



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE MINUTES

Tuesday, January 10, 2017

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*; **Dr. Denis Wright**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

**Committee Members Attended via Telephone:** **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Stephanie Vick**, *Health Dept. Administrator, Collier County*

**Committee Members Absent:** **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*

**Other Attendee:** **Ed Moss**, *Moss, Krusick & Associates LLC*

**Staff Present:** **Susan Block**, *CEO*; **Nga Cotter**, *CFO /Associates Director of Business Services*; **Gayla Thompson**, *Chief Quality Officer*; **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
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Meeting called to order at 10:02 a.m. by Mr. Poppe. A quorum was established.</li> </ul>	
<b>1. Executive Committee*</b> <b>A. Approval of Meeting</b>	<ul style="list-style-type: none"> <li>The 11/2/16 minutes were approved.</li> </ul>	Motion Mr. Seif and seconded by Mr. Paterno. Motion approved.

<p><b>Minutes of November 2, 2016**</b></p>		
<p><b>B. Annual Performance Assessment: Executive Director</b></p>	<ul style="list-style-type: none"> <li>• Mr. Poppe presented the HR Committee’s report for Ms. Block’s annual performance assessment. The satisfaction scores were on a scale of 1 to 5, Ms. Block’s score averaged 4.7 for all categories.</li> <li>• The HR Committee recommends a merit based salary increase. However, Ms. Block requested delaying the increase until July to assure VPK spending has been brought into line with the budget.</li> </ul>	<p>Motion made by Mr. Paterno and seconded by Mr. Seif to approve a merit increase for July however, to reconsider a merit increase earlier should the VPK situation change. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of November 16, 2016**</b></p>	<ul style="list-style-type: none"> <li>• The 11/16/16 minutes were approved to move to the Board Meeting.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Mr. Seif. Motion approved.</p>
<p><b>3. Finance Committee A. Review of Financial Reports**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Seif discussed the financial reports ending November 2016. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying current year expenditures and administrative costs. November ended with 4,405 SR children and 7,818 VPK children being served.</li> <li>• The VPK administrative costs are over \$80,249 for the first five months of the fiscal year. Some of the expenses relate to funds spent for Lee and Collier counties’ to support Head Start enrollment in VPK.</li> </ul>	
<p><b>B. SR Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block reported the increase in SR children being served is due to the receipt of additional SR funding. The coalition is continuing to enroll SR children.</li> <li>• There was a discussion about the Wait List application process that now requires one income</li> </ul>	

	document. This vetting process has reduced the Wait List.	
<b>C. Audited Financials and 990 Report</b>	<ul style="list-style-type: none"> <li>Mr. Moss with Moss, Krusick &amp; Associates presented in detail the financial audit ending June 30, 2016. Mr. Moss noted that the SR and VPK administrative costs are below the required percentages. The Coalition is considered a “low risk auditee”.</li> <li>Mr. Moss presented the 990 Report in detail.</li> </ul>	Motion made by Mr. Seif and seconded by Dr. Wright to move the Audited Financials and 990 Report to the Board. Motion approved.
<b>D. Discussion: Fiscal Policy</b>	<ul style="list-style-type: none"> <li>Ms. Block explained we are working with the Office of Early Learning to update financial policies. Due to timing constraints, Ms. Block requests the draft financial policies be sent directly to the Board without review of the Financial and Executive Committees.</li> </ul>	Motion made by Mr. Seif and seconded by Dr. Wright. Motion approved.
<b>4. Human Resources Committee*</b> <b>A. Succession Planning Update</b>	<ul style="list-style-type: none"> <li>The HR Committee did not meet before Executive Committee. Several items remain unfinished following the November 2, 2016 Executive Committee meeting.</li> <li>Ms. Block reported the succession planning update is going back to the HR Committee for further discussion.</li> </ul>	
<b>B. ERG 303: Incentive Pay Policy**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the updated Incentive Pay Policy.</li> <li>There was a discussion about the updates and two changes were made.</li> </ul>	Motion made by Mr. Paterno and seconded by Mr. Seif to approve the Incentive Pay Policy with the noted changes. Motion approved.
<b>C. ERG 506: Cell Phone Policy</b>	<ul style="list-style-type: none"> <li>Ms. Block reported the cell phone policy is going back to the HR Committee for further discussion</li> </ul>	

	with input from the human resources attorney.	
<b>5. Nominations &amp; By-Laws Committee*</b> <b>A. Annual Meeting:</b> <b>January 25, 2017-Slate of officers, ELC Board, 2017**</b>	<ul style="list-style-type: none"> <li>• Dr. Wright presented the slate of officers for the 2017 ELC Board.</li> </ul>	Motion made by Dr. Wright and seconded by Ms. Vick. Motion approved.
<b>6. Review Agenda for the Board Meeting, January 25, 2017**</b>	<ul style="list-style-type: none"> <li>• Mr. Poppe presented the January 25, 2017 Board Meeting Agenda. Several updates were made to the Jan. 25<sup>th</sup> agenda.</li> <li>•</li> </ul>	Motion made by Mr. Seif and seconded by Dr. Wright to approve the Jan. 25th Board agenda with the noted updates. Motion approved
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• The meeting adjourned by acclamation at 10:25 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• March 8, 2017</li> </ul>	