



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE

Meeting Agenda

September 13, 2023

10:00 AM

Microsoft Teams meeting

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Meeting ID: 211 129 871 746

Passcode: gesukw

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:

Dr. Kelly Roy, Interim Board Chair, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College

Douglas Szabo, Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt

Dr. Beth McBride, Secretary, Chair-Human Resources Committee Director, Early Learning, Designee-Collier County Public Schools

Brooke Goldstein, Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council

Michele King, Chair-Program Committee, Director Child Advocacy Program, Golisano Children’s Hospital of SWFL

Rebecca McKellar, Chair-Nominations & Bylaws, Committee, Creative World Schools, Private for-Profit Child Care

Tara Sherrod, Chair-Events Committee First Baptist Preschool, Representative of Faith-Based Childcare Providers.

ELC Staff:

Dr. Melanie Stefanowicz Chief Executive Officer

Leona Adkins, Chief Quality Office

Gilda Duran, Chief Programs Officer

Lugeenya Blackstock, Chief Financial Officer

Wynetta Upshaw, Chief Administrative Officer

() Materials included in Executive Committee Packet.*

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

Agenda Items	Page #s	Facilitator	Discussion and Actions
Welcome and Introductions Chair’s Update		Doug Szabo, Vice-Chair	

Agenda Items	Page #s	Facilitator	Discussion and Actions
Public Comment		Doug Szabo	
1) Executive Committee* a) <u>Approve</u> of Executive Committee Minutes from June 7, 2023		Doug Szabo	
2) Finance Committee a) Discussion: SR Utilization Management Forecast b) <u>Review and Request Approval</u> of Utilization Reports and Statements of Revenues and Expenditures c) <u>Request Approval</u> of Updated FY24 Budget d) <u>Request Approval</u> of FY24 Contracts and Requests for Proposals (RFP) <ul style="list-style-type: none"> • Fred Pryor Learning • Element Technologies • Priority Marketing • RFP – Audit • RFP – Fraud Risk Analysis • RFP – Marketing and Community Outreach e) <u>Request Approval</u> of Request Approval of ARPA Discretionary Grant in the amount of \$12,252,180 f) <u>Request Approval</u> of Fiscal Policies <ul style="list-style-type: none"> a. I-PO-B10 Suspected Misconduct Policy b. I-PO-B11 Lobbying Policy c. I-PO-B2 Conflict of Interest d. I-PO-D Procurement Policy e. I-PO-E4 Credit Card Policy f. I-PO-G Records and Maintenance Policy g. I-PO-H Travel and Business Expense Policy h. I-PO-I10 Purchasing Policy 		Brooke Goldstein, Treasurer	

Agenda Items	Page #s	Facilitator	Discussion and Actions
i. I-PO-I11 Accounts Payable Management Policy j. I-PO-I12 Disbursement Policy k. I-PO-I13 Payroll and Related Policy l. I-PO-I14 Cash Management Policy m. I-PO-I15 Government Returns Policy n. I-PO-I16 Capitalized Assets and Inventory Requirement Policy o. I-PO-I20 Billing/Invoice Policy p. I-PO-I6 Revenue Recognition Policy q. I-PO-M Match Policy r. I-PO-S Federal Awards Costs Policy s. I-PR-F Tangible Personal Property Maintenance t. ISSP-06.00.21 Electronic Signature Policy			
3) HR Committee a) <u>Request Approval:</u> <ul style="list-style-type: none"> • CEO Evaluation • CEO Merit Raise • CEO Job Description b) <u>Request Approval:</u> Employee Reference Guide: Review of Proposed Policy Updates: <ul style="list-style-type: none"> • 103 Purpose of Employee Reference Guide • 209 Workplace Harassment and Discrimination • 310 Anniversary Date • 311 Introductory Period • 313 Emergency Contact Information (New) • 314 Telework (renumbered/Old 313) • Employee Benefits, pg. 23 (Section Updated) • 408 Internal Promotion Policy • 903 Nepotism & Anti Fraternalization • 1002 Personal Use 		Dr. Beth McBride. Secretary	

Agenda Items	Page #s	Facilitator	Discussion and Actions
<ul style="list-style-type: none"> • 1003 Information Security/Passwords • 1006 Electronic Records Retention Practices • 1007 Internet • 1008 Email Policy • 1010 Use of “external” software products • 1106 Employee Grievance Procedure • 1202 Violence in the Workplace • 1313 Animals in the Workplace (New) • 1314 EAP (Renumbered/Old 1313) • 1315 Emergency/Disaster Events 			
<p>4) Nominations & Bylaws Committee</p> <p>a) <u>Request Approval</u> of Bylaws</p> <p>b) <u>Request Approval</u> of Governance Policy</p> <p>c) <u>Nominate:</u> Officers for Fiscal/Program Year 2023-2024</p> <ul style="list-style-type: none"> • Interim Chair • Vice-Chair • Treasurer • Secretary <p><i>Bylaws referenced: 4.1, 7.3.3, 7.3.4</i></p> <p>d) <u>Discussion:</u> Status of Gubernatorial Appointments</p> <p>e) Informational – Board Development Presentation scheduled for 9/27/2023: Partnership Spotlight: FutureMakers Coalition Guest Speaker Tessa LeSage, FutureMakers Coalition Director</p>		<p>Rebecca McKellar, Committee Chair</p>	
<p>5) Events Committee</p> <p>a) <u>Discussion:</u> 2024 Business Breakfast</p> <p>b) 2023-2024 events and fundraising initiatives</p>		<p>Tara Sherrod, Committee Chair</p>	

Agenda Items	Page #s	Facilitator	Discussion and Actions
6) Program Committee Updates i) Quality and Grant Updates ii) Health and Safety Updates iii) Assessments and Provider Contracts iv) Literacy Buddies		Michele King, Committee Chair	
7) Next Executive Committee Meeting: November 1, 2023 9:00 a.m. to 11:00 a.m.		Doug Szabo	
Adjournment		Doug Szabo	

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