

Minutes of a Meeting of the Executive Committee of the Early Learning Coalition of Southwest Florida.

May 1st, 2025

Time and Place of Meeting

A meeting of the Executive Committee of the Early Learning Coalition of Southwest Florida, a Florida Non-profit corporation, was held on May 1st, 2025, commencing at approximately 10:00 a.m. at the offices of the Early Learning Coalition, 2675 Winkler Ave., Suite 300, Fort Myers FL 33901 via Microsoft Teams.

Call to Order; Roll Call

Welcome and Public Comment

Kae Moore welcomed the Executive Committee and thanked them for their participation on this committee. He opened the floor for public comments. No one from the community presented for public comment.

The following directors, constituting a quorum, were present in person or by teleconference:

- Kae Moore. Board Chair



- Michele King, Program Committee Chair
- Tara Sherrod, Events Committee Chair
- Elizabeth McBride, Secretary and HR Committee Chair
- Laura R. Bright, Vice-Chair

Others present:

Early Learning Coalition Staff

Dr. Melanie Stefanowicz, Chief Executive Officer

Shannon Decker, Director of Accounting

Wynetta Upshaw, Chief Administrative Officer

Gilda Duran, Chief Program Officer

Monica Gaddy, Administrative Coordinator.

Presiding Officer; Secretary

Kae Moore presided as Chairman of the meeting; Monica Gaddy served as secretary of the meeting and kept the minutes. A quorum of the Executive Committee being present, Kae Moore called the meeting to order at approximately 10:00 a.m. EDT.

Adoption of May 1, 2025, meeting agenda

Kae Moore initiated a discussion regarding the adoption of the May 1, 2025, meeting agenda. Upon motion duly made by Dr. Beth McBride and seconded by Tara Sherrod, the Executive Committee unanimously approved the adoption of the May 1, 2025, meeting agenda.

Approval of March 13, 2025, Meeting Minutes

Kae Moore initiated a discussion regarding the approval of the March 13, 2025, meeting minutes. A full discussion followed. Upon motion duly made by Michele King and seconded by Rebecca McKellar, the Executive Committee unanimously approved the approval of the March 13, 2025, meeting minutes.

Direct Services Utilization through March 31, 2025

Shannon Decker initiated a discussion regarding direct services utilization through March 31, 2025. A full discussion followed. Upon motion duly made and seconded, the Board of Directors unanimously approved the Direct Services Utilization report through March 21, 2025.

Approval of Financial Statements

Kae Moore initiated a discussion regarding approval of financial statements. A full discussion followed. Upon motion duly made by Michele King and seconded, by Rebecca McKellar the Executive Committee unanimously approved the financial statements.

The financial statements that were included in this voting record were the Statement of Financial Position, the Statement of Activities, the FY24-25 Budget Utilization, the Procurement Request(s), and the surplus inventory.

The Finance Committee also provided an update on the IRS penalty for Tax Year 2022 was completely abated. 2023 and 2024 are being amended but have no penalties.

Adoption of the 2025 HR Audit Report and Accompanying Exhibits

Dr. Melanie Stefanowicz initiated a discussion regarding the adoption of the 2025 HR audit report and accompanying exhibits. A full discussion followed. Upon motion duly made by Tara Sherrod and seconded by Dr. Beth McBride, the Executive Committee unanimously agreed to approve the adoption of the HR audit report and its accompanying exhibits.

Approval of Policy Changes to Policy 304: Background Screening

Dr. Beth McBride initiated a discussion regarding approval of policy changes to policy 304: background screening. A full discussion followed. Upon motion duly made by Michele King and seconded by Rebecca McKellar, the Executive Committee unanimously agreed to approve the 304 policy changes.

Nominations & Bylaws Committee Report and Approvals

Dr. Melanie Stefanowicz initiated the first reading of the Annual Review of Board Governance and membership. The Bylaws and Governance policy were revised with suggested line item changes specifically related to board member terms, the definition of quorum, and board member expectations. The Executive Committee requested a crosswalk document outlining the proposed revisions and clean copies for the June 12, 2025, meeting.

The prospective new board member's application and resume were reviewed and discussed. This item was moved to the Board of Directors meeting agenda

for May 14, 2025.

Events Committee Report

Tara Sherrod presented the Events Committee Report. Initiatives surrounding special initiatives, partnership development, and employee appreciation were shared. A full discussion followed. No formal action was taken or required.

Program Committee Report

Michele King shared the Program Committee Report. Given the legislative process the following information was shared:

Waitlist Management: As of April 25, there were 80 households with 125 children on the wait list. Staff is currently monitoring the legislative session for budget updates, which will influence how the waitlist is utilized. Prioritization processes are in place to serve as many children as possible.

A full discussion followed. No formal action was taken or required.

New Business

No New Business was presented.

Next Meeting & Adjournment

Next Meeting & Adjournment was presented. A full discussion followed. No formal action was taken or required.

There being no further business, the meeting was adjourned at approximately 11:00 a.m. EDT. The next meeting was scheduled for June 12, 2025 at 10:00 a.m. EDT via teleconference.

Respectfully submitted,