



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA BOARD MINUTES

March 16, 2022
9:00 am

Board Members Present: Marshall Bower, Interim Board Chair and Doug Szabo, Board Vice-Chair, Attorney, Henderson, Franklin, Starnes and Holt, P.A.

Board Members Present via ZOOM: Jason Himschoot, Chair-Human Resources Committee, Attorney, Maughan, Himschoot and Adams Law Group; Alex Breault, Director, Talent Initiatives, Naples Chamber of Commerce; Nate Halligan, Asst. Vice President/Small Business Portfolio Manager, Busey Bank; Michele King, Chair Program Committee, Director Child Advocacy Program, Golisano Children's Hospital of SWFL; Rebecca McKellar, Creative World Schools, Private, for-Profit Child Care; Mary Grace Romo, Director, Early Childhood Learning Services, Lee County Public Schools; Tara Sherrod, Director, First Baptist Preschool, Representative of Faith-Based Childcare providers; Shay Smith, Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County.

Board Members Absent: Brooke Delmotte, Board Treasurer, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council; Joe Paterno, Executive Director, CareerSource Southwest Florida; Dr. Beth McBride, Director, Early Learning, Designee-Collier County Public Schools; Kimberly Ross, Owner, Ross Dynasty Cares; Dr. Kelly Roy, Chair-Nominations & By-Laws Committee, Professor/Coordinator of Early Childhood Education, Florida Southwestern State College; Chantal Porte, Regional Supervisor for Child Care Licensing, Department of Children and Families; Tanya Williams, Director, Collier County Library Designee-Collier Board of County Commissioners.

Staff Present: Susan Block, Chief Executive Officer; Leona Adkins, Chief Quality Officer, Lugeenya Blackstock, Chief Finance Officer; Gilda Duran, Chief Program Officer; Janet Quintero, Administrative Coordinator

(*) Materials included in Board packet

(**) Materials posted on SharePoint for Board Members' access

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Marshall Bower called the meeting to order at 9:00 am. A quorum was established. Gilda Duran was introduced as the ELC's Chief Program Officer. 	
Public Comments	<ul style="list-style-type: none"> None. 	
1. Executive Committee Report* A. Presentation and Approval of Draft report, Fiscal Audit B. Approval, Parent Sliding Fee Scale, FY 2023	<ul style="list-style-type: none"> The audit presentation was not available. Ed Moss & John Duffy of Moss, Krusick, explained why the final report on the audit is delayed. Fortunately, ELCs have a 6-month extension to submit the final audit. Marshall Bower voiced concerns regarding the delays. Susan Block assured the board that that the necessary work will be completed. Susan Block presented the proposed Parent Sliding Fee Scale for FY 2023 which reflects no change from the prior year. The deadline to submit the approved scale to DEL is April 1, 2022. The board may be asked to reconsider this scale at the May Board meeting should SWFL decide to request approval to reduce the parent co-pays for FY 2023. 	<ul style="list-style-type: none"> Motion to approve the Parent Sliding Fee Scale for FY 2023 by Doug Szabo. Second by Mary Grace Romo. Motion approved.
2. Consent Agenda (Vote required) * Approval of Board Meeting Minutes January 26, 2022** Note: Any item on the Consent Agenda can be withdrawn by a Board Member for full Board consideration.	<ul style="list-style-type: none"> The Board meeting minutes of January 26, 2022, were presented for approval. 	<ul style="list-style-type: none"> Motion to approve the January 26, 2022, board meeting minutes by Rebecca McKellar. Second by Nate Halligan. Motion approved.
Committee Reports		
3. Financial Committee* A. Review: SR Utilization Forecast** B. Approval of Utilization Reports and Statements of Revenues and Expenditures**	<ul style="list-style-type: none"> Susan Block reviewed the Utilization Forecast. stating VPK enrollment is at a high point for this year. School Readiness enrollment varied during many months due to impact of COVID. Currently, it difficult to for providers to hire staff which is having a negative 	<ul style="list-style-type: none"> Motion to approve Utilization Report and Statements of Revenues and Expenditure presented as the Finance Committee recommendation.

