

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



**Meeting  
Minutes April  
18, 2024  
10:00 a.m.**

Microsoft Teams meeting  
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ID: 281 390 500 924  
Passcode: u86R2T

**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
<b>Welcome and Introductions</b>  <b>Interim Chair’s Update</b>  <b>Agenda Modifications</b>	<b>Laura Bright</b>	Meeting called to order at 10:03am Members in attendance: Laura Bright, Sharon Love, Dr. Beth McBride, Brooke Goldstein, Michele King, Rebecca McKellar, and Tara Sherrod. ELC Staff Dr. Melanie Stefanowicz, Richard Cocchieri, Leona Adkins, Gilda Duran, Wynetta Upshaw, and Monica Gaddy  New Member Introductions: Derek Burkholder, Angela Nader, Chelesy Gonzalez, and Rashondra Croskey  Welcome New CFO Richard Cocchieri  Chair’s Update:

		<ul style="list-style-type: none"> <li>• Committee Composition</li> <li>• Board Retreat</li> </ul> <p>In discussion and working with Dr. Melanie on budget, location, and ideas. Tentative plans are for half day, to level set, outline expectations for Board. New Board member orientation, and review functionality of committees.</p>
<b>Public Comment</b>	<b>Laura Bright</b>	No public comments
<b>Executive Committee</b>  1. <b><u>Approval</u></b> of Executive Committee Meeting Minutes from February 28, 2024  2. <b><u>Discussion and Approval</u></b> of the Continuity of Operations Plan (COOP)	<b>Laura Bright</b>	Rebecca McKellar made motion to approve February 28, 2024, meeting minutes. Seconded by Brooke Goldstein.  Continuity of Operation plan (COOP). Dr. Melanie is working to revise before requesting approval.

Agenda Items	Facilitator	Discussion and Actions
3. <b><u>Informational:</u></b> Rebranding		Logo samples will be present at the May 2, 2024, Board Meeting.
<b>Finance Committee</b> 1. <b><u>Informational</u></b> a. Sliding Fee Scale b. Lee BOCC ARPA Grant Update c. <b><u>DRAFT</u></b> FY 2025 DEL Grant Agreement  2. <b><u>Discussion and Approval</u></b> of SR Utilization through March 25, 2024  3. <b><u>Discussion and Approval</u></b> of a. Summary of Revenues and Expenditures and Financial Statements b. Cost Allocation Plan d. Surplus List (Naples Office)  4. <b><u>Request Approval</u></b> of <b>FY24 Contracts</b> a. Element Technologies b. Crown Plaza Fort Myers Gulf Coast c. Blue Outdoor  <b>FY 25 Contracts</b> a. Teaching Strategies, LLC b. Helios Colliers, LLC	<b>Melanie Stefanowicz</b>	1. Discussion on a. b. and c. 2. SR Utilization through March 25, 2024, Approved by standing committee with no one opposed. Motion carries.  3. Summary of Revenues and Expenditures and Financial Statements. Approved by standing committee with no one opposed motion carries.  4. FY24 a, b, and c. Approved by standing committee none opposed. Motion carries.  FY 25 Contracts Teaching Strategies, LLC and Helios Collier, LLC. Approved by standing committee with no one opposed. Motion carries
<b>Human Resources Committee</b> 1. <b><u>Discussion and Approval:</u></b> Human Resources Audit 2. <b><u>Informational:</u></b> Employee Engagement Survey	<b>Melanie Stefanowicz</b>	1. Human Resources Audit did not have any major findings. Expect new policy updates during June’s Board Meeting. a. Motion approved by standing committee. None opposed motion carries. 2. Employee Engagement survey. The Same survey used from previous years for March evaluation.
<b>Nominations &amp; Bylaws Committee</b> 1. <b><u>Informational:</u></b> New Board Member Orientation Process	<b>Rebecca McKellar</b>	Dr. Melanie has created and new board member orientation packet.

<p><b>Events Committee</b></p> <p><b><u>Informational</u></b></p> <ul style="list-style-type: none"><li>a. Outreach events</li><li>b. BBQ Lunch – May 10</li><li>c. Teacher Appreciation</li></ul>	<p><b>Tara Sherrod</b></p>	<p>Programs Teams have been participating in community events sharing books and educating community about VPK and SR. Most recent SWFL Reading Festival. ELC gave out over 1,000 books to children.</p> <p>BBQ Staff luncheon scheduled. Seeking donations from Board members to offset the cost of the event.</p> <p>Mighty Mussel baseball has an upcoming Teacher appreciation event on May 11, 2024, that we are considering joining.</p>
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Agenda Items	Facilitator	Discussion and Actions
<b>Programs Committee</b>  <b><u>Informational:</u></b> Quality and Program Services Updates	<b>Michele King</b>	
<b>1) Next Executive Committee Meeting:</b> June 6, 2024 10:00 a.m. to 11:00 a.m.	<b>Laura Bright</b>	
<b>Adjournment</b>	<b>Laura Bright</b>	

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