



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

Wednesday, March 22, 2017  
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; **Joe Paterno**, Board Secretary, Executive Director, Southwest Florida Workforce Development Board; **Damaris Boone**, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); **Ashley Houk**, Chair-Program Committee, Preschool Director, First Presbyterian Preschool; **Victor Mraz**, Financial Representative, Northwestern Mutual; **Sherrie Quevedo**, Child Care Regulation Supervisor, Department of Children and Families; **Douglas Szabo, Esq.** Henderson, Franklin, Sterns and Holt P.A.; **Dr. Denis Wright**, Chair-Nominations and Bylaws Committee, Charlotte Campus President and V/P of Economic & Community Development, Florida Southwestern State College

**Board Members via phone:** **Stephanie Busin**, Designee, Glades County Board of County Commissioners; **Yara Duchesne**, Program Coordinator, Redlands Christian Migrant Association (RCMA); **Dr. Maureen Ungarean**, Director of Early Learning Programs, Collier County School District; **Stephanie Vick**, Chair-Health, Safety, & Developmental Services Committee, Healthy Department Administrator-Collier County

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

**Other Attendees:** **Greg Urbancic**, Coalition's Attorney with Coleman, Yovanovich & Koester, P.A.; **Maggie Stevens**, Principal, Early Childhood Programs, Lee County Public Schools

**Board Members Absent:** **Dr. Trina Puddefoot**, Board Vice-Chair, Early Steps Program Coordinator, Health Planning Council of SW Florida; **Marshall Bower**, President and CEO, The Foundation for Lee County Public Schools; **Katie Haas**, Senior Director of Florida Business Operations, Boston Red Sox; **Jennifer Lange**, Owner/Director, Little People's School

(\*) 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"> <li>Mr. Poppe called the meeting to order at 4:00 p.m.</li> </ul>	

	<p>A quorum was established.</p> <ul style="list-style-type: none"> <li>Mr. Poppe noted a correction to the agenda's list of Board Members: Andrew Wozniak has resigned from the Board and therefore, was deleted so as not to be counted toward quorum.</li> </ul>	
<p><b>1. Executive Committee Report</b>  <b>A. Training: Sunshine Law and the ELC Board, by Greg Urbancic, Coleman, Yovanovich &amp; Koester, P.A.</b></p>	<ul style="list-style-type: none"> <li>Mr. Urbancic stated there are several legislative bills pending that may change the present Florida Sunshine Law. The Coalition is subject to Florida Statutes Section 286.001, "requiring meetings of public boards or commissions to be open to the public."</li> <li>Mr. Urbancic discussed in detail the Public Records Law.</li> <li>There was a discussion about voting conflicts and the process to follow.</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Urbancic's PowerPoint presentation is available on the Board SharePoint.</li> </ul>
<p><b>B. Presentation: Partnering for School Readiness Project, by Maggie Stevens, Principal, Early Childhood Programs, Lee County Public Schools</b></p>	<ul style="list-style-type: none"> <li>Ms. Stevens presented the Partnering for School Readiness project. This project's funding, received from the SWFL Community Foundation, is to develop a program that provides a better pathway from preschool to kindergarten.</li> </ul>	
<p><b>2. Finance Committee*</b>  <b>A. Review of Financial Reports**</b></p>	<ul style="list-style-type: none"> <li>Mr. Seif discussed the financial reports ending January 2017. Mr. Seif addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying current year expenditures, number of children served, and administrative costs.</li> </ul>	<p>Motion to made by Mr. Paterno and seconded by Dr. Wright. Motion approved.</p>
<p><b>B. SR Utilization and Waitlist**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block stated we are serving a high number of children in School Readiness, 4,426 ending January 2017.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Wait List is at 538 children.</li> </ul>	
<b>C. FY '17 Budget Modification**</b>	<ul style="list-style-type: none"> <li>Ms. Block explained any budget item trending toward a \$10,000 variance needs Board approval. A summary of those line items was presented to the board for discussion.</li> <li>There was a discussion about using the funds for more SR slots and provider support.</li> </ul>	Motion made by Dr. Wright and seconded by Ms. Boone to accept the budget modifications, as presented. Motion approved.
<b>D. OEL Desk Audit Results, November 2016**</b>	<ul style="list-style-type: none"> <li>Ms. Block reported the OEL desk audit reviewed travel reimbursements and office expenses. There were no findings.</li> </ul>	
<b>3. Consent Agenda (Vote required)*</b> <b>Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration</b> <b>A. Approval of Meeting Minutes of the January 25, 2017 Board Meetings**</b>	<ul style="list-style-type: none"> <li>The 1/25/17 minutes were presented for approval.</li> </ul>	Motion made by Mr. Mraz and seconded by Mr. Seif. Motion approved.
<b>Committee Reports</b>		
<b>4. Human Resource (HR) Committee*</b> <b>A. Succession Planning Update**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the Leadership Succession Plan with a proposed correction, recommended by our HR attorney.</li> </ul>	Motion made to approve with the correction by Mr. Paterno and seconded Mr. Seif. Motion approved.
<b>B. ERG 303: Incentive Pay Policy**</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the revised Incentive Pay Policy.</li> </ul>	Motion made by Dr. Wright and seconded by Mr. Seif. Motion approved.

