

**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA  
EXECUTIVE COMMITTEE**



**Meeting Agenda  
January 17, 2024  
10:00 a.m.**

Microsoft Teams meeting  
[Click here to join the meeting](#)  
Meeting ID: 233 430 925 346  
Passcode: BsxisP

**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:**

- Laura Richardson Bright**, Interim Board Chair, Chief Innovation Officer, Golisano Children’s Museum  
**Sharon Love**, Vice-Chair, Attorney, Henderson, Franklin, & Zung, P.A.  
**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  
**Wynetta Upshaw**, Chief Administrative Officer  
**Monica Gaddy**, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
<b>Welcome and Introductions</b> <b>Chair’s Update</b>	<b>Laura Bright</b>	
<b>Public Comment</b>	<b>Laura Bright</b>	
<b>1. Executive Committee:</b>  <b>a. <u>Approve</u> Executive Committee Agenda minutes from November 1, 2023, and January 5, 2024.</b>	<b>Laura Bright</b>	
<b>2. Finance Committee:</b>  <b>a. <u>Discussion</u>: SR Utilization through November 2023</b>	<b>Brooke Goldstein</b>	

Agenda Items	Facilitator	Discussion and Actions
<ul style="list-style-type: none"> <li>b. <b>Discussion and Approval</b> of Summary of Revenues and Expenditures</li> <li>c. <b>Approve:</b> Updated FY 2024 Budget Item: <ul style="list-style-type: none"> <li>i. ARPA Special Project Compensation</li> </ul> </li> <li>d. <b>Approve:</b> Procurement Requests: <ul style="list-style-type: none"> <li>i. LENA Language environment analysis program</li> <li>ii. Element Technologies</li> <li>iii. HR Compensation Consultants, LLC (HRCC)</li> <li>iv. David Karem Law, P.A.</li> <li>v. Child's Play, Inc.</li> <li>vi. Tricia Delles, CPA</li> <li>vii. Procure Solutions</li> <li>viii. Kaplan Early Learning</li> <li>ix. Trace Enterprises dba Reach Marketing</li> </ul> </li> </ul>		
<p><b>3. Human Resources Committee:</b></p> <ul style="list-style-type: none"> <li>a. <b>Informational:</b> Staffing Update <ul style="list-style-type: none"> <li>i. CFO Search</li> <li>ii. Interim Staffing</li> <li>iii. Hiring Challenges</li> </ul> </li> </ul>	<b>Dr. Beth McBride</b>	
<p><b>4. Nominations and Bylaws Committee:</b></p> <ul style="list-style-type: none"> <li>a. New Board Member Recruitment (Private)</li> <li>b. New Board Member Replacement (SDLC)</li> <li>c. Gubernatorial Appointments Update</li> </ul>	<b>Rebecca McKellar</b>	
<p><b>5. Events Committee:</b></p> <ul style="list-style-type: none"> <li>a. 2023-2024 Board Events and Fundraising Initiatives: <ul style="list-style-type: none"> <li>i. Outreach Events</li> <li>ii. Staff Events</li> </ul> </li> </ul>	<b>Tara Sherrod</b>	
<p><b>6. Program Committee:</b></p> <ul style="list-style-type: none"> <li>a. Quality and Grant Updates</li> </ul>	<b>Michele King</b>	
<p><b>7. Next Executive Committee Meeting:</b></p> <p style="padding-left: 40px;">February 28, 2024 10:00 a.m. to 11:00 a.m.</p>	<b>Laura Bright</b>	
<b>Adjournment</b>	<b>Laura Bright</b>	