

**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

Our mission is to enhance the quality of children's lives by providing families, early childhood educators, caregivers, and community partners in Collier, Glades, Hendry, and Lee Counties with opportunities to positively impact the future.

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	Laura Bright	Welcome and introductions made by Laura Bright.
Interim Chair's Update		Laura Bright suggested to have next board meeting in person. If the Board agrees, location and time will be determined.
Agenda Modifications		
Public Comment	Laura Bright	None
Executive Committee	Laura Bright	Laura Bright requested motion to approve April 18, 2024, meeting minutes.

Agenda Items	Facilitator	Discussion and Actions
<ol style="list-style-type: none"> 1. Approval of Executive Committee Meeting Minutes from April 18, 2024 2. Discussion and Approval of the Continuity of Operations Plan (COOP) 3. Informational: Rebranding 		<p>Brooke Goldstein made a motion to approve, Rebecca McKellar seconded. All in favor no one opposed motion carries.</p> <p>The Continuity of Operations Plan (COOP) was reviewed and the motion to approve Continuity of Operations Plan (COOP) made by standing committee. All in favor with no one opposed. Motion carries.</p> <p>The revised mark will be ready to present at the next Board Meeting scheduled for June 20, 2024.</p>
<p>Finance Committee</p> <ol style="list-style-type: none"> 1. Discussion and Approval of SR Utilization through April 2024 2. Discussion and Approval of <ol style="list-style-type: none"> 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. Request Approval of FY25 Contracts and RFPs: <ol style="list-style-type: none"> 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 	<p>Brooke Goldstein</p>	<p>Committee reviewed SR Utilization through April 2024. Motion made to approve by standing committee all in favor and no one opposed motion carries.</p> <p>The committee reviewed items A-D reviewed, and motion made to approve by standing committee. All in favor with no one opposed. Motion carries.</p> <p>The Committee reviewed items A-J reviewed, and motion made to approve by standing committee. All in favor with no one opposed. Motion carries.</p>
<p>Human Resources Committee</p> <ol style="list-style-type: none"> 1. Discussion and Approval: <ol style="list-style-type: none"> a. Paid Leave Time b. Education Benefits 	<p>Dr. Beth McBride</p>	<p>Dr. Melanie provided an overview of paid leave time and educational updated.</p> <p>Increase in the number of hours that can be carried over annually for unused PLT. PLT increase 1-36 6.15; 37-72 7.69; 73-120 9.23; 121 and over 10.77 per pay period.</p>

Agenda Items	Facilitator	Discussion and Actions
2. Informational: Employee Engagement Survey		**New Wellness PLT 16 hours annually. Hours for Wellness PLT are on use or lose basis. NO exceptions. Education Benefits must be approved by the CEO as outlined in the policy.
Nominations & Bylaws Committee 1. Informational: Recruitment of New Board Members	Rebecca McKellar	The Nominations and Bylaws Committee did not meet. No report available.
Events Committee 1. Informational: a. Teacher Appreciation b. Business Breakfast	Tara Sherrod	The director's training event was a success. Special thanks to the Quality Team, which lead the charge and the entire staff. Seeking ways to show our teachers how much we appreciate them. Idea, Teacher of the quarter, which we can create a subcommittee to establish guidelines and ensure teachers are in good standing. Business Breakfast being revamped. Thoughts surrounding partnering with the Chamber of Commerce in each county.
Programs Committee 1. Informational: Quality and Program Services Updates	Michele King	Program Committee updates were shared specific to enrollment and waitlist data, health and safety updates, CLASS assessments, child assessment, and training and provider updates. An update regarding enrollment data, paid versus unpaid vouchers, and county-specific trends were shared.
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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