



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA EXECUTIVE COMMITTEE MINUTES

Wednesday, January 16, 2019  
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 Members Present:** **Victor Mraz, Board Chair**, *Financial Representative, Blue Chip Financial of SWFL*; **Marshall Bower, Vice Chair, Chair-Events (Ad Hoc) Committee**, *President/CEO, The Foundation for Lee County Public Schools*; **Douglas Szabo, Board Treasurer**, *Attorney, Henderson, Franklin, Starnes & Holt, P.A*; **Selina Jefferson, Board Secretary**, *Director, Mount Hermon Ministries/Dew of Hermon Early Learning Center*

**Committee Members Present via ZOOM:** **Damaris Boone, Chair-Program Committee**, *Early Education Outcome Analyst, Redlands Christian Migrant Association (RCMA)*

**Committee Members Absent:** **Jason Himschoot, Chair –HR Committee**, *Attorney, Goede, Adamczyk, Deboest and Cross, PLLC*; **Dr. Kelly Roy, Chair-Nominations & Bylaws Committee**, *Professor/Early Childhood Education Coordinator, Florida Southwestern State College*

**Staff Present:** **Nga Cotter, CFO**; **Gayla Thompson, Chief Quality Officer**; **Kim Usa, Chief Operating Officer**; **Ginger McHale, Executive Admin. Asst. to CEO**

**Staff Present via ZOOM:** **Susan Block, CEO**

**Other Attendee:** **Edward Moss, Moss Krusick & Associates LLC**

(\* ) *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. Mraz. 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 November 14, 2018**</b></p>	<ul style="list-style-type: none"> <li>The 11/14/18 minutes were approved.</li> </ul>	<p>Motion to approve the 11/14/18 minutes made by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.</p>
<p><b>2. Vote to Move the Board Meeting Minutes of December 5, 2018**</b></p>	<ul style="list-style-type: none"> <li>Approved to move the 12/5/18 Board minutes.</li> </ul>	<p>Motion to move the 12/5/18 minutes to the Board Meeting made by Mr. Szabo and seconded by Mr. Bower. Motion approved.</p>
<p><b>3. Finance Committee*</b>  <b>A. SR Utilization Forecast**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo stated the July, August and September payments were based on estimates due to issues with the new Portal (Enhanced Field System Modernization). October and November Provider payments were calculated manually based on June 2018 SR attendance records (per OEL guidance)..</li> <li>Ms. Cotter reported 59% of providers have entered their Voluntary Pre-Kindergarten (VPK) attendance data into the Portal. 100% VPK attendance data, for all providers, must be entered in order to initiate payment from the Portal.</li> <li>Ms. Block stated the October Provider SR payments were manually calculated for payments due in November. As a result of using provider attendance data, the payments issued for School Readiness are expected to be more detailed and will include reports to the providers. Calculations from the first quarter, July – September 2018, were estimated.</li> <li>Ms. Usa provided current Waitlist list numbers, pulled from EFS Mod on 11/13/18 that show a decrease in the Waitlist. The Coalition is continuing</li> </ul>	

	<p>to enroll SR children. She noted that the data is subject to the accuracy of the Portal.</p>	
<p><b>B. Review of Utilization Reports and Statements of Revenues and Expenditures**</b></p>	<ul style="list-style-type: none"> <li>Mr. Szabo reviewed expenditures, discussed Portal issues and the impact on the utilization reports. Inconsistencies between data sources continue to create challenges for status reporting.</li> </ul>	<p>Motion to accept the Utilization Reports and forward to the Board Meeting made by Mr. Bower and seconded by Mr. Szabo. Motion approved.</p>
<p><b>C. Review of Audit Report**</b></p>	<ul style="list-style-type: none"> <li>Mr. Moss with Moss, Krusick &amp; Associates presented in detail the financial audit ending June 30, 2018. Mr. Moss noted that the SR and VPK administrative costs are below the required percentages and the ELC qualified as a low-risk auditee.</li> <li>Mr. Moss discussed auditing changes that will become effective in 2020.</li> </ul>	<p>Motion to move the Audit Report to the Board Meeting made by Mr. Bower and seconded by Mr. Szabo. Motion approved.</p>
<p><b>4. HR Committee</b> <b>A. ELC Executive Director: Annual Performance Evaluation</b></p>	<ul style="list-style-type: none"> <li>ELC board members were asked to provide input to the HR Committee about Ms. Block's performance during 2018. 12 surveys were submitted. Mr. Himschool reviewed the summary of evaluation results with Ms. Block.</li> <li>Ms. Block informed the committee that ELC staff received a \$100.00 incentive check in December 2018 in acknowledgment of their fortitude in working with the Portal and all of the related issues.</li> </ul>	<p>.</p>
<p><b>5. Nominations &amp; Bylaws Committee</b> <b>A. Recommendation to Approve Board Application: Nate Halligan**</b></p>	<ul style="list-style-type: none"> <li>Ms. Block presented Mr. Halligan to fill the open private sector Lee County position.</li> </ul>	<p>Motion made to move Mr. Halligan's nomination to the Board Meeting by Mr. Bower and Seconded by Ms. Jefferson. Motion approved.</p>

<p><b>B. Board Education: ELC Board – Self Assessment</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block would like to discuss board education at the next Board Meeting: what are board members expectations? what would board members like to know about the Coalition?</li> </ul>	
<p><b>6. Events (Ad Hoc) Committee</b></p>	<ul style="list-style-type: none"> <li>• Mr. Bower stated he has a meeting today with Mr. Prather at the Broadway Palm Dinner Theatre to discuss an upcoming event.</li> </ul>	
<p><b>7. Review Agenda for the Board Meeting, January 30, 2019**</b></p>	<ul style="list-style-type: none"> <li>• One change was noted and corrected.</li> </ul>	<p>Motion made to approve the agenda with the noted change by Mr. Szabo and seconded by Ms. Jefferson. Motion approved.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>• The meeting adjourned by acclamation at 10:36 am.</li> </ul>	
<p><b>Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• <b>Wednesday, March 6, 2019</b></li> </ul>	