



MINUTES of the BOARD MEETING
Early Learning Coalition of Southwest Florida
Coalition Offices, Fort Myers, Florida
NOVEMBER 4, 2009

Mission Statement

Our mission is to enhance the quality of children's lives by providing families, early childhood educators, care-givers and community partners in Collier, Glades, Hendry and Lee Counties, with opportunities to positively impact the future.

Board Members Present:

John Remington, Board Chairperson
President
Vernon Allen Builder, Inc.

Gerry Poppe, Board Treasurer
Chief Financial Officer
Waterman Broadcasting

Donice Dawson, Board Secretary
Vice President
Synovus Bank

Rick Donner, Board Member
CPA
Donner & Company

Joan Foss, Board Member
Early Steps Program Director
Health Planning Council of SW FL, Inc.

Colleen Gallagher, Chair- Outreach Committee
President and CEO
Community Coordinated Care for Children, Inc. (4C)

Marilyn Graham, Board Member
Lee Board of County Commissioners' Designee
Manager of Public Services
Lee County Public Library

Dr. Judith Hartner, Board Member
Director
Lee County Health Department

Jeanne LaFountain, Chair - Quality Committee
Director
District Early Childhood Services (Lee County)

Alice Parrish, Board Member
Department of Children and Families
Children's Network of Southwest Florida
Child Care Licensing

Laura Stacell, Chair-Bylaws Committee

*Collier District Superintendent of Schools' Designee
Basic Prekindergarten Supervisor
Collier County School District*

Jill Turner, Board Member
*CEO
Children's Advocacy Center*

Board Members Absent:

Dan England, Chair - Health and Developmental Services Committee (excused)
*Director of Quality Management
Lee County health Center, Inc.*

Dr. Howard Freedman, Chair - School Readiness/VPK Committee (excused)
Pediatric Ophthalmologist (Retired)

Elizabeth McDaniel-Garcia, Board Member
*Director
Discovery Day Academy*

Barbara Mainster, Board Member (excused)
*Executive Director
Redlands Christian Migrant Association (RCMA)*

Joe Paterno, Vice Chair (excused)
*Executive Director
Southwest Florida Workforce Development Board*

Elaine Schaeffer, Board Member (excused)
*Coordinator of Early Childhood Education
Edison State College*

ELC Staff Members Present:

Kathleen Reynolds, CEO
Nga Cotter, CFO and Associate Director of Business Services
Annie Elias, Executive Administrative Assistant
Peter Escayg, Director of Operations
Melanie Holaway, Director of School Readiness Services
Shirley Losch, Director of Health, Safety and Developmental Services
Nancy Starr, Director of Program Policy
Gayla Thompson, Director of Assessment and Professional Development

4C Staff Members:

Pat Frank, Vice President and Chief Financial Officer
Mary Ellen Saba, Manager – Lee, Glades and Hendry Counties
Tom Bamrick, Manager – Collier County

The meeting began at 9:02 a.m.

Agenda Item 1 – Welcome and Call to Order Coalition Roll Call

John Remington welcomed everyone, established a quorum and called the meeting to order. Mr. Remington thanked everyone for their good wishes and support in his new role as chairperson.

Agenda Item 2 – Recognition of Outgoing Board Members

Chair Remington and Kathleen Reynolds presented plaques to outgoing Board Members and thanked them for their service: Marilyn Graham, Rita Sockman and Laura Stacell. Each was recognized for dedication to the Board and to the community.

Agenda Item 3 - Retrospective of Sabra Cecil's Board Chair Term

Mr. Remington introduced the former Chairperson, Sabra Cecil and asked that she please share some of her experiences during her tenure. Ms. Cecil highlighted the following:

- She served a four year term from May 2005 to May 2009, and was the first Governor appointed Chair after the merger to the ELC of Southwest Florida that combined 4 counties.
- The ELC started its first VPK class in August of 2005. Sabra's daughter, Cecilia, was in the inaugural class.
- The ELC of SW FL impressed the State of Florida with initial enrollment numbers for VPK, and that made her proud to be Chair.
- The ELC fiscal agent, Mike Kenney, whom was contracted with through the Workforce Development Board, died unexpectedly of a heart attack in the fall of 2006, creating a ripple effect through the agency and impacting the audit. Ultimately, a decision was made to bring this function in-house, and that resulted in the hiring of Nga Cotter.
- Also in 2006, the ELC went through the Invitation to Negotiate for the Central Agency, and 4-C's were selected as the partner agency.
- In December 2007 the ELC went through the experience of hiring a new Executive Director. In February of 2008, Dr. Kathleen Reynolds was offered the position that was restructured into the position of CEO. Kathleen was offered a contract on Tuesday evening, and she accompanied Sabra to Tallahassee for various state meetings on Thursday of that same week.
- An extensive Board Orientation was added to our protocols after Kathleen came on board.
- A new mission statement and measureable goals were adopted by the Board.
- ELC Board members became active in petitioning the Governor on important issues by sending letters to him.
- As Chair, Sabra attended all but two ELC Advisory Committee meetings that were held quarterly around the State. The best meeting, from her perspective, was definitely the last one where ELAC petitioned to have the quality of child assessments done in this state improved.
- Florida presently does not look at gain scores, or growth scores of the children served; there is an unrealistic assumption that all children will end up in the same place by the end of VPK regardless of where they were born or the language they grew up with in their homes.

- The present focus of state assessments is on a very narrow set of skills, not on all of the VPK standards.
- The ELC Board also during Sabra's tenure had the roles and responsibilities of staff members clearly defined for them.
- Sabra initiated meetings between Wine Festival staff and ELC staff.
- Various functions in the ELC, including PR, the implementation of the ASQ's (Ages & Stages Questionnaires), inclusion services, health and safety inspections for unlicensed centers, and screening for hearing and vision, were brought in-house.
- The Board also approved the leasing of additional space that now allows Board Meetings to take place at the ELC offices.

John Remington thanked Sabra for her contributions, and Sabra wished John well in his new role.

Agenda Item 4 - Approval of the Minutes of the *September 2, 2009* Board Meeting

Ms. Turner made a motion to approve the September 2, 2009 Board minutes. Mr. Donner seconded the motion. Following discussion, they were unanimously approved.

Agenda Item 5 - Public Input

None -

Agenda Item 6 – Consideration of Committee Reports and Related Action Item Requests

- Executive Committee.

Mr. Remington presented the Board with an overview of Executive Committee discussions.

- Finance Committee.

Ms. Cotter informed the Committee that Joe Krusick with Berman Hopkins, Wright and Laham was going to give a detailed explanation in presenting the Audit Report.

- The Nominations, Bylaw and Policy Committee.

- ❖ Vote on Policy Items Conversation of Private Sector Hendry/Glades County Member to Lee County Member.
- ❖ Amendments to By-Laws and Governance Policy
Mr. Poppe made a motion to approve the proposal as stated Mr. Donner seconded the motion. They were unanimously approved.
- ❖ Nomination of Peter Seif as Lee County Private Sector Board Member
- ❖ Nomination of Collier Faith-Based Provider of Kathryn Canfield
Mr. Poppe made a motