



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

January 12, 2022  
10:00 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:** **Marshall Bower, Interim Board Chair, Chair-Events Committee;** *President/CEO, The Foundation for Lee County Public Schools;* **Douglas Szabo, Board Vice-Chair, Attorney, Henderson, Franklin, Sterns and Holt;** **Brooke Delmotte, Board Treasurer,** *Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council;* **Michele King, Chair-Program Committee,** *Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida;;;* **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*

**ELC Staff:** **Susan Block, Chief Executive Officer;** **Lugeenya Blackstock, Chief Financial Officer;** **Leona Adkins,** *Interim, Chief Quality & Programs Officer;* **Janet Quintero, Administrative Coordinator.**

(\* ) *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 10:02 a.m. by Mr. Bower. A quorum was established.</li> </ul>	
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	

<p><b>1. Executive Committee*</b>  <b>A. Approval of Meeting Minutes of Special Executive Committee Meeting, December 15, 2021</b></p>	<ul style="list-style-type: none"> <li>Approval of the minutes for Special Executive Committee meeting December 15, 2021.</li> </ul>	<p>Motion to approve the December 15, 2021, minutes made by Brooke Delmotte and seconded by Kelly Roy. Motion approved.</p>
<p><b>B. Approval of Executive Committee Meeting Change: March 2, 1:00 pm (Previously, March 2, 2022, 10:00 am)</b></p>	<ul style="list-style-type: none"> <li>Approval of time change for the Executive Committee meeting on March 2, 2022.</li> </ul>	<p>Motion to approve the time change made by Michele King and seconded by Brooke Delmotte. Motion approved.</p>
<p><b>C. Approval of Board Meeting Minutes of September 29, 2021**</b></p>	<ul style="list-style-type: none"> <li>Approval of the September 29, 2021, Board meeting minutes.</li> </ul>	<p>Motion to approve Board meeting minutes of September 29, 2021, were made in the Executive meeting on November 3, 2021.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of November 29, 2021**</b></p>	<ul style="list-style-type: none"> <li>Motion to move Board meeting minutes of November 29, 2021.</li> </ul>	<p>Motion to move the November 29, 2021, Board Meeting minutes made by Kelly Roy and seconded by Michelle King. Motion approved.</p>
<p><b>3. Finance Committee</b>  <b>A. Approval of Meeting Minutes of Special Executive Committee Meeting, December 15, 2021**</b></p>	<ul style="list-style-type: none"> <li>Brooke Delmotte explained that there are plenty of funds for enrollment. They are taking 50 children off the waiting list today and the list changes daily.</li> </ul>	<p>Motion to move to the Board made by Ms. Jefferson and seconded by Ms. Boone. Motion approved.</p>
<p><b>B. Approval of Utilization Reports and Statement of Revenue and Expenditures</b></p>	<ul style="list-style-type: none"> <li>Approval of Utilization Reports, Statements of Revenue and Expenditures.</li> </ul>	<p>Motion to approve Utilization Reports, Statements of Revenue and Expenditures made by Michele King and seconded by Doug Szabo. Motion Approved.</p>
<p><b>C. Review of Updated NOA; Effect on 2021-2022 Budget</b></p>	<ul style="list-style-type: none"> <li>The NOA has allocated over 62 million dollars. More funds have been distributed to CRSSA Phase VI,</li> </ul>	

	CRSSA Workforce Initiative and ESSER.	
<b>D. Review of DEL Desk Audit, January – June 2021.</b>	<ul style="list-style-type: none"> <li>Brooke Delmotte stated there were a few changes needing to be made after the audit regarding travel mileage calculation. Also, all receipts must be signed by the contract manager before they can be submitted for payment</li> </ul>	
<b>E. Discussion: Lee BOCC ARP Grant</b>	<ul style="list-style-type: none"> <li>Susan Block stated that if we can't staff efficiently than we may not be able to accept the funds. We are working on a plan to fill the positions, however there are some setbacks we are encountering with the onboarding process. There is plenty of funding for childcare. Funding should increase capacity. Still some questions whether to accept the funds.</li> </ul>	
<b>4. HR Committee*</b> <b>A. Report &amp; Recommendation: CEO Annual Report</b>	<ul style="list-style-type: none"> <li>Susan Block stated the CEO evaluation was complete. The CEO is performing at a high level. The committee recommended a 3.5% annual pay increase along with the ELC staff which was implemented on December 7, 2021.</li> </ul>	
<b>B. Items pending board approval, January 26, 2022:</b> 1. Employee Reference Guide: Review and Approval of Policy Section 706** 2. Proposed Salary Scale/Job Framework	<ul style="list-style-type: none"> <li>The salary scale was reached according to the growing minimum wage and several other factors.</li> </ul>	

<p><b>5. Nominations &amp; Bylaws Committee</b></p> <p><b>A. Items pending board approval, January 26, 2022.</b></p> <ol style="list-style-type: none"> <li>1. Review and Approve Draft Bylaws Amendments.</li> <li>2. Review and Approve Draft Governance Policies</li> <li>3. Approval: For Profit Provider Updated (Lee)</li> </ol>	<ul style="list-style-type: none"> <li>• Approval of Draft Bylaws Amendments</li> <li>• Approval of Draft Governance Policies</li> <li>• Approval of For-Profit Provider</li> </ul>	<p>Motion to approve Draft Bylaws Amendments on November 13, 2021, at Executive Committee meeting.</p> <p>Motion to approve Draft Governance Policies approved on November 13, 2021, at Executive Committee meeting.</p> <p>Motion to approve For-Profit Provider made by Dr. Roy and seconded by Brooke Delmotte. Motion approved.</p>
<p><b>B. Status: Mandated seats, effective January 1, 2022.</b></p> <ol style="list-style-type: none"> <li>1. Lee County School District Designee: Mary Grace Romo</li> <li>2. Collier County BOCC: Tanya Williams, Collier Library</li> </ol>	<ul style="list-style-type: none"> <li>• Approval to accept new Board Members</li> </ul>	<p>Motion to approve new Board members made by Dr. Kelly Roy and seconded by Michele King.</p>
<p><b>C. Announcement of Approved recommendations for Board Membership (Exec Committee Approval 12/15/21)</b></p> <ol style="list-style-type: none"> <li>1 Faith Based Provider (Hendry/Lee), Tara Sherrod</li> </ol>		
<p><b>D. Slate of Officers: 2022</b></p>	<ul style="list-style-type: none"> <li>• Slate of Officers will remain the same for 2022 except for the addition of Beth McBride as Secretary</li> </ul>	<p>Motion to accept Beth McBride as Secretary made by Dr. Roy and seconded by Michele King.</p>
<p><b>E. New Member Orientation and Welcome January 26, 2022.</b></p>		

<b>6. ELC Appeals Hearing Committee A. Report of Findings and Approval of Minutes, Rhythm of Learning, November 30, 2021.</b>	<ul style="list-style-type: none"> <li>Doug Szabo stated that Margarita Shvets Owner of the Rhythm of Learning is prevented from providing services at this time but is eligible to reapply after July 1, 2022.</li> </ul>	
<b>7. Review Agenda for the Board Meeting, January 26, 2022**</b>	<ul style="list-style-type: none"> <li>The January 26, 2022, Agenda for the Board Meeting was reviewed and approved.</li> </ul>	Motion to approve the January 26, 2022, Board Meeting agenda made by Brooke Delmotte and seconded by Michele King. Motion approved.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 10:37 am.</li> </ul>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li><b>Wednesday, March 2, 2022.</b></li> </ul>	