



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

March 2, 2022
1:00 PM

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: **Marshall Bower, Interim Board Chair, Chair-Events Committee;** *President/CEO, The Foundation for Lee County Public Schools.*

Committee Members via Zoom: **Brooke Delmotte, Board Treasurer,** Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; **Dr. Beth McBride, Director, Early Learning, Designee-Collier County Public Schools;** **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee,** *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*

Committee Members Absent: **Jason Himschoot, Chair-Human Resources Committee,** *Attorney, Maughan, Himschoot and Adams Law Group;* **Michele King, Chair-Program Committee,** Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida; and **Douglas Szabo, Board Vice-Chair, Attorney,** *Henderson, Franklin, Sterns and Holt;*

ELC Staff: **Susan Block, Chief Executive Officer;** **Lugeenya Blackstock, Chief Financial Officer;** **Janet Quintero, Administrative Coordinator.**

(*) *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 1:00 p.m. by Mr. Bower. A quorum was established. 	
Public Comments	<ul style="list-style-type: none"> None. 	

<p>1. Executive Committee* A. Approval of Executive Committee Meeting Minutes of January 12, 2022.</p>	<ul style="list-style-type: none"> Approval of the minutes for Executive Committee meeting January 12, 2022. 	<p>Motion to approve the January 12, 2022, minutes by Kelly Roy. Second by Brooke Delmotte. Motion approved.</p>
<p>B. Approval of Amended Board Meeting Agenda, January 26, 2022.</p>	<ul style="list-style-type: none"> Approval of amended Board meeting agenda for January 26, 2022. 	<p>Motion to approve the amended Board meeting agenda by Kelly Roy. Second by Brooke Delmotte. Motion approved.</p>
<p>2. Vote to Move the Board Meeting Minutes of January 26, 2022**</p>	<ul style="list-style-type: none"> Motion to move Board meeting minutes of January 26, 2022, to the Board meeting agenda, March 16, 2022. 	<p>Motion to move the January 26, 2022, Board Meeting minutes by Brooke Delmotte. Second by Kelly Roy. Motion approved.</p>
<p>3. Finance Committee A. Review: SR Utilization Forecast</p>	<ul style="list-style-type: none"> Brooke Delmotte informed VPK enrollment is at its likely highest for the year. 	
<p>B. Approval of Utilization Reports and Statement of Revenue and Expenditures</p>	<ul style="list-style-type: none"> Approval of Utilization Reports, Statements of Revenue and Expenditures. 	<p>Committee recommendation to approve Utilization Reports, Statements of Revenue and Expenditures. Motion approved.</p>
<p>C. Approval of Updated NOA; Effect on 2021-2022 Budget</p>	<ul style="list-style-type: none"> Additional funding was allocated to the ELC. changing the 2021-2022 Budget. 	<p>Committee recommendation to approve Updated Budget Motion approved.</p>
<p>D. Discussion: DEL Fiscal Monitoring (preliminary)</p>	<ul style="list-style-type: none"> Brooke Delmotte stated this item was informational as the audit is not yet final. A few preliminary findings related to travel are known at this time. Separately, the results of the A-133 audit by Moss, Krusick are expected to be presented the March 16, 2022, Board Meeting. The draft report, typically reviewed by Finance and 	

	<p>Executive Committee is not yet available for review. Many elements of the audit are behind schedule due to the impact of COVID on operations.</p>	
<p>E. Discussion: CRSSA-ARPA Overtime</p>	<ul style="list-style-type: none"> • Susan Block stated that we continue to receive COVID relief funding from CRSSA and ARPA. Guidance received from DEL indicates that the administrative portion of these grant funds may be used to pay for bonuses and supplemental for the work of exempt employees. This is a temporarily allowed and requires consideration from the board to implement this policy. • Most of the additional workload falls to exempt employees. Currently, the vacancies at the ELC (only 54 of 64 Full time equivalent positions are filled) has magnified this work demand. Those non-exempt (hourly) employees who take on additional work qualify for overtime pay. • Susan Block stated that approving this “temporary supplemental pay”, with help recognize the ELC staff effort. 	
<p>F. Approval: Teachstone Contract</p>	<ul style="list-style-type: none"> • Part of the updated Notice of Award of funding included money to pay for outside consultant to complete the required CLASS observations in School Readiness programs. • The ELC team conducting these observations has been slowed by the varying conditions of COVID-19 which at times, disrupts the scheduled observations. 	<p>Motion to approve Teachstone Contract by Brooke Delmotte. Second by Kelly Roy. Motion Approved.</p>

	<ul style="list-style-type: none"> • ELC Staff procured for an outside consulting team and is recommending that Teachstone (developers of the CLASS) be awarded the contract give ELC additional assistance to fulfill its obligation to DEL by allowing ELC to outsource some of the workload to cover required observations. 	
4. HR Committee* A. Approval: Temporary Supplemental Pay, Response to CRSSA and ARPA workload, Exempt Staff	<ul style="list-style-type: none"> • The recommendation to approve Supplemental Pay was discussed under the Finance Committee report (see agenda item 3.A) 	<p>Motion to approve Temporary Motion to approve the temporary change in ELC policy to support Supplemental Pay to Exempt staff for CRRSA and ARPA work by Beth McBride. Second by Brooke Delmotte. Motion approved.</p>
5. Nominations & Bylaws Committee A. Proposed Plan for Strategic Planning, 2022-2024	<ul style="list-style-type: none"> • Kelly Roy reported that the Committee will work with Erin Smeltzer and Molly Grant (Association of Early Learning Coalitions) to develop and lead a Strategic Planning session to create a plan for 2022-2024. 	
B. Board Development: Legislative Session 2022 and Impact on ELC	<ul style="list-style-type: none"> • Dr. Roy informed that Susan Block will update the Board on the Legislative Session 2022 At the upcoming board meeting as part of Board Development. 	
6. Review Agenda for the Board Meeting, March 16, 2022**	<ul style="list-style-type: none"> • The March 16, 2022, Agenda for the Board Meeting was reviewed and approved. 	<p>Motion to approve the March 16, 2022, Board Meeting agenda made by Kelly Roy and seconded by Beth McBride. Motion approved.</p>

Adjournment	<ul style="list-style-type: none">• Meeting adjourned at 1:22 pm.	
Next Meeting	<ul style="list-style-type: none">• Wednesday, April 20, 2022.	