



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE

**Meeting Agenda
March 8, 2017
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 : **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Trina Puddefoot, Board Vice-Chair, Chair-Human Resources (HR) Committee**, *Early Steps Program Director*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Ashley Houk, Chair-Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Stephanie Vick, Chair-Health, Safety, and Developmental Services Committee**, *Health Department Administrator, Collier County*; **Dr. Denis Wright, Chair-Nominations & Bylaws Committee**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

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

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

Agenda Items	Facilitator/Presenter
Welcome and Introductions	Gerry Poppe, <i>CFO, Waterman Broadcasting</i>
1. Executive Committee* A. Approval of Meeting Minutes of January 10, 2017** <u>pgs.</u>	Gerry Poppe
2. Vote to Move the Board Meeting Minutes of January 25, 2017** <u>pgs.</u>	Gerry Poppe
3. Finance Committee* A. Review of Financial Reports** <u>pgs.</u> B. SR Utilization Forecast** <u>pg.</u> C. FY17 Budget Modification** <u>pg.</u> D. OEL Desk Audit Results, November 2016** <u>pgs.</u>	Peter Seif, <i>President, Synergy Networks</i>
4. Health, Safety and Developmental Services Committee A. Update** <u>pg.</u>	Stephanie Vick, <i>Health Department Administrator, Collier County</i>

<p>5. Human Resources (HR) Committee* A. Succession Planning Update** <u>pgs.</u> B. ERG 303: Incentive Pay Policy** <u>pgs.</u> C. ERG 506: Cell Phone Policy** <u>pg.</u> D. ERG Changes: Recommendations from Krizner & Associates** <u>pgs.</u></p>	<p>Trina Puddefoot, <i>Early Steps Program Director, Health Planning Council of SW Florida;</i></p>
<p>6. Nominations & Bylaws Committee* A. Proposed By-Laws Amendment: Addition of 3.1.3.1. (Membership)** <u>pg.</u> B. Update: Board Self-Assessment & “Board Development” C. Sunshine Law, Board Training, 3-22-17</p>	<p>Dr. Denis Wright, <i>Charlotte Campus President and VP of Economic & Community, Florida Southwestern State College</i></p>
<p>7. Program Committee A. Kindergarten Readiness Screening Tool** <u>pgs.</u> B. Presentation: Partnering for School Readiness Project</p>	<p>Ashley Houk, <i>Preschool Director, First Presbyterian Preschool</i></p>
<p>8. Review Agenda for the Board Meeting, March 22, 2017** <u>pgs.</u></p>	<p>Gerry Poppe</p>
<p>Adjournment</p>	
<p>Next Meeting</p>	<p>April 25, 2017* Note: an updated calendar appointment has been sent.</p>

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