



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE
Meeting Agenda
November 2, 2016
10:00 – 11:15 AM

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

Committee Members : **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Trina Puddefoot, Board Vice-Chair, Chair-Human Resources (HR) Committee**, *Early Steps Program Director , Early Steps-Health Planning Council*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Ashley Houk, Chair-Program Committee**, *Preschool Director, First Presbyterian Preschool*; **Dr. Joseph Pepe, Chair-Health, Safety, and Developmental Services Committee**, *Health Department Administrator, Hendry & Glades Counties*; **Dr. Denis Wright, Chair-Nominations & Bylaws Committee**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*.

(*) *Materials included in Executive Committee Packet.*

(**) *Materials posted on Sharepoint for Committee Members.*

Agenda Items	Facilitator/Presenter
Welcome and Introductions	Gerry Poppe, <i>CFO, Waterman Broadcasting</i>
1. Executive Committee* A. Approval of Meeting Minutes of September 14, 2016** <u>pgs.</u> B. Annual Performance Assessment: Executive Director C. Future Ready Collier Presentation, 11/16	Gerry Poppe
2. Vote to Move the Board Meeting Minutes of September 28, 2016** <u>pgs.</u>	Gerry Poppe

<p>3. Finance Committee* A. Review of Financial Reports** <u>pgs.</u> B. SR Utilization Forecast** <u>pg.</u> C. RFP – Winkler Ave.** <u>pgs.</u> D. Audit Update E. Supplemental Sliding Fee Scale 2016 <u>pgs.</u></p>	<p>Peter Seif, <i>President, Synergy Networks</i></p>
<p>4. Human Resources (HR) Committee* A. Paid Leave/Benefits Update B. Succession Planning Update C. ERG 303: Incentive Pay Policy** <u>pgs.</u> D. ERG 506: Cell Phone Policy** <u>pgs.</u></p>	<p>Trina Puddefoot, <i>Early Steps Program Director, Health Planning Council of SW Florida;</i></p>
<p>5. Nominations & Bylaws Committee* A. Board Self-Assessment & “Board Development” B. Annual Meeting: January 25, 2017</p>	<p>Dr. Denis Wright, <i>Charlotte Campus President and VP of Economic & Community, Florida Southwestern State College.</i></p>
<p>6. Review Agenda for the Board Meeting, November 16, 2016** <u>pgs.</u> Location: SWFL Workforce Development Board Career Source 3050 Horseshoe Drive, North Unit #110 Naples, FL</p>	<p>Gerry Poppe</p>
<p>Adjournment</p>	
<p>Next Meeting</p>	<p>January 11, 2017</p>

All meetings will be held at 2675 Winkler Avenue, Fort Myers, FL 33901 unless otherwise announced.