<p><b>C. ERG 506: Cell Phone Policy**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented the revised Cell Phone Policy including the compensation plan and the prohibition of cell phone use while driving a car.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Ms. Boone. Motion approved.</p>
<p><b>D. ERG Changes: Recommendations from Krizner &amp; Associates**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block discussed the recommendations resulting from our annual HR audit. : Part A, e-mail curfew, Part B, open office environment policy and Part C, pay transparency policy were presented for consideration.</li> <li>Questions about the necessity of the pay transparency policy were raised. Members requested further information and clarification.</li> </ul>	<p>Motion made by Dr. Wright to approve Parts A &amp; B and seconded by Mr. Paterno. Motion approved.</p> <p>Ms. Block to obtain further information regarding Part C for consideration at a future meeting.</p>
<p><b>5. Program Committee</b> <b>A. Kindergarten Readiness Screening Tool**</b></p>	<ul style="list-style-type: none"> <li>Ms. Houk discussed concerns about Florida Kindergarten Readiness Screening (FLKRS) tool, recently procured by the Department of Education for use beginning in the fall of 2017. Ms. Houk presented a letter for the board to consider however, recommends that the letter be revised to include recently received information.</li> </ul>	<p>Ms. Houk will work on the letter to be revised, signed by Mr. Poppe and distributed to the Department of Education, the Governor, the SWFL Legislative Delegation and Mr. MacKinnon, OEL.</p>
<p><b>6. Nominations &amp; Bylaws Committee</b> <b>A. Proposed By-Laws Amendment: Addition of 3.1.3.1. (Membership)**</b></p>	<ul style="list-style-type: none"> <li>Dr. Wright presented the By-Laws Membership revision that will assure that each county's representation aligns proportional to the level of the Coalition's grant. This By-Laws update is required by the Office of Early Learning (OEL).</li> <li>Ms. Block requested Ms. Lange's term be extended to Dec. 31, 2017.</li> </ul>	<p>Motion made by Mr. Szabo and seconded by Mr. Paterno. Motion approved.</p> <p>Motion made by Mr. Szabo and seconded by Mr. Mraz. Motion approved.</p>
<p><b>B. Update: Board Self-Assessment &amp; "Board Development"</b></p>	<ul style="list-style-type: none"> <li>Dr. Wright reported the results of the Board Self-Assessment were largely positive. They indicated</li> </ul>	

	no critical areas and therefore, there is no further response needed.	
<b>7. Health, Safety, &amp; Developmental Services Committee*</b> <b>A. Update**</b>	<ul style="list-style-type: none"> <li>Ms. Vick explained that historically, the committee's primary responsibility was tied to local contracts which are now provided by OEL on a statewide basis. The Executive Committee recommended this committee become an Ad-Hoc Committee and be removed from the By-Laws.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Mr. Szabo. Motion approved.</p> <p>The By-Laws will be updated and the approved changes from March 22<sup>nd</sup> will be submitted to OEL as a Coalition Plan Amendment.</p>
<b>8. Appeal Hearing Committee</b> <b>A. Update – Kings Kidz Academy, March 3, 2017</b>	<ul style="list-style-type: none"> <li>Dr. Wright reported this appeal involved a provider being terminated within a two month period of a previous appeal. The appeal hearing committee upheld the Coalition's termination because the provider failed to meet the terms of probation.</li> </ul>	
<b>9. Report of the CEO**</b> <b>A. Executive Director's Report**</b>	<ul style="list-style-type: none"> <li>Ms. Block distributed the new Literacy Buddy Program and Child Care Resource &amp; Referral (CCR&amp;R) bookmarks. The bookmarks are part of the Coalition's community outreach.</li> <li>Ms. Block talked about the current Parent Resource on the Collier County Public School website. It is focused on STEAM Activities with the theme, "A Trip to the Grocery Store". The Parent Resource is available in three languages: English, Spanish and Creole. It is part of a series of resources geared toward the district's families.</li> <li>Ms. Block announced the Coalition is submitting an application to United Way Collier for FY18/19 funding.</li> <li>The March 15<sup>th</sup> United Way site visit was held at the Dew of Hermon Child Care Center. This</li> </ul>	

	<p>location allowed the UW allocation team to see firsthand the positive results of their funding. The Allocation Team was positive about the visit.</p> <ul style="list-style-type: none"> <li>• Due to the length of this meeting, Ms. Thompson will present the Provider Customer Service Survey results at the next Board Meeting.</li> </ul>	
<b>10. Public Comments</b>	<ul style="list-style-type: none"> <li>• Mr. Poppe stated his Governor Appointee position term ends in April. At this time, he does not know if he will be Board Chair for the May 10<sup>th</sup> Board Meeting.</li> </ul>	
<b>11. Adjournment</b>	The meeting adjourned by acclamation at 6:00 p.m.	
<b>Next Meeting</b>	Wednesday, May 10, 2017 at 9:00 a.m.	