

## **Minutes of a Meeting of the Executive Committee of the Early Learning Coalition of Southwest Florida.**

November 7th, 2024

### **Time and Place of Meeting**

The Executive Committee of Early Learning Coalition of Southwest Florida met on November 7th, 2024, commencing at approximately 10:00 a.m. EST via Microsoft Teams.

### **Call to Order**

The following committee members were present, constituting a quorum:

- Kae Moore, Board Chair
- Brooke Goldstein, Treasurer and Finance Committee Chair
- Michele King, Program Committee Chair
- Tara Sherrod, Events Committee Chair
- Elizabeth McBride, Human Resources Committee Chair
- Rebecca McKellar, Nominations and Bylaws Committee Chair

ELC Staff:



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

### **Presiding Officer; Secretary**

Kae Moore presided as Committee Chair over the meeting; Monica Gaddy, Administrative Coordinator, kept the minutes. A quorum of the Committee members being present, the meeting was called to order at approximately 10:00 a.m. EST.

### **Welcome & Public Input**

No formal action was required as no members of the public were present.

### **Adoption of the Meeting Agenda**

Kae Moore initiated a discussion regarding adoption of the meeting agenda. The agenda was adopted in its published form, not adjustments were made.

### **Approval of September 5, 2024, Meeting Minutes**

Kae Moore initiated a discussion regarding approval of September 5, 2024, meeting minutes. A full discussion followed. Upon motion duly made by Brooke Goldstein and seconded by Rebecca McKellar the Executive Committee unanimously approved the meeting minutes.

## **Direct Services Utilization through September 30, 2024**

Kae Moore initiated a discussion regarding direct services utilization through September 30, 2024. A full discussion followed. Standing Committee approved Direct Services Utilization. All in favor with none opposed, the motion to carried. The Executive Committe unanimously approved the 2024 utilization report through September 30, 2024.

By voting on direct services utilization, the board members make strategic decisions about how resources (such as funding, programs, and services) are allocated to benefit children and families.

## **Approval of Financial Statements**

Brooke Goldstein initiated a discussion regarding approval of financial statements. A full discussion followed. Standing Committee made motion to approved Financial Statements. All in favor with none opposed, the motion carried. The Executive Committee unanimously approved the financial statements.

The financial statements that were included in this voting record:

- Statement of Financial Position
- Statement of Activities July 2024-September 2024
- FY 24-25 Budget Utilization

## **Procurement Requests**

### **Procurement Requests Specific to Items 1-4 and 7-8**

Brooke Goldstein initiated a discussion regarding procurement requests specific to procurement request items 1-4 and 7-8. She stated that she would not be voting on items 5 & 6 as it will be a conflict of interest (the conflict of interest forms are in file in the Coalition offices). A full discussion followed. Upon motion duly made by Dr. Elizabeth McBride and seconded Michele King, the Executive Committee approved the procurement request items 1-4 and 7-8.

- 8x8, Inc. (VoiP system)
- 2. Teach Stone CLASS Assessments
- Verizon Business Services
- Request for Proposal for Managed IT Services
- Request for Proposal/Request for Quotation for Professional Development Platform

Staff requested authority to proceed with 1-2 and 4-8 as of today's Executive Committee Meeting. Item 3 is pending negotiations with the IRS.

### **Procurement Requests Specific to Health Planning Council. Items 5-6**

Rebecca McKellar initiated a discussion regarding procurement requests specific to health planning council. A full discussion followed. Motion made to approve by standing committee excluding Brook Goldstein. All in favor to approve procurement request Health Planning Council excluding Brooke Goldstein. No one opposed. Motion carries.

- Health Planning Council Strategic Planning Services
- Health Planning Council Infant and Toddler Mental Health Initiative

Staff is seeking authority to proceed with 1-2 and 4-8 as of today's Executive Committee Meeting. Item 3 is pending negotiations with the IRS.

### **Approval of HR Policy Updates**

Kae Moore initiated a discussion regarding approval of HR policy updates. A full discussion followed. Standing committee all in favor with no one opposed. The Executive Committee unanimously approved all of the HR policy updates:

### **Clarification on the Effective Date of 2024 CEO Merit Pay**

Kae Moore initiated a discussion regarding clarification on effective date of the 2024 CEO merit pay adjustment. Discussion followed. Upon motion duly made and seconded, the Executive Committee the Merit Pay clarification effective date was approved by standing committee, in favor with no one opposed motion unanimously approved.

On September 18, 2024, the Board approved the 2024 CEO Merit Pay. However, the approval did not specify an effective date of July 1, 2024, as is typically included.

### **Approval of the Revisions to the Bylaws Policies**

Rebecca McKellar initiated a discussion regarding approval of the revisions to the bylaws policies. A full discussion followed. Motion was approved by standing committee, all in favor with no one opposed motion carried. The Executive Committee approved revisions to Bylaws Policies.

The Board is required to review, revise, and approve its governing policies annually.

## **Approval of the Nomination of Laura Bright to the position of Vice Chair.**

Rebecca McKellar initiated a discussion regarding approval of nomination of Laura Bright to the position of vice chair. A full discussion followed. Upon motion duly by Rebecca McKellar and seconded Brooke Goldstein, the Executive Committee unanimously approved Larua Bright as the Vice Chair.

## **Events Committee Updates**

Tara Sherrod provided an update regarding the Events Committee work, including partnership development, teacher appreciation, and the business breakfast.

No action required.

## **Program Services Committee Updates**

Michele King provided updates from the Program Committee Meeting, including the School Readiness and Voluntary Prekindergarten data, wait list data, and the strategic plan update.

No action required.

## **New Business**

The section, New Business, was presented. None raised. No formal action was taken or required.

## **Next Meeting & Adjournment**

There being no further business, the meeting was adjourned at approximately 11:00 a.m. EST. The next meeting was scheduled for January 9, 2025 at 10:00 a.m. EST via teleconference.

Respectfully submitted,