



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## EXECUTIVE COMMITTEE MINUTES

Wednesday, May 31, 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*; **Peter Seif, Board Treasurer**, *President, Synergy Networks*; **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:** **Joe Paterno, Board Secretary**, *Executive Director, Southwest Florida Workforce Development Board*; **Trina Puddefoot, Board Vice-Chair, Chair, HR Committee**, *Early Steps Program Coordinator, Healthy Planning Council of SW Florida*

**Staff Present:** **Susan Block, CEO**; **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
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Meeting called to order at 10:00 a.m. by Mr. Poppe. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	

<b>1. Executive Committee*</b> <b>A. Approval of Meeting Minutes of April 25, 2017**</b>	<ul style="list-style-type: none"> <li>The 4/25/17 minutes were approved.</li> </ul>	<p>Motion made by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>
<b>B. Proposed FY17/18 Finance, Executive &amp; Board Meeting Dates**</b>	<ul style="list-style-type: none"> <li>Mr. Poppe presented the proposed FY17/18 meeting dates for the Finance, Executive, and Board Meetings.</li> </ul>	<p>Motion made by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>
<b>2. Vote to Move the Board Meeting Minutes of May 10, 2017**</b>	<ul style="list-style-type: none"> <li>Approved to move the 5/10/17 Board minutes.</li> </ul>	<p>Motion made by Mr. Seif and seconded by Dr. Wright. Motion approved.</p>
<b>3. Finance Committee</b> <b>A. Review of Financial Reports**</b>	<ul style="list-style-type: none"> <li>Mr. Seif discussed the financial reports ending April 2017. Mr. Seif 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.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Ms. Houk. Motion approved.</p>
<b>B. SR Utilization Forecast**</b>	<ul style="list-style-type: none"> <li>Ms. Block discussed the utilization report. At the end of April we served 4,885 SR children and 7,005 VPK children. The number of VPK children decreases as the school year program ends.</li> <li>There was a discussion about the enrollment process as the waitlist is increasing.</li> </ul>	

<p><b>C. Renewal: RCMA Immokalee SR/VPK Eligibility Contract-Related Party Contract**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block stated we have not received the Office of Early Learning (OEL) grant agreement as of this date.</li> <li>• Ms. Block presented a brief description of the RCMA Immokalee SR/VPK Eligibility Contract. This is a related party contract and will require a two thirds vote of the entire Board not just of those in attendance.</li> </ul>	<p>Motion made by Mr. Seif to present the OEL grant to the Board Meeting and seconded by Dr. Wright. Motion approved.</p> <p>Motion made by Dr. Wright to move the RCMA Immokalee SR/VPK Eligibility Contract to the Board Meeting and seconded by Mr. Seif. Motion approved.</p>
<p><b>D. Renewal: RCMA VPK Contract-Board Information Only**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block presented a brief description of the RCMA VPK Contract.</li> </ul>	<p>Motion made by Dr. Wright to move the RCMA VPK Contract to the Board Meeting and seconded by Mr. Seif. Motion approved.</p>
<p><b>E. Renewal: Collier County Health Dept. Contract FY2017/18-Board Information Only**</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block present a brief description of the Collier County Health Dept. Contract.</li> </ul>	<p>Motion made by Dr. Wright to move the Collier County Health Dept. Contract to the Board Meeting and seconded by Mr. Seif. Motion approved.</p>
<p><b>F. Approval: Hearing and vision Equipment Sale</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block stated the hearing and vision equipment will be included with other disposable items. The new list will be presented at a future Board Meeting.</li> </ul>	
<p><b>G. OEL Desk Audit Report February 2017**</b></p>	<ul style="list-style-type: none"> <li>• Mr. Seif reported there were no findings.</li> </ul>	

<b>4. Nominations &amp; By-Laws Committee*</b> <b>A. Motion to Appoint an Interim Chairperson</b>	<ul style="list-style-type: none"> <li>• Dr. Wright presented Mr. Seif as Interim Board Chair and Doug Szabo as Board Treasurer.</li> </ul>	<p>Motion made by Dr. Wright and seconded by Ms. Houk. Motion approved.</p>
<b>B. Regional Board Meeting, 10/13/17</b>	<ul style="list-style-type: none"> <li>• Dr. Wright reported the ELC of Heartland will be joining the Oct. 13, 2017 Regional Board Meeting.</li> <li>• The presenter will be Dr. Miller, Dean, School of Education at Florida Southwestern State College.</li> </ul>	
<b>5. Program Committee</b> <b>A. Response to OEL Communication Regarding Assessment</b>	<ul style="list-style-type: none"> <li>• Ms. Houk discussed the response letter to Mr. MacKinnon letter.</li> </ul>	
<b>6. Review Agenda for the Board Meeting, June 21, 2017**</b>	<ul style="list-style-type: none"> <li>• Mr. Poppe presented the June 21, 2017 Board Meeting Agenda. Two updates were made to the agenda.</li> </ul>	<p>Motion made by Mr. Seif and seconded by Dr. Wright to approve the June 21st Board agenda with the noted updates. Motion approved.</p>
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• The meeting adjourned by acclamation at 10:37 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	