



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE MINUTES

Wednesday, September 14, 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*; **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **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*; **Dr. Joe Pepe**, *Health Dept. Administrator, Glades & Hendry Counties*

Staff Present: **Susan Block, CEO**; **Kim Usa, Chief Operating 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. Mr. Poppe introduced Ms. Usa the Coalition's new Chief Operating Officer. 	
1. Executive Committee* A. Approval of Meeting Minutes of June 8, 2016**	<ul style="list-style-type: none"> The 6/8/16 minutes were approved. 	Motion to accept the minutes made by Mr. Seif and seconded by Mr. Paterno. Motion approved.
2. Vote to Move the Board Meeting Minutes of	<ul style="list-style-type: none"> The 6/22/16 minutes were approved to move to the Board Meeting. 	Motion made by Mr. Seif and seconded by Mr. Paterno.

June 22, 2016**		Motion approved.
3. Finance Committee A. Review of Financial Reports**	<ul style="list-style-type: none"> • Mr. Seif presented the four Office of Early Learning (OEL) grant awards: School Readiness (SR); Voluntary Prekindergarten (VPK); VPK Outreach & Awareness and Monitoring Initiative; Performance Funding Project. The SR contract requires 78% toward direct services to children, the Coalition exceeded this amount at 83.39% at the end of June 2016. • Mr. Seif discussed the financial reports ending the FY2015-2016 and the financial reports ending July 2016. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying administrative costs and number of children being served. There was a discussion about actions taken in May to avoid a deficit, resulted in a \$100,000 overage at the end of June. The Finance Committee recommends the distribution of funds to be determined by Ms. Block. 	<p>Motion made by Mr. Paterno and seconded by Dr. Wright to move the Financial Reports to the Board Meeting. Motion approved.</p> <p>Motion made by Mr. Paterno and seconded by Mr. Seif to refer this issue to the HR Committee to develop a plan. Motion approved.</p>
B. SR Utilization Forecast**	<ul style="list-style-type: none"> • Ms. Block presented utilization data in a graphic dashboard which the Finance Committee had reviewed earlier. The Finance Committee recommended presentation of utilization information in the format used during FY 2016. The Coalition is presently enrolling SR children. • There was a discussion about the 12 month eligibility certificates and the yet unknown effect on enrollment. 	
4. Human Resources Committee* A. Paid Leave/Benefits: Discussion	<ul style="list-style-type: none"> • Ms. Puddefoot requested guidance from the committee regarding what compensation information the Board wants. 	

	<ul style="list-style-type: none"> • There was a discussion about comparing public and private salaries and benefits. 	
B. Overtime Analysis**	<ul style="list-style-type: none"> • Ms. Puddefoot reported that the Committee had reviewed overtime hours since the Coalition updated FLSA according to the upcoming guidelines. Overtime has averaged approximately the equivalent of .31 full-time staff members in varying departments. 	
C. Succession Planning: Discussion	<ul style="list-style-type: none"> • Ms. Puddefoot explained that the committee is working on a succession plan for the executive director. 	Mr. Paterno will share a copy of a succession plan from his organization to Ms. Block.
5. Nominations & By-Laws Committee* A. Report: Sept. 9th Joint Board Meeting with ELC of Sarasota	<ul style="list-style-type: none"> • Dr. Wright discussed the Sept. 9th Joint Board Meeting with ELC of Sarasota. • Mr. Carvajal, Florida Chamber of Commerce, spoke on “Early Learning Comes of Age: Engaging New Audiences.” 	
B. Proposed By-Laws Change**	<ul style="list-style-type: none"> • Dr. Wright presented the By-Laws change which clarifies the terms of gubernatorial appointees. 	Motion made by Mr. Paterno and seconded by Ms. Puddefoot. Motion approved.
C. Board changes and Vacancies**	<ul style="list-style-type: none"> • Ms. Block explained there are four Board vacancies: one governor-appointee and three private sector seats. Ms. Block asked committee members to encourage anyone from the private sector to apply. The Board application is on the Coalition’s website. • 	
D. Glades BOCC Designee**	<ul style="list-style-type: none"> • Ms. Block announced Ms. Stephanie Busin is the new designee for the Glades County Board of County Commissioners’ mandated seat. 	
E. Request for OEL Waiver	<ul style="list-style-type: none"> • Ms. Block presented the composition of Board Members for the past five years. We are requesting OEL approve a waiver to extend the terms of one Collier board position to allow continued more proportional representation by county. 	Motion made by Mr. Seif and seconded by Mr. Paterno. Motion approved.

6. Review Agenda for the Board Meeting, September 28, 2016**	<ul style="list-style-type: none"> • Mr. Poppe presented the September 22, 2016 Board Meeting Agenda. • Mr. Block stated the request for proposal (RFP) for the Winkler Ave. lease needs to be added to the Board agenda. 	Motion made by Dr. Wright and seconded by Mr. Paterno to add the RFP and approve the updated agenda. Motion approved
Adjournment	<ul style="list-style-type: none"> • The meeting adjourned by acclamation at 11:23 am. 	
Next Meeting	<ul style="list-style-type: none"> • November 2, 2016 	