

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

April 16th, 2026

Time and Place of Meeting

A meeting of the Executive Committee of the Board of Directors of the Early Learning Coalition of Southwest Florida was held on April 16, 2026, commencing at approximately 10:00 a.m. EST, at the Company's offices at 2675 Winkler Avenue, Suite 300, Fort Myers, Florida, and virtually via Microsoft Teams.

Call to Order; Roll Call

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

- Kae Moore, Chair
- Laura Richardson Bright, Vice Chair
- Brooke Goldstein, Treasurer, Chair of the Finance Committee
- Dr. Beth McBride, Secretary, Chair of the Human Resources Committee
- Rebecca McKellar, Chair of the Nominations & Bylaws Committee
- Bethany Quisenberry, Chair of the Program Committee

Directors absent:

- Tara Sherrod, Chair of the Events Committee

Others present:

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer
- Cheryl Carpenter, Chief of Early Childhood Education
- Beth McBride, Chief of Program Services

Presiding Officer; Secretary

Kae presided as Chair of the meeting; Melankie served as secretary and kept the minutes. A quorum of the Board being present, Kae called the meeting to order at approximately 10:00 a.m.

Adoption of the April 16, 2026, Executive Committee meeting agenda

Kae initiated a discussion regarding adoption of the February 12, 2026, meeting agenda. A full discussion followed. Upon motion duly made by Rebecca and seconded by Brooke, the Committee members approved the agenda as presented.

Welcome & Public Input

The Welcome & Public Input section was presented. Since no members of the public were in attendance, no public comments were received, and no formal action was taken or required.

Approval of the February 12, 2026, Meeting Minutes

Kae initiated a discussion regarding approval of the February 12, 2026, meeting minutes. Upon a motion duly made by Brooke and seconded by Rebecca, the Executive Committee members approved the February 12, 2026, meeting minutes as presented.

Report of the Chair

The Chairmain presented his report. A full discussion followed. No formal action was taken or required.

Executive Committee Approvals

The Continuity of Operations Plan was presented for approval. A full discussion followed. Upon a motion duly made by Rebecca and seconded by Bethany, the Executive Committee members approved the Continuity of Operations plan as presented.

Approval of the Direct Services Utilization

Brooke initiated a discussion regarding approval of direct service utilization. Following the discussion and with prior standing committee approval, the Executive Committee approved moving the direct service utilization item forward to the Board of Directors for final approval.

Recommend Financial Statements as presented for further review and consideration by the Executive Committee

Brooke initiated a discussion regarding approval of financial statements . A full discussion followed. Upon motion duly made by Laura and seconded by Rebecca, the Committee members approved the financial statements.

The financial statements are included in this voting record: Statement of Financial Position, Statement of Activities, FY24-25 Budget Utilization, Preliminary FY 2025-2026 Budget, and Surplus Inventory.

Recommend General Procurements as presented for further review and consideration by the Executive Committee.

Brooke initiated a discussion regarding the recommended general procurements presented for Executive Committee review and consideration. Following discussion, and due to identified conflicts of interest involving two board members, the procurement requests were separated into three distinct items for consideration and approval: general procurements Health Planning Council-related procurements, and school district MOU-related procurements

General Procurement Requests

Brooke initiated a discussion regarding the approval of the general procurement requests. A full discussion followed. Upon motion duly made by Bethany and seconded by Rebecca, the Committee members approved the general procurement requests dated April 16, 2026.

Health Planning Council Procurements

Melanie initiated a discussion regarding the approval of the Health Planning Council contracts. A full discussion followed. Upon a motion duly made by

Rebecca and seconded by Bethany, the Committee members approved the Health Planning Council.

Brooke G. abstained from discussion and voting due to a conflict of interest.

The procurements included in this request include contracts to the Health Planning Council for Continuity Planning for coalition staff and child care providers, as well as mental, behavioral, and occupational health, as well as for on-site/virtual services; trauma-informed care professional development; purchase of social-emotional curricula, instructional materials, and mental health technology platforms; outreach campaigns with partners.

School District MOU Procurements

Brooke initiated a discussion regarding the approval of the Memoranda of Understanding with Collier County Public Schools and the School District of Lee County. A full discussion followed. Upon a motion duly made by Rebecca and seconded by Laura, the Committee members approved the agreements with the two school districts.

