EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
MEETING MINUTES
June 7, 2023
9:00 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: Dr. Kelly Roy, Interim Board Chair, Professor/Coordinator of Early Childhood Education,*; Douglas Szabo, Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt*; **Brooke Delmotte, Treasurer,** Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*; Dr. Beth McBride, **Secretary, Chair human Resource Committee***, Director of Early Learning Designee-Collier County Public Schools,* **Michele King, Chair-Program Committee**, Director Child Advocacy Program, Golisano Children's Hospital of SW Florida, **Rebecca McKellar, Chair-nomination & Bylaws, Committee**, Creative World Schools.

ELC Staff: 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, Monica **Gaddy**, Administrator Coordinator*

(*) Materials included in Board Packet.
(**) Materials available on SharePoint for Board Members.

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	This meeting was called to order @ 9:05 am by Doug Szabo. A quorum was established.	
Public Comments	None	
1. Executive Committee*	A. Dr. Melanie gave an overview for the	

A. Presentation of strategic plan accomplishments and overview of Lee County Board of County Commissioners Capacity Building Grant B. Approval of Executive Committee Minutes from April 19, 2023	strategic plan and Lee BOCC that will be presented at the June 21, 2023, Board meeting.	B. Motion to Approve Minutes of April 19, 2023 Motion- Michelle King Second-Brooke Delmotte Motion Carried.
B. Finance Committee **a)** Discussion: SR Utilization Management Forecast **b)** Review and Approval of Utilization Reports and Statements of Revenues and Expenditures **c)** Approval: Approval: FY23 Budget Update **d)** Discussion: DEL Expenditure Validation-2 **e)** Approval: FY24 Krizner Contract **f)** Approval: FY23 Amendment Teachstone Virtual **g)** Approval: FY24 Children's Forum Contract-Assessments **h)** Approval: FY24 Teachstone Contract-Assessments	a) Brooke Delmotte reviewed SR forecasting and waitlist information. b) Brooke Delmotte discussed Utilization reports and statements of revenues and expenses. c) Brooke Delmotte explained the additional funds added to the FY23 Budget. d) Brooke Delmotte explained the DEL expenditure validation review and point out that there was no disallowable cost. e) Brooke Delmotte explained the need for the Krizner contract for the ELC. f) Brooke Delmotte reviewed the Amendment for Teachstone Virtual. g) Brooke Delmotte reviewed the contract for Children's Forum for SR/VPK assessments. h) Brooke Delmotte reviewed the contract for Teachstone for assessments SR/VPK.	a. Motion to approve from standing committee. Motion passed. b. Motion to approve from standing committee. Motion passed. c. Motion to approve from standing committee. Motion passed. d. Motion to approve from standing committee. Motion passed. e. Motion to approve from standing committee. Motion passed. f. Motion to approve from standing committee. Motion passed. g. Motion to approve from standing committee. Motion passed. h. Motion to approve from standing committee. Motion passed.
C. HR Committee a. Informational: CEO Evaluation and Timeline	a.) Dr. Beth McBride explained the timeline for the CEO evaluation for the fiscal year.	

b. Informational: Incentive Pay plan	b.) Dr. Melanie Stefanowicz discussed the incentive plan and engaging staff participation.	
4) Nominations & Bylaws Committee **a)** Discussion: 2023 Legislation Session's Impact on ELC **b)** Discussion of Board Member Application **c)** Discussion: 2023-2024 Board Development Schedule **d)** Discussion: Review of Board Vacancies and Recruitment Efforts i) Governor's Appointees	a.) Dr. Melanie Stefanowicz reviewed legislation session's outcomes b.) Rebecca McKellar discussed steps in Board's member application process. c.) Rebecca McKellar shared ideas for the board's 2023-2024 development schedule. d.) Rebecca McKellar explained that Dr. Melanie Stefanowicz has reached out to Governor's office and that applications are in the review process.	
5) Events Committee **a)** <u>Discussion:</u> 2024 Business Breakfast **b)** Discussion: 2023-2024 Events Calendar	a.) Dr. Melanie Stefanowicz discussed they are planning the Business Breakfast for October 2023 and is working on obtaining a guest speaker. b.) Dr. Melanie Stefanowicz discussed the end of fiscal year staff celebration.	

6) Program Committee
a) Discussion: Program updates
b) Discussion: Literacy Buddies
i) 2022-2023 Program Year Update
ii) 2023-2024 Call to Action
	a.) Dr. Melanie Stefanowicz provided an overview of ARPA grant and Workforce grant.
	
	b.) Dr. Melanie Stefanowicz discussed the ELC's literacy buddy program for 23-24.
	i.) The 2022-23 Literacy Buddy Program was finalized with the following metrics:
	   o 21 providers participated.
	   o 752 children were engaged.
	   o 428 adults volunteered.
	   o 2300 books were provided to the children.	

Adjournment	Meeting adjourned at 10:27 am	
Next Meeting	Wednesday, September 13 ,2023	

All meetings are Hybrid – attend in person or via Teams.