



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE MINUTES

Wednesday, November 2, 2016

10:00- 11:15 a.m.

Purpose: The Executive Committee is composed of 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 Present: **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Dr. Denis Wright**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

Committee Members Attended via Telephone: **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*

Committee Members Absent: **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **Dr. Joe Pepe**, *Health Dept. Administrator, Glades & Hendry Counties*

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

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

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

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:00 a.m. by Mr. Poppe. A quorum was established. 	
1. Executive Committee* A. Approval of Meeting Minutes of September 14, 2016**	<ul style="list-style-type: none"> The 9/14/16 minutes were approved. 	Motion to accept the minutes made by Mr. Seif and seconded by Dr. Wright. Motion approved.

<p>B. Annual Performance Assessment: Executive Director</p>	<ul style="list-style-type: none"> Mr. Poppe stated the Executive Director's annual performance survey will be forwarded electronically to the Board Members using the same review as in 2015. 	
<p>C. Future Ready Collier Presentation, 11/16</p>	<ul style="list-style-type: none"> Ms. Block described the Future Ready Collier collaboration in Collier County. A panel of leaders from the collaboration will present on the community based work. 	
<p>2. Vote to Move the Board Meeting Minutes of September 28, 2016**</p>	<ul style="list-style-type: none"> The 9/28/16 minutes were approved to move to the Board Meeting. 	<p>Motion made by Mr. Paterno and seconded by Mr. Seif. Motion approved.</p>
<p>3. Finance Committee A. Review of Financial Reports**</p>	<ul style="list-style-type: none"> Mr. Seif discussed the financial reports ending September 2016. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying current year expenditures and number of children being served. The number of Voluntary Pre-Kindergarten (VPK) children has increased over last year. The public schools have increased their VPK classrooms. 	<p>Motion made by Dr. Wright and seconded by Mr. Paterno to move the Financial Reports to the Board Meeting. Motion approved.</p>
<p>B. Revised Notice of Grant Awards and Revised Budget FY17**</p>	<ul style="list-style-type: none"> Mr. Seif presented the revised Office of Early Learning (OEL) School Readiness (SR) grant award which includes an additional \$679,700 (one-time funding award). This will allow us to enroll more children in child care. Ms. Block informed the committee that OEL required a budget for allocation of the new funds before the November meeting dates. Therefore, the funds were allocated along the same lines as the approved budget: 81% to direct services and the balance to quality and SR administration. The Finance Committee may redirect more funds to 	

	<p>quality. This information will be presented at the next meeting.</p>	
C. SR Utilization Forecast**	<ul style="list-style-type: none"> Ms. Block discussed the enrollment activity report. September ended with 3,896 SR children and 7,041 VPK children being served. The coalition is continuing to enroll SR children. 	
D. RFP Update – Winkler Ave.	<ul style="list-style-type: none"> Ms. Block stated the Winkler Avenue RFP closes on November 4th. 	
E. Audit Update	<ul style="list-style-type: none"> Ms. Block introduced Mr. Ed Moss, from Moss, Krusick & Associates. This is the accounting firm that conducts our annual audit. Mr. Moss explain a finding they received from the Public Company Accounting Overnight Board (PCAOB), unrelated to coalition auditing work. The OEL has reviewed the situation and has no concerns. Staff and the Finance Committee were satisfied with information presented and recommended no changes to our agreement with Moss, Krusick. The Executive Committee agreed with this conclusion. 	
F. Supplemental Sliding Fee Scale 2016**	<ul style="list-style-type: none"> Ms. Block submitted the supplemental sliding fee scale due to the increase in the 200% federal poverty level. 	Motion made by Mr. Paterno and seconded by Dr. Wright. Motion approved.
4. Human Resources Committee* A. Paid Leave/Benefits Update	<ul style="list-style-type: none"> Ms. Block explained the HR committee is collecting data at this time. 	
B. Succession Planning Update**	<ul style="list-style-type: none"> Ms. Block presented the draft succession plan. There was a discussion about developing an emergency situation plan in the event of the incapability of the CEO due to an accident, illness, etc. 	<p>Motion made by Dr. Wright and seconded by Mr. Seif to move the succession plan to the Board. Motion approved.</p> <p>HR Committee to discuss an emergency situation plan.</p>

C. ERG 303: Incentive Pay Policy**	<ul style="list-style-type: none"> Ms. Block explained we currently have a plan in place, per the Employee Reference Guide. The HR Committee will review this committee. 	Motion made by Dr. Wright and seconded by Mr. Seif. Motion approved.
D. ERG 506: Cell Phone Policy**	<ul style="list-style-type: none"> Ms. Block presented the updated cell phone policy. There was a discussion about emergency personal calls while driving and whether or not this was reasonable. The Committee suggested the policy be reviewed by the Coalition's attorney. 	Motion made by Mr. Seif and seconded by Dr. Wright to approve the new cell phone allowance. Motion approved.
E. Overtime Summary**	<ul style="list-style-type: none"> Ms. Block said there continues to be no significant overtime costs since the last update. 	
5. Nominations & By-Laws Committee*	<ul style="list-style-type: none"> Dr. Wright explained the board self-assessment survey has been updated and will be distributed after the Nov. 16th Board Meeting with a return date of Dec. 2nd. 	Motion made by Mr. Paterno and seconded by Mr. Seif. Motion approved.
A. Board Self-Assessment & "Board Development"***		
B. Annual Meeting: January 25, 2017	<ul style="list-style-type: none"> Dr. Wright stated the results of the self-assessment survey and the slate of officers will be presented at the Jan. 25th Board Meeting. 	
6. Review Agenda for the Board Meeting, November 16, 2016** Location: SWFL Workforce Development board Career Source, 3050 Horseshow Drive, North Unit #110, Naples, FL	<ul style="list-style-type: none"> Mr. Poppe presented the November 16, 2016 Board Meeting Agenda. Mr. Block stated the Appeal Hearing Committee results and inventory of disposable equipment need to be added to the Board agenda. 	Motion made by Mr. Paterno and seconded by Mr. Seif to approve the Nov. 16 th Board agenda with the noted updates. Motion approved
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 11:00 am. 	
Next Meeting	<ul style="list-style-type: none"> January 11, 2017 	