



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, November 4, 2020  
10:00- 11:15 a.m.

**Purpose:** The Executive Committee is composed of officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and a financial management and operations.

**Committee Members via Zoom:** **Marshall Bower**, Interim Board Chair, Chair-Events Committee, President/CEO, The Foundation for Lee County Public Schools; **Nate Halligan**, Vice-Chair, Assistant Vice President/Small Business Portfolio Manager, Busey Bank; **Douglas Szabo**, Board Treasurer, Attorney, Henderson, Franklin, Starnes & Holt, PA; **Selina Jefferson**, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; **Jason Himschoot**, Chair–HR Committee, Attorney, Maughan, Himschoot & Adams Law Group; **Dr. Kelly Roy**, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College

**Committee Member Absent:** **Damaris Boone**, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)

**Staff via Zoom:** **Susan Block**, CEO; **Lugeenya Blackstock**, CFO; **Kim Usa**, Chief Program Officer; **Leona Adkins**, Chief Quality Officer; **Ginger McHale**, Executive Coordinator

(\* ) Materials included in Executive Committee Packet.

(\*\*) Materials posted on SharePoint for Committee Members.

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Meeting called to order at 10:02 a.m. by Mr. Bower. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	
<b>1. Executive Committee*</b> <b>A. Approval of Meeting Minutes of September 16,</b>	<ul style="list-style-type: none"> <li>Approval of 9/16/2020 and 10/29/2020 minutes.</li> </ul>	Motion to approve the 9/16/2020 and 10/29/2020 minutes made by Mr. Szabo and seconded by Mr.

<p><b>2020 and October 29, 2020 Special Meeting**</b></p>		<p>Himschoot. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of September 30, 2020**</b></p>	<ul style="list-style-type: none"> <li>Approved to move the 9/30/2020 Board Meeting minutes.</li> </ul>	<p>Motion to move the 9/30/2020 minutes made by Mr. Szabo and seconded by Dr. Roy. Motion approved.</p>
<p><b>3. Finance Committee* A. SR Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo reported the number of enrolled First Responders' children has decreased as expected since new referrals were accepted through July 2020. Some families may qualify for other billing groups, if income-eligible, and continue to receive child care services.</li> <li>Mr. Szabo stated the decrease in the Waitlist is due to some families receiving at-risk referrals. Also, with the help of the Office of Early Learning (OEL) staff, Wait List numbers from EFS Mod (The Portal) were corrected which accounts for the 25% decrease. In October 260 children were added to the Waitlist.</li> <li>VPK enrollment is lower than this time last year. One reason appears to be parents are reluctant to enroll their children due to COVID-19.</li> <li>Starting in October provider payments will be based on attendance with additional allowable absences. Starting January 2021 provider payments will be based on actual attendance.</li> </ul>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the financial reports ending September 2020. Mr. Szabo reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs.</li> </ul>	<p>Finance Committee's recommendation to move the Utilization Reports to the 11/18/2020 Board Meeting. Motion approved.</p>

