

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



Meeting Agenda

June 6, 2024

10:00 a.m.

Microsoft Teams meeting

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Meeting ID: 290 863 613 608

Passcode: KEv8rP

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, Long, Murphy & Shemkus, 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

Richard Cocchieri, Chief Financial 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
Welcome and Introductions Interim Chair’s Update Agenda Modifications	Laura Bright	
Public Comment	Laura Bright	
Executive Committee 1. Approval of Executive Committee Meeting Minutes from April 18, 2024 2. Discussion and Approval of the Continuity of Operations Plan (COOP)	Laura Bright	

Agenda Items	Facilitator	Discussion and Actions
3. <u>Informational:</u> Rebranding		
Finance Committee 1. <u>Discussion and Approval</u> of SR Utilization through April 2024 2. <u>Discussion and Approval</u> of a. Summary of FY 23-24 Budgets b. FY 23-24 Statement of Activities c. Statement of Financial Position as of 4/30/2024 d. FY 24-25 Proposed COLA and Merit Increases 3. <u>Request Approval</u> of FY25 Contracts and RFPs: a. The Krizner Group b. Trace Enterprise dba Reach c. David Karem, PA d. Children’s Forum e. RCMA f. Department of Health in Collier County g. HRCC h. Tricia Delles, CPA i. RFP - Employee Benefits Package j. RFP – Computers and Computer-related Equipment	Brooke Goldstein	
Human Resources Committee 1. <u>Discussion and Approval:</u> a. Paid Leave Time b. Education Benefits 2. <u>Informational:</u> Employee Engagement Survey	Dr. Beth McBride	
Nominations & Bylaws Committee 1. <u>Informational:</u> Recruitment of New Board Members	Rebecca McKellar	
Events Committee 1. <u>Informational:</u>	Tara Sherrod	

Agenda Items	Facilitator	Discussion and Actions
a. Teacher Appreciation b. Business Breakfast		
Programs Committee 1. <u>Informational:</u> Quality and Program Services Updates	Michele King	
Next Executive Committee Meeting: September 5, 2024 10:00 a.m. to 11:00 a.m.	Laura Bright	
Adjournment	Laura Bright	

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