<p>C. Approval of Updated NOA; Effect on 2021-2022 Budget.</p> <p>D. Discussion: DEL Fiscal Monitoring (preliminary)</p> <p>E. CRRSA-ARPA Overtime Discussion</p> <p>F. Approval: Teachstone Contract</p>	<p>impact on capacity of available childcare. Some parents remain apprehensive about sending their children to childcare when COVID cases are high. The waitlist is being monitored very closely.</p> <ul style="list-style-type: none"> • The most recent Notice of Award (NOA) is now over \$95M dollars, including a \$32M allocation for ARPA Stabilization Grants (Round 1). • Susan discussed the workload created by CRRSA-ARPA funding. Much of this work is assigned to exempt staff and the ELC continues to run understaffed for our regular workload with only 54 of 64 Fulltime equivalent staff in place. The DEL guidance from Chancellor Mears allows exempt staff to receive supplemental pay related to work on CRRSA and ARPA grants • This Teachstone Contract was approved by the Executive Committee at the meeting on March 2, 2022, to allow staff to proceed and schedule the observations. Susan Block requested affirmation by the full board. 	<p>Motion approved.</p> <ul style="list-style-type: none"> • Motion to approve updated NOA as the Finance Committee recommendation. Motion approved. • Motion to affirm approval of Teachstone Contract by Finance Committee Recommendation. Motion approved.
<p>4. Events Committee</p> <p>A. Discussion: Business Breakfast 2022</p>	<ul style="list-style-type: none"> • The Events Committee is scheduled to meet on Thursday, March 24th to discuss the Business Breakfast 	
<p>5. HR Committee*</p> <p>A. Approval: Temporary Supplemental Pay, Response to CRRSA and ARP workload, Exempt staff.</p>	<ul style="list-style-type: none"> • The increased workload on ELC staff due to newly administered grants, discussed as part of the Finance Committee report is the basis for the request to approve supplemental pay for exempt staff. While non-exempt staff may earn overtime pay for any work over forty hours, typically, this is not available for exempt employees. Susan Block highlighted the importance of approving a plan for supplemental pay for exempt employees. This plan will allow ELC to consider 	<ul style="list-style-type: none"> • Motion to approve Temporary Supplemental Pay for exempt staff working on CRRSA and ARPA grants, was approved by Executive Committee vote on March 2, 2022, and recommended by the Committee for Board

	bonuses and supplemental pay as deemed reasonable to administer the CRRSA or ARP Grants.	affirmation of their approval. Motion to affirm approved.
6. Nominations & By-Laws Committee A. Proposed Plan for Strategic Planning, 2022-2024 B. Board Development: Legislative Session 2022 and Impact on ELC	<ul style="list-style-type: none"> • Susan Block announced that the Committee is working on a session during the May Board meeting for strategic planning. Erin Smeltzer and Molly Grant (Association of Early Learning Coalitions) will lead the May discussion. • Susan Block presented a summary of Legislative Session, 2022. Assuming that the budget is approved by the governor, the School Readiness allocation for the ELC of SWFL will increase significantly. This is great news for our families and the ELC will focus on encouraging additional capacity to serve children. • Doug Szabo raised the question about how funding will be affected in the future. The methodology to allocate SR funding will be reviewed annually by DEL. It is expected that some adjustments to available funding will follow once this analysis is completed by DEL. 	
7. Program Committee A. Update	<ul style="list-style-type: none"> • No update was available. 	
8. Report of the CEO A. Executive Director's Report **	<ul style="list-style-type: none"> • Susan Block pointed the importance of the Board SharePoint as a resource of information for board members. Should anyone have any issues logging in, please let ELC know so that it can be rectified. 	

	<ul style="list-style-type: none"> The meeting time for the May Board Meeting will be expanded to include time for strategic planning. 	
9. Adjournment	The board meeting adjourned at 10:12 am	
Next Board Meeting	May 4, 2022 (morning – time to be announced)	