Review of Utilization Reports and Statements of Revenues and Expenditures** <u>pgs.</u> C. Revised 2018-2019 Budget** <u>pgs.</u> D. Proposed Rate Increases for SR Providers** <u>pg.</u> E. Discuss ELC Internal Controls and Accounting Policies	Doug Szabo, Esq., <i>Henderson, Franklin, Sterns and Holt</i>

4. Human Resources Committee* A. Motion to update the Retirement Plan** pg. B. Motion to update the HIPAA Policy** pg. C. Motion to approve the Code of Conduct** pg. D. Motion to approve the Employment Diversity Policy** pg.	Jason Himschoot, Esq.,, <i>Goede, Adamczyk, Deboest and Cross, PLLC</i>
5. Nominations & Bylaws Committee* A. Private Business Nominee: Jeff Alluri** pgs.	Dr. Denis Wright, <i>Interim Dean –School of Health Professions, Florida Southwestern State College</i>
6. Review Agenda for the Board Meeting, October 3, 2018** <u>pgs.</u> A. Review of Draft Strategic Plan Goals FY2018-2019** pgs.	
Adjournment	
Next Meeting	Wednesday, November 14, 2018

All meetings will be held at 2675 Winkler Avenue, Fort Myers, FL 33901 unless otherwise announced.