

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



**Special Meeting  
Minutes  
July 17, 2024  
8:30 a.m.**

**Microsoft Teams,  
[Join the meeting now](#)**

**Meeting ID: 238 593 712 405  
Passcode: EfLwof**

***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:**

- √ **Kae Moore, Governor Appointed Board Chair**, Consultant
- √ **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.

\* √= Board member in attendance

**ELC Staff:**

- Dr. Melanie Stefanowicz** Chief Executive Officer
- Richard Cocchieri**, Chief Financial Officer
- Gilda Duran**, Chief Programs Officer
- Wynetta Upshaw**, Chief Administrative Officer
- Monica Gaddy**, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
<b>Welcome</b>  <b>Agenda Modifications</b>	<b>Kae Moore</b>	This was the first official meeting with Kae Moore as the newly appointed Board Chair. The meeting was called to order at 8:31 a.m. with an introduction of attendees. Members who attended via Microsoft Teams. Barbara Short, Rebecca McKellar, Derek Burkholder, Tara Sherrod and Sharon Love. In-person: Kae Moore and Michele King. <i>Quorum established.</i>  ELC staff members in attendance Dr. Melanie Stefanowicz, Richard Cocchieri, Gilda Duran,

Agenda Items	Facilitator	Discussion and Actions
		Wynetta Upshaw, Shannon Decker, and Monica Gaddy
<b>Public Comment</b>	<b>Kae Moore</b>	No one from the public attended. No public comment.
<b>Executive Committee</b>  1. <b><u>Informational:</u></b> Grievance Update  2. <b><u>Discussion and Approval:</u></b> Forensic Audit	<b>Kae Moore</b>	<b>Item #1: Grievance Investigation</b>  Kae Moore presented the grievance made by former employee Leona Adkins who was terminated on July 1, 2024. Leona Adkins filed a grievance complaint on July 1, 2024, and sent an email on July 10 with separate allegations.  Kae Moore stated he would be the formal contact for all questions relating to the grievance investigation on behalf of the Early Learning Coalition.  The grievance investigation will be conducted by The Krizner Group. The Krizner Group will be on-site conducting interviews with ELC staff on July 18 <sup>th</sup> and 19 <sup>th</sup> , 2024.  <b>Item #2: Forensic Audit</b>  The CEO requested to expand the existing/ongoing forensic audit to include FY 2023-2024  Authority of \$21,000 was requested to address the issues raised in the July 10, 2024, email.  The motion to approve the expansion of the Forensic Audit and the additional spend authority of \$21,000 was made by Michele King and seconded by Rebecca McKellar.  All in favor Response No opposed Motion carried.
<b>Finance Approval Requests</b>  1. <b><u>Discussion and Approval</u></b> of <b>FY25 Contracts and RFPs:</b>  a. The Krizner Group b. Welter Consulting c. Moss Krusick & Associates	<b>Brooke Goldstein</b>	Kae Moore presented FY25 Contacts for Approval.  a. Motion made to approve the contract amendment for the Krizner Group was made by Rebecca McKellar and Seconded by Sharon Love.  All in favor. None opposed. Motion carried.  b. Motion made to approve the contract

		<p>amendment for Welter Consulting was made by Sharon Love and seconded by Rebecca McKellar.</p> <p>All in favor. None opposed. Motion carried.</p> <p>c. Motion made to approve the contract with Moss Krusick &amp; Associates by Rebecca McKellar and seconded by Michele King.</p> <p>All in favor. None opposed. Motion carried.</p>
<p><b>Next Executive Committee Meeting:</b> September 5, 2024 10:00 a.m. to 11:00 a.m.</p>	<p><b>Kae Moore</b></p>	<p>Kae Moore stated the next regularly scheduled meeting is scheduled for September 5, 2024, at 10:00 a.m. There may be a need for meetings before that date.</p>
<p><b>Adjournment</b></p>	<p><b>Kae Moore</b></p>	<p>The meeting adjourned at 8:51 a.m.</p>