	<ul style="list-style-type: none"> <li>Relatively high VPK administrative costs were attributed to additional activities related to the changing start dates for VPK which were impacted by changing school district decisions regarding the opening of the school year.</li> <li>The financial reports were approved by the Finance Committee.</li> </ul>	
<b>C. Update on NOA****</b>	<ul style="list-style-type: none"> <li>Mr. Szabo stated the Notice of Award (NOA) increased from 47M to 53M, additional funds from the Cares Act and a mental health grant. Additional funds are designated for reducing the Waitlist however, based on our current forecast, we await a conversation with OEL and guidance about how to properly use this funding given our current fiscal situation.</li> </ul>	
<b>D. Update on Audit and Monitoring</b>	<ul style="list-style-type: none"> <li>Ms. Block stated the Moss, Krusick single audit will be a desk audit completed remotely.</li> </ul>	
<b>E. Status: FY2018-2019 Provider Payments</b>	<ul style="list-style-type: none"> <li>Mr. Szabo gave a breakdown of the FY 18-19 provider reconciliation process. Eighty providers have not responded and will receive a second letter via certified mail. The funds collected are repaid to OEL.</li> </ul>	
<b>F. Summary of Expenditures: Broad Authority</b>	<ul style="list-style-type: none"> <li>Ms. Block stated there has been no additional expenditures since August under this provision. There is no need to extend the broad authority past 12/31/2020, the date included in the original board motion to allow this type of spending..</li> </ul>	
<b>4. HR Committee A. Approval: Updated Job Description, CEO**</b>	<ul style="list-style-type: none"> <li>Mr. Himschoot presented Ms. Block's updated job description.</li> <li>Ms. Block explained the Coalition has been</li> </ul>	Motion to move the updated CEO job description to the 11/18/2020 Board Meeting made by Mr.

	<p>reorganized to improve efficiency as we transition from EFS Legacy to EFS Mod (The Portal). Ms. Cotter is now responsible for the day to day operation of the Coalition. Hiring of staff remains the responsibility of Ms. Block.</p> <ul style="list-style-type: none"> <li>• Mr. Bower congratulated Ms. Blackstock on becoming the new CFO.</li> </ul>	<p>Szabo and seconded by Mr. Halligan. All approved.</p>
<p><b>B. Revised ELC Organization Chart**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Himschoot presented the new ELC organization chart for information.</li> </ul>	
<p><b>5. Nominations &amp; Bylaws Committee</b> <b>A. Update</b></p>	<ul style="list-style-type: none"> <li>• Dr. Roy will thank Ms. Duchesne and Ms. Lucas for their service on the Board at the upcoming board meeting.</li> <li>• The Nominations &amp; Bylaws Committee recommends Kimberly Ross for her first four year term from Jan. 1, 2021 to Dec. 31, 2024.</li> <li>• There was a discussion about the 2021 slate of officers. Mr. Szabo and Ms. Jefferson agreed to remain in their present board positions. The slate of officers will remain the same for 2021.</li> <li>• There are two incoming designee board positions: Char-Nequa (Shay) Smith is the designee for Lee County Dept. of Health and we await the Collier County Head Start designee.</li> </ul>	<p>Nominations &amp; Bylaws Committee's recommendation to move the current slate of officers and nomination of Ms. Ross for a second term to the 11/18/2020 Board Meeting. Motion approved.</p>
<p><b>6. Program Committee</b> <b>A. Update</b></p>	<ul style="list-style-type: none"> <li>• The Program Committee meets on Nov. 6, 2020.</li> </ul>	
<p><b>7. Appeals Committees</b> <b>A. Bloom Appeal, 10/8/2020</b></p>	<ul style="list-style-type: none"> <li>• Mr. Halligan reported the Appeal Committee agreed to overturn the decision to terminate child care on the condition that the appellant provide additional documentation by a specific date in November. The</li> </ul>	

	ELC awaits a response from Ms. Bloom.	
<b>B. Snowden Appeal, 10/8/2020</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported there was an issue of household composition. Additional documents were requested and the appellant complied by presenting those documents by the due date. Child care has continued.</li> </ul>	
<b>8. Review Agenda for the Board Meeting, November 18, 2020**</b>	<ul style="list-style-type: none"> <li>The 11/18/2020 Board Meeting agenda was reviewed.</li> </ul>	Motion to approve the 11/18/2020 Board agenda made by Dr. Roy and seconded by Mr. Halligan. Motion approved.
<b>Other</b>	<ul style="list-style-type: none"> <li>Mr. Szabo stated it was agreed at the 10/29/2020 Special Executive Committee Meeting to retain a consultant to address the issues going forward.</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting adjourned by acclamation at 10:38 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li><b>Wednesday, January 13, 2021</b></li> </ul>	