

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



**Meeting Minutes  
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

<b>Agenda Items</b>	<b>Facilitator</b>	<b>Discussion and Actions</b>
<b>Welcome and Introductions Chair’s Update</b>	<b>Laura Bright</b>	Welcome by Laura Bright Meeting began at 10:00 a.m.
<b>Public Comment</b>	<b>Laura Bright</b>	No public comment
<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>	November 1, 2023, and January 5, 2024, meeting minutes approved by Michele King and seconded by Rebecca McKellar
<b>2. Finance Committee:</b>	<b>Brooke Goldstein</b>	Brooke provided updates regarding the SR and VPK utilization through November, 2023.

Agenda Items	Facilitator	Discussion and Actions
<p>a. <b>Discussion:</b> SR Utilization through November 2023</p> <p>b. <b>Discussion and Approval</b> of Summary of Revenues and Expenditures</p> <p>c. <b>Approve:</b> Updated FY 2024 Budget Item: i. ARPA Special Project Compensation</p> <p>d. <b>Approve:</b> Procurement Requests: i. LENA Language environment analysis program ii. Element Technologies iii. HR Compensation Consultants, LLC (HRCC) iv. David Karem Law, P.A. v. Child's Play, Inc. vi. Tricia Delles, CPA vii. Procure Solutions viii. Kaplan Early Learning ix. Trace Enterprises dba Reach Marketing</p>		<p>a. Increase in number of children 6,722. Received approval for poverty level to go from 150% up to 200%. Parents are being encouraged to reapply if they are not approved due to income.</p> <p>b. We are now better able to pull reports in MIP. Prior year adjustments being made, completion date to be determined.</p> <p>c. Motion to approve updated FY2024 Budget items c. and d.</p> <p>Motion approved by standing committee. All in favor and none opposed. Motion passed.</p>
<p><b>3. Human Resources Committee:</b></p> <p>a. <b>Informational:</b> Staffing Update i. CFO Search ii. Interim Staffing iii. Hiring Challenges</p>	<p><b>Dr. Beth McBride</b></p>	<p>Discussion provided by Dr. Melanie <b>CFO Search</b> under way. Search has been narrowed down to four applicants. Spirit Consulting will be presenting their slate of candidates by January 31, 2024. Interviews are set to begin the 2<sup>nd</sup> and 3<sup>rd</sup> week in February 2024. Currently have narrowed selection down to 4.</p> <p><b>Interim staffing update.</b> We have been receiving assistance from two certified public accounts who are contracted on a part-time basis. They have been essential is working with the Accounting team to keeping up on track with payment processing, reimbursements, and the signal audit.</p> <p><b>Hiring challenges.</b> Work is being done on reviewing and updating Job descriptions. Programs services have been struggling with retention. Salary is slightly lower than other counties. Several interviews are scheduled to support an increase in VPK SR enrollments.</p>
<p><b>4. Nominations and Bylaws Committee:</b></p> <p>a. New Board Member Recruitment (Private) b. New Board Member Replacement (SDLC) c. Gubernatorial Appointments Update</p>	<p><b>Rebecca McKellar</b></p>	<p>Angela Nadar of the School District of Lee County has been recommended by the Superintendent to fill the vacancy and is in the process of completing Board Member application.</p> <p>We are still waiting for the Gubernatorial</p>

Agenda Items	Facilitator	Discussion and Actions
<p><b>5. Events Committee:</b></p> <p>a. 2023-2024 Board Events and Fundraising Initiatives:</p> <p>i. Outreach Events</p> <p>ii. Staff Events</p>	<p><b>Tara Sherrod</b></p>	<p>appointment.</p> <p>Tara reported that plans are underway for Business Breakfast. The team is looking for vendor sponsorship and community partner involvement.</p> <p>Expectation that Boards members will host the Spring BBQ lunch event for staff to enjoy.</p> <p>Soliciting thoughts and ideas for further events. Committee reviewing its purpose and plans moving forward on how to increase visibility bring awareness. Plans on participating in more community events.</p>
<p><b>6. Program Committee:</b></p> <p>a. Quality and Grant Updates</p>	<p><b>Michele King</b></p>	<p>Updates were provided related to the ARPA grant funds, VPK and SR enrollments were discussed, health and safety updates were shared, and CLASS and ASQ information was provided.</p>
<p><b>7. Next Executive Committee Meeting:</b></p> <p>February 28, 2024 10:00 a.m. to 11:00 a.m.</p>	<p><b>Laura Bright</b></p>	<p>Lauran Bright confirmed the next Executive Committee Meeting will be February 28, 2024, at 10:00 a.m.</p>
<p><b>Adjournment</b></p>	<p><b>Laura Bright</b></p>	<p>Meeting adjourned at 10:55 a.m.</p>