



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

EXECUTIVE COMMITTEE MINUTES

Wednesday March 8, 2017

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 financial management and operations.

Committee Members Present: **Gerry Poppe, Board Chair**, *Chief Financial Officer, Waterman Broadcasting*; **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*; **Dr. Denis Wright**, *Charlotte Campus President and VP of Economic & Community Development, Florida Southwestern State College*

Committee Member Attended via Telephone: **Ashley Houk, Chair, Program Committee**, *Preschool Director, First Presbyterian Preschool*

Committee Members Absent: **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Stephanie Vick**, *Health Dept. Administrator, Collier County*

Staff Present: **Susan Block**, *CEO*; **Nga Cotter**, *CFO /Associates Director of Business Services*; **Gayla Thompson**, *Chief Quality Officer*; **Kim Usa**, *Chief Operating officer*; **Ginger McHale**, *Executive Admin. Asst. to CEO*

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

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

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Meeting called to order at 10:00 a.m. by Mr. Poppe. A quorum was established. 	
1. Executive Committee* A. Approval of Meeting Minutes of January 10, 2017**	<ul style="list-style-type: none"> The 1/10/17 minutes were approved. 	Motion Dr. Wright and seconded by Ms. Puddefoot. Motion approved.

<p>2. Vote to Move the Board Meeting Minutes of January 25, 2017**</p>	<ul style="list-style-type: none"> The 1/25/17 minutes were approved to move to the Board Meeting. 	<p>Motion made by Ms. Puddefoot and seconded by Dr. Wright. Motion approved.</p>
<p>3. Finance Committee A. Review of Financial Reports**</p>	<ul style="list-style-type: none"> Ms. Cotter discussed the financial reports ending January 2017. Ms. Cotter addressed the summary reports for School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) identifying the current year expenditures, the number of children served, and administrative costs. 	<p>Committee members requested that the number of children served by county be added to the Financial Reports.</p>
<p>B. SR Utilization Forecast**</p>	<ul style="list-style-type: none"> Ms. Block reported in January the number of SR children enrolled increased to 4,426. The Waitlist has dropped to 538. Forecasting has improved and is within .3% of the actual numbers. 	
<p>C. FY17 Budget Modification**</p>	<ul style="list-style-type: none"> Ms. Block presented the FY17 budget modifications. There was a discussion about the re-allocation of funds and possible usages. 	<p>Motion made by Ms. Puddefoot and seconded by Ms. Houk to proceed with the FY17 budget modifications at the 3/22/17 board meeting. Motion approved.</p>
<p>D. OEL Desk Audit Results, November 2016**</p>	<ul style="list-style-type: none"> Ms. Cotter reported the November 2016 Desk Audit was a clean audit with no findings 	
<p>4. Healthy, Safety and Developmental Services Committee A. Update**</p>	<ul style="list-style-type: none"> Ms. Block explained the Committee's original purpose was tied to local contracts which are now provided by Office of Early Learning (OEL) on a statewide basis. Since the focus of the committee is no longer relevant, the Executive Committee member suggested that the HSDS meet on an ad-hoc basis only. 	<p>Motion made by Ms. Puddefoot and seconded by Dr. Wright to change committee status in By-Laws to Ad Hoc. Motion approved.</p>

5. Human Resources Committee* A. Succession Planning Update**	<ul style="list-style-type: none"> Ms. Puddefoot presented the Succession Planning update. Mr. Poppe presented some suggestions to clarify the policy. 	<p>Motion made by Ms. Puddefoot and seconded by Dr. Wright to move the Succession Planning Update with the noted suggestions to the Board Meeting. Motion approved.</p>
B. ERG 303: Incentive Pay Policy**	<ul style="list-style-type: none"> Ms. Puddefoot presented the updated Incentive Pay Policy. 	<p>Motion made by Ms. Puddefoot and seconded by Ms. Houk to move the Incentive Pay Policy to the Board Meeting. Motion approved.</p>
C. ERG 506: Cell Phone Policy**	<ul style="list-style-type: none"> Ms. Block presented the updated ERG 506 Cell Phone Policy. The new policy prohibits the use of a cellular phone while driving. Policy training will be provided to all staff. 	<p>Motion made by Ms. Puddefoot and seconded by Ms. Houk to move the Cell Phone Policy to the Board Meeting. Motion approved.</p>
D. ERG Changes: Recommendations from Krizner & Associates**	<ul style="list-style-type: none"> Ms. Block presented the recommendations from Krizner & Associates. 	<p>Motion made by Ms. Puddefoot and seconded by Ms. Houk to move the recommended policies to the Board Meeting. Motion approved.</p>
6. Nominations & By-Laws Committee* A. Proposed By-Laws Amendment: Addition of 3.1.3.1. (Membership)**	<ul style="list-style-type: none"> Dr. Wright presented the proposed change to the By-Laws Membership section. The change would allow the Board to adjust existing terms when the rotation of members creates a disproportionate representation of one county over another. 	<p>Motion made by Dr. Wright and seconded by Ms. Puddefoot. Motion approved.</p>
B. Update: Board Self-Assessment & “Board Development”	<ul style="list-style-type: none"> Ms. Block reported ten responses were received out of a possible eighteen. No action warranted at this time. 	
C. Sunshine Law, Board Training, 3-22-17	<ul style="list-style-type: none"> Ms. Block announced the Coalition’s legal council will provide Sunshine Law training at the March 22nd Board Meeting. 	
7. Program Committee	<ul style="list-style-type: none"> Ms. Houk discussed the new kindergarten readiness 	<p>A letter will be drafted for review</p>

A. Kindergarten Readiness Screening Tool	screening tool and concerns of the Program Committee. She would like to present a letter to the Department of Education about the committee's concerns.	by the Board on 3/22/17.
B. Presentation: Partnering for School Readiness Project	<ul style="list-style-type: none"> Ms. Block announced Ms. Stevens with the Lee County School District will do a presentation at the March 22nd Board Meeting focusing on the transition from VPK to Kindergarten. 	
8. Review Agenda for the Board Meeting, March 22, 2017**	<ul style="list-style-type: none"> Mr. Poppe presented the March 22, 2017 Board Meeting Agenda. One update was made to the agenda. 	Motion made by Dr. Wright and seconded by Ms. Puddefoot to approve the March 22 nd Board agenda with the noted update. Motion approved
9. Other	<ul style="list-style-type: none"> Ms. Thompson announced the providers survey results will be ready for the March 22nd Board Meeting and will be presented. The results of the parents survey will be presented at the May 10th Board Meeting. 	
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 11:03 am. 	
Next Meeting	<ul style="list-style-type: none"> April 25, 2017 – Note: an updated calendar appointment has been sent to all committee members. 	