

Minutes of a Meeting of the Board of Directors of Early Learning Coalition of Southwest Florida.

September 5th, 2024

Time and Place of Meeting

The Executive Committee meeting was held on September 5th, 2024, the meeting began at 10:00 am. The meeting location was 2675 Winker Ave, Suite 300, Fort Myers, FL 33901 and via Microsoft Teams.

Call to Order

The following directors, constituting a quorum, were present in person or by teleconference:

- Kae Moore, Board Chair
- Brook Goldstein, Treasurer and Finance Committee Chair
- Tara Sherrod, Events Committee Chair
- Dr. Elizabeth McBride, Secretary and Human Resources Committee Chair
- Michele King, Program Committee Chair
- Rebecca Mckellar, Nominations & Bylaws Committee Chair



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

Presiding Officer; Secretary

Kae Moore presided as Chairman of the meeting; Monica Gaddy served as secretary of the meeting and kept the minutes. A quorum of the Executive Committee members being present, the Executive Committee meeting was called to order at approximately 10:00 am EDT.

Dr. Melanie Stefanowicz reviewed the new board meeting platform.

Prior Meeting Minutes

Kae Moore initiated a discussion regarding prior meeting minutes. Approval request was made for the Executive Meeting minutes for meetings held on June 6, 2024, and Special Executive Session held on July 17, 2024. A brief discussion followed. Upon motion duly made and seconded, the Executive Committee unanimously approved June 6, 2024, and July 17, 2024, meeting minutes.

Special Presentation by Katie Busch from HRCC; HR Compensation Consultants LLC.

HRCC has completed a comprehensive study of our current compensation plan and Ms. Busch provided the results of the study to the Executive Committee.

Direct Services Utilization through June 30, 2024

Brooke Goldstein initiated a discussion regarding direct services utilization through June 30, 2024. A full discussion followed. Upon a motion duly made and seconded, the Board of Directors approved the Direct Services Utilization through June 30, 2024.

Approval of Financial Statements

Brooke Goldstein initiated a discussion regarding approval of financial statements. A full discussion followed. Upon motion duly made and seconded, the Executive Committee approved the financial statements including the Normal Trial Balance (GL Cleanup Record); the Statement of Financial Position from MIP (GL Cleanup Record), the Statement of Financial Position (6.30.2024), the Statement of Activities July 2023 - June 2024, and the FY23-24 Budget Utilization.

2024 Pay Plan Update

Brooke Goldstein initiated a discussion regarding 2024 pay plan update. A full discussion followed. Upon motion duly made and seconded, the Executive Committee approved the 2024 pay plan update.

Procurement Requests

Brooke Goldstein initiated a discussion regarding procurement requests. A full discussion followed. Upon motion duly made and seconded, the Executive

Committee approved the procurement requests outlined in the meeting packet.

Approval of the FY 2024-2025 Coalition Fraud Plan Revisions

Brooke Goldstein initiated a discussion regarding approval of the FY 2024-2025 coalition fraud plan revisions. A full discussion followed. Upon motion duly made and seconded, the Executive Committee approved the revisions were required by DEL and reflect changes to the 6M Rule governing client repayment requirements.

Approval of the 08/26/2024 Surplus Inventory List

Brooke Goldstein initiated a discussion regarding approval of the 08/26/2024 surplus inventory list. A full discussion followed. Upon motion duly made and seconded, the Executive Committee approved the 08/26/2024 Surplus Inventory List.

Approval of 2024 CEO Evaluation and Recommendation of Merit Pay

Dr. Beth McBride initiated a discussion regarding approval of the 2024 CEO evaluation and recommendation of 3% merit pay. A full discussion followed. Upon motion duly made and seconded, the Executive Committee approved the 2024 CEO Evaluation and Recommendation of 3% merit pay.

Approval of HR Policy Updates

Dr. Beth McBride initiated a discussion regarding approval of hr policy updates. A full discussion followed. Upon motion duly made and seconded, the Executive Committee approved the HR policy updates as recommended by the Coalition's HR attorneys.

Approve Extension of Strategic Plan through June 30, 2025 and Recommend updates to the plan

Kae Moore initiated a discussion regarding approve extension of strategic plan through June 30, 2025 and recommend updates to the plan. A full discussion followed. Upon motion duly made and seconded, the Executive Committee approved the revisions to the strategic plan and its extension through June 30, 2025.

Agenda

Welcome & Public Input

The section, Welcome & Public Input, was presented. No formal action was taken or required.

Agenda Review and Adoption

The section, Agenda Review and Adoption, was presented and adopted.

Special Presentation: Katie Busch from HRCC

The section, Special Presentation: Katie Busch from HRCC, was presented. A full discussion followed.

Finance Committee Report and Approvals

The section, Finance Committee Report and Approvals, was presented. A full discussion followed.

Human Resources Committee Report and Approvals

The section, Human Resources Committee Report and Approvals, was presented. A full discussion followed.

Nominations & Bylaws Committee Report and Approvals

The section, Nominations & Bylaws Committee Report and Approvals, was presented. A full discussion followed.

Events Committee Report

The section, Events Committee Report, was presented. A full discussion followed. No formal action was taken or required.

Program Committee Report

The section, Program Committee Report, was presented. A full discussion followed. No formal action was taken or required.

Next Meeting and Adjournment

There being no further business, the meeting was adjourned at approximately 11:15 a.m. EDT. The next meeting was scheduled for November 7, 2024 at 10:00 a.m. EDT.

Respectfully submitted,