Bethany Quisenberry abstained from discussion and voting due to a conflict of interest.

The procurements in this request include memoranda of understanding with Collier County Public Schools and the School District of Lee County to support the hiring of dedicated specialists in each district to assist with child evaluations for Individualized Education Programs (IEPs).

DEL Grant Agreement: First presentation

Brooke initiated a discussion of the Division of Early Learning's DRAFT grant agreement. Revisions presented are acceptable to Coalition staff.

This item was presented for Committee Member review. No action was taken or required at this time.

Human Resources Committee Report and Approvals

The section, Human Resources Committee Report and Approvals, was presented.

Motion to move the 2026 Human Resources Audit forward to the Executive Committee for review and consideration.

Beth McBride initiated a discussion on a motion to advance the 2026 Human Resources audit to the Board of Directors for review and consideration. A full discussion followed. Upon motion duly made by Rebecca and seconded by Bethany, the Executive Committee moved the Human Resources Audit forward to the Board of Directors for approval.

Nominations & Bylaws Committee Report and Approvals

The section, Nominations & Bylaws Committee Report and Approvals, was presented. A full discussion followed. No formal action was taken or required.

Recommend to the Board the seating of Rebecca Sandholdt as the CareerSource Southwest Florida designee

Rebecca initiated a discussion regarding recommending to the board the seating of Rebecca Sandholdt as the CareerSource Southwest Florida designee. A

full discussion followed. Upon motion duly made by Rebecca and seconded by Laura, the Executive Committee moved the recommendation of Rebecca Sandholdt forward to the Board of Directors for approval.

Representative of Private for-Profit child care providers Board Member Applications

Rebecca announced that she is stepping down from her position as a Board member and Chairperson of the Nominations & Bylaws Committee due to an out-of-state move. Applications for the vacant Board position were reviewed; however, because the application window remained open through April 22, 2026, no formal action was taken or required. A final review of all applicants will be presented to the Board of Directors at its April 29, 2026, meeting.

Events Committee Report

The section, Events Committee Report, was presented. A full discussion followed. No formal action was taken or required.

Program Committee Report

The section, Program Committee Report, was presented. A full discussion followed. No formal action was taken or required.

Executive Session

The section, Executive Session, was presented. A full discussion followed. No formal action was taken or required.

Next Meeting; Adjournment

There being no further business, the meeting was adjourned at approximately 10:15 a.m. The next meeting was scheduled for June 12, 2026, at 9:00 a.m. in person at the Coalition offices and via Microsoft Teams.

Respectfully submitted,

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Goldstein-Brooke-Allise		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Early Learning of SW FL Finance Committee</i>	
MAILING ADDRESS 17295 Blue Sapphire Drive		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Fort Myers	COUNTY Lee	☐ CITY ☐ COUNTY ☒ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 04/16/26		NAME OF POLITICAL SUBDIVISION: <i>Early Learning Coalition of SW FL</i>	
		MY POSITION IS: ☐ ELECTIVE ☐ APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brooke Goldstein, hereby disclose that on April 16th, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am employed by The Health Planning Council of SW FL, which provides services to the Early Learning Coalition of SW FL. The vote involved could financially impact my employer. I will abstain from voting on any matters that involve HPC.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

04/16/26

Date Filed

Brooke Goldstein

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Quisenberry Bethany Lynne		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition SWFL	
MAILING ADDRESS 9294 Bexley Dr		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Fort Myers	COUNTY Lee	☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 4/29/2026		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS:	
		☐ ELECTIVE ☒ APPOINTIVE	

WHO MUST FILE FORM 8B

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* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Bethany Quisenberry, hereby disclose that on 04/29, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

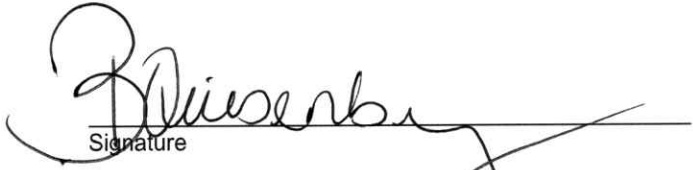
- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____ , by
whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/29/26

Date Filed


Signature

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