



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA**  
**EXECUTIVE COMMITTEE**  
**Meeting Agenda**  
**September 14, 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	Suggested Time Frames
<b>Welcome and Introductions</b>	Gerry Poppe, <i>CFO, Waterman Broadcasting</i>	
<b>1. Executive Committee*</b> <b>A. Approval of Meeting Minutes of June 8, 2016**</b> <u>pgs. 1-3</u>	Gerry Poppe	
<b>2. Vote to Move the Board Meeting Minutes of June 22, 2016**</b> <u>pgs. 4-7</u>	Gerry Poppe	
<b>3. Finance Committee*</b> <b>A. Review of Financial Reports**</b> <u>pgs. 8-53</u> <b>B. SR Utilization Forecast**</b> <u>pg. 54</u>	Peter Seif, <i>President, Synergy Networks</i>	

<b>4. Human Resources (HR) Committee*</b> <b>A. Paid Leave/Benefits: Discussion</b> <b>B. Overtime Analysis** <u>pg. 55</u></b> <b>C. Succession Planning: Discussion</b>	Trina Puddefoot, <i>Early Steps Program Director, Health Planning Council of SW Florida;</i>	
<b>5. Nominations &amp; Bylaws Committee*</b> <b>A. Report: Sept. 9<sup>th</sup> Joint Board Meeting with ELC of Sarasota</b> <b>B. Proposed By-Laws Change** <u>pgs. 56-71</u></b> <b>C. Board Changes and Vacancies** <u>pgs. 72</u></b> <b>D. Glades BOCC Designee** <u>pgs. 73-76</u></b> <b>E. Request for OEL Waiver</b>	Dr. Denis Wright, <i>Charlotte Campus President and VP of Economic &amp; Community, Florida Southwestern State College.</i>	
<b>6. Review Agenda for the Board Meeting, September 28, 2016** <u>pgs. 77 &amp; 78</u></b>	Gerry Poppe	
<b>Adjournment</b>		
<b>Next Meeting</b>	November 2, 2016	

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