



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

BOARD MINUTES

Wednesday, October 28, 2015

4:00- 6:00 p.m.

Board Members Present: **Gerry Poppe**, Board Chair, Chief Financial Officer, Waterman Broadcasting; **Peter Seif**, Board Treasurer, President, Synergy Networks; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Jane Lane, Esq.**, Chair-Outreach Committee, Lane Mediation and Arbitration Services; **Jennifer Lange**, Owner/Director, Little People's School; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Curt Neary**, Group Controller, Enterprise Holdings; **Dr. Joe Pepe**, Interim Health Department Administrator, Hendry & Glades Counties; **Maggie Stevens**, Principal, Early Childhood Learning Services, Lee County School District; **Jill Turner**, Chair-Nomination and Bylaws Committee, CEO, Children's Advocacy Center; **Dr. Maureen Ungarean**, Director of Early Learning Programs, Collier County School District; **Dr. Denis Wright**, Provost and Vice President Academic Affairs, Florida Southwestern State College; **Patti Young**, Director of Operations, Redlands Christian Migrant Association (RCMA)

Board Members attended via the telephone: **Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **John Ahern**, Commissioner, Glades County Board of County Commissioners

Staff Present: **Susan Block**, CEO; **Gayla Thompson**, Chief Quality Officer; **Tom Bamrick**, Chief Operating Officer; **Ginger McHale**, Executive Admin. Asst. to CEO

Board Members Absent: **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Andrew Wozniak, Esq.**, Salvatori, Wood, Buckel, Carmichael & Lottes

(*) Materials included in Board packet

(**) Materials posted on Sharepoint for Board Members' access

Agenda Items	Discussion	Action/Assignments
Welcome and Introduction	<ul style="list-style-type: none"> Mr. Poppe called the meeting to order at 4:09 P.M. 	

	<p>A quorum was established.</p> <ul style="list-style-type: none"> • Mr. Poppe asked all present to introduce themselves. 	
Public Comment	<ul style="list-style-type: none"> • None 	
1. Executive Committee Report	<ul style="list-style-type: none"> • Ms. Block stated the OEL Accountability Review is an audit of our program work to see if we are consistent with our procedures. The feedback provides ELC staff with feedback for quality improvement. 	
A. Office of Early Learning (OEL) Accountability Review Report **		
B. RCMA 2015 VPK Monitoring Report**	<ul style="list-style-type: none"> • Ms. Block explained the Coalition monitors the RCMA VPK program throughout the state. 	
C. Evaluate Appeal Process**	<ul style="list-style-type: none"> • Ms. Block shared the Executive Committee's discussion about considering a standing Appeals Committee schedule. It was decided to leave the appeal process as is; convening Appeals Committees as needed 	
D. 10/28/15 SR Appeal Hearing Report	<ul style="list-style-type: none"> • Ms. Lane reported the Appeals Committee met and upheld the Coalition's decision to terminate child care services. 	
E. Strategic Planning	<ul style="list-style-type: none"> • Mr. Poppe discussed the benefit of a strategic planning meeting to establish the Board's long range plans. The Board will work toward the identification of three to five goals. 	Ms. Block will provide potential meetings dates to Board members and solicit input from the Coalition's staff.
2. Finance Committee*	<ul style="list-style-type: none"> • Mr. Seif presented the financial reports ending June 2015. He reviewed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) highlighting administrative costs and the respective numbers of children served. The finance reports now include a balance sheet and statement of cash flows previously requested by committee members 	<p>Motion made by Mr. Mraz and seconded by Mr. Neary to accept the June 2015 Financial Reports. Motion approved.</p> <p>Motion made by Mr. Bower and seconded by Ms. Houk to accept the August 2015 Financial Statements. Motion approved.</p>
A. Review Financial Reports**		

	<ul style="list-style-type: none"> • The Coalition’s deficit of \$624,804 in the School Readiness program included Child Care Executive Partnership funding. The Office of Early Learning was unable to meet our request for additional funding to offset the deficit and has reduced the grant for FY15/16 by this amount. • The Office of Early Learning (OEL) revised the VPK grant to cover the increased expenditures in this entitlement program. 	
B. Approval of Draft Policies**	<ul style="list-style-type: none"> • Ms. Block explained that the grant with the Office of Early Learning including additional controls from the state, some of which stem from changes at the federal level. The updated draft policies mirror the OEL grant agreement. 	Motion made by Ms. Stevens and seconded by Mr. Bower to approve and forward the draft policies to the Office of Early Learning. Motion approved.
C. SR Utilization**	<ul style="list-style-type: none"> • Ms. Block presented the Utilization Report graphs covering four years of data for the number of children served and categories of families served. Variations in the School Readiness program enrollment were discussed. 	
D. 2015 Market Rate Analysis and Recommendations (including Gold Seal)**	<ul style="list-style-type: none"> • Ms. Block explained the state market rates are done every two years, includes ELC contracted and non-contracted child care providers. • Ms. Block discussed the Market Rate data using average market rates for 2011 and 2015 from OEL for the Coalition’s four counties and similar size markets. • Decisions on the Market Rate changes will follow the Board’s Strategic Planning meeting. 	Ms. Cotter and Mr. Bamrick will work with Mr. Seif and Ms. Lange to provide additional information to the Board.

<p>3. Consent Agenda (Vote required)* Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration A. Approval of Meeting Minutes of the June 17, 2015 Board Meetings**</p>	<ul style="list-style-type: none"> The 6/17/15 minutes were presented for approval. 	<p>Motion made by Ms. Lane and seconded by Ms. Houk. Motion approved.</p>
<p>4. Committee Reports</p>		
<p>A. Outreach Committee* 1. Committee Report</p>	<ul style="list-style-type: none"> Ms. Lane reported the Outreach Committee continues to focus on community awareness. Ms. Block has given six presentation at local Rotary and Kiwanis Clubs. 	
<p>B. Program Committee* 1. Committee Report a. Motion to Modify GB8 Priority **</p>	<ul style="list-style-type: none"> Ms. Houk presented the motion to modify the Economically Disadvantaged enrollment (priority 3, from FS 1002.87). During periods of enrollment, this change would allow more children to participate in the Early Learning Head Start Program. 	<p>Motion made by Ms. Houk and seconded by Ms. Young. Sixteen of Nineteen Board members were in attendance. Ms. Stevens recused herself from this vote. Motion approved by fifteen of the nineteen board members.</p>
<p>C. Health, Safety, and Development Services Committee 1. Committee Report</p>	<ul style="list-style-type: none"> Ms. Thompson stated the Committee is in need of a Board Member Chair. Ms. Thompson reported the Lions Club is now doing the VPK vision and hearing screenings. The data is forwarded to the Coalition. Patricia Hansen, Collier Health Dept. is the Coalition's new nurse consultant. 	
<p>D. Human Resources/Personnel Committee 1. Committee Report</p>	<ul style="list-style-type: none"> Ms. Puddefoot explained the updated Drug Free Workplace/Background Screening Policy states, "maybe drug tested periodically" following the 	<p>Motion made by Mr. Seif and seconded by Mr. Neary. Motion approved.</p>

<p>a. Drug Free Workplace/ Background Screening Policy**</p>	<p>Executive Committee suggestion and verification with the Coalition’s HR attorney.</p>	
<p>E. Nominations and By-Laws Committee 1. Welcome new Board Members** a. Dr. Joe Pepe, Interim Health Dept. Administrator, Glades & Hendry Counties b. Commissioner John Ahern, Glades County Board of County Commissioners c. Dr. Maureen Ungarean, Director of Early Learning Programs, Collier County School District</p>	<ul style="list-style-type: none"> • Mr. Poppe presented the three new mandatory Board Members. 	
<p>2. Board Member & Committee Chair Vacancies**</p>	<ul style="list-style-type: none"> • Ms. Block announced the terms of Ms. Turner and Ms. Lane are concluding at the end of 2015. • Ms. Block discussed the vacant Board positions and the three vacant committee chair positions: Nomination & Bylaws, Health & Safety, and Outreach. • Mr. Poppe encourage members to consider leadership for these committees. Dr. Wright and Dr. Pepe indicated an interest in serving two of these committees. 	<p>Ms. Block will follow-up with Dr. Wright and Dr. Pepe regarding committee chair vacancies.</p>
<p>5. Report of the CEO* A. Executive Director’s</p>	<ul style="list-style-type: none"> • Ms. Block stated the Florida Legislative session starts in January, 2016. Ms. Block has met with 	

Report **	<p>some of our local state legislators to talk about the importance of early learning.</p> <ul style="list-style-type: none"> The Coalition has distributed 8,000 VPK calendars containing parent tips to our providers for distribution to VPK families. The calendars were published in cooperation with Florida Prepaid Education to encourage participation in the college savings plan. 	
B. “The Perks of Preschool”	<ul style="list-style-type: none"> Ms. Block stated “The Perks of Preschool” handout is a good community outreach tool. 	
C. Southwest Florida Community Foundations: Lumina Cohort Group**	<ul style="list-style-type: none"> The goal of the Lumina Cohort Group is to improve the percentage of individuals in our community with a degree or credentials that lead to a sustainable income. We represent the early learning portion of this “cradle to career” initiative. 	
6. Public Comments	<ul style="list-style-type: none"> Ms. Washington, owner of Put Them First Academy, discussed the recent accident at her center and working with DCF and the Coalition to reinstate their license. Several parents expressed support for Ms. Washington and her program. 	
7. Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 6:05 p.m. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, December 16, 2015 at 4:00 P.M. 	