



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, September 16, 2020
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 a financial management and operations.

Committee Member Present: **Marshall Bower, Interim Board Chair, Chair-Events Committee, President/CEO, The Foundation for Lee County Public Schools; Douglas Szabo, Board Treasurer, Attorney, Henderson, Franklin, Starnes & Holt, P.A**

Committee Members via Zoom: **Nate Halligan, Vice-Chair, Assistant Vice President/Small Business Portfolio Manager, Busey Bank; Selina Jefferson, Board Secretary, Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center; Damaris Boone, Chair-Program Committee, Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA); Dr. Kelly Roy, Chair-Nominations & Bylaws Committee, Professor/Early Childhood Education Coordinator, Florida Southwestern State College**

Committee Members Absent: **Jason Himschoot, Chair–HR Committee, Attorney, Maughan, Himschoot & Adams Law Group**

Staff Present: **Susan Block, CEO; Kim Usa, Chief Program Officer; Ginger McHale, Ex. Admin. Asst. to the CEO**

Staff via Zoom: **Nga Cotter, CFO**

(*) 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 10:05 a.m. by Mr. Bower. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

1. Executive Committee* A. Approval of Meeting Minutes of June 3, 2020 and July 29, 2020 Workshop**	<ul style="list-style-type: none"> Approval of 6/3/2020 and 7/29/2020 minutes. 	<p>Motion to approve the 6/3/2020 and 7/29/2020 minutes made by Mr. Szabo and seconded by Ms. Boone. Motion approved.</p>
2. Vote to Move the Board Meeting Minutes of June 17, 2020**	<ul style="list-style-type: none"> Approved to move the 6/17/2020 Board Meeting minutes. 	<p>Motion to move the 6/17/2020 minutes made by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.</p>
3. Finance Committee* A. Budget FY20-21: Updated Highlights and Request for Approval**	<ul style="list-style-type: none"> Mr. Szabo reported the FY20-21 budget required alignment to OEL's Notice of Award. Revised budget was approved by the Finance Committee. 100% of the increased allocation was budgeted for direct (child care) services 	<p>Finance Committee's recommendation to move the updated budget FY20-21 to the 9/30/2020 Board Meeting. All approved.</p>
B. SR Utilization Forecast**	<ul style="list-style-type: none"> Mr. Szabo reviewed the utilization forecast. The number of SR children enrolled is 5,602 this includes the first responders' children. The Governor extended the Executive Order through October, 2020. In September, SR providers will continue to be paid for children enrolled.. 	
C. Review of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Mr. Szabo presented the financial reports ending July 2020. The reports were approved by the Finance Committee. 	<p>Finance Committee's recommendation to move the Utilization Reports to the 9/30/2020 Board Meeting. All approved.</p>
D. OEL's Jan.-June, 2019 Expenditures Audit Results**	<ul style="list-style-type: none"> Mr. Szabo stated there were no findings. 	

<p>E. Summary of Expenditures: Broad Authority</p>	<ul style="list-style-type: none"> Ms. Block reported there have been no new expenditures under broad authority since the report was presented at the June Board Meeting. 	
<p>F. Approval: Disposal of Naples Office Furniture**</p>	<ul style="list-style-type: none"> Mr. Szabo explained the Naples inventory was excluded from the previously approved surplus list. The Finance Committee approved the disposal of the Naples office furniture. 	<p>Finance Committee's recommendation to move the disposal of Naples office furniture to the 9/30/2020 Board Meeting. All approved.</p>
<p>G. Update on Addendum #1 for FY18-19 Reconciliation**</p>	<ul style="list-style-type: none"> Mr. Szabo stated the Aug. 31st completion date for the FY18-19 reconciliation was extended to Sept. 20, 2020. Approximately two hundred providers have been identified as either under or overpaid.. Checks to underpaid providers are being sent. The 33 overpaid providers' documents are being reviewed again before the providers are contacted regarding arrangements for repayment.. 	
<p>H. Update on FY19-20 Close-Out</p>	<ul style="list-style-type: none"> Mr. Szabo explained the FT19-20 close out is in process. There was a discussion about OEL's reports. The Finance Committee expressed support for the ELC to bring in fiscal experienced temporary staff if needed. 	
<p>4. HR Committee A. Approval: Code of Conduct**</p>	<ul style="list-style-type: none"> Ms. Block stated the Code of Conduct form is reviewed annually. There are no updates at this time and the form was approved by the HR Committee. 	<p>HR Committee's recommendation to move the Code of Conduct form to the 9/30/2020 Board Meeting. All approved.</p>
<p>5. Nominations & Bylaws Committee A. Update</p>	<ul style="list-style-type: none"> Dr. Roy announced board meeting mini-trainings will be about 15 minutes presented by various staff members. The subjects will come from the survey. 	

6. Program Committee A. SR & VPK Recruitment Plan Draft**	<ul style="list-style-type: none"> Ms. Boone shared the SR & VPK Recruitment Plan that was approved by the Program Committee. 	Program Committee's recommendation to move the SR & VPK Recruitment Plan to the 9/30/2020 Board Meeting for discussion. All approved.
7. Review Agenda for the Board Meeting, September 30, 2020**	<ul style="list-style-type: none"> The 9/30/2020 Board Meeting agenda was reviewed and updates noted. 	Motion to approve the 9/30/2020 Board agenda with the noted updates made by Mr. Szabo and seconded by Dr. Roy. Motion approved.
Adjournment	<ul style="list-style-type: none"> The meeting adjourned by acclamation at 10:36 am. 	
Next Meeting	<ul style="list-style-type: none"> Wednesday, November 4, 2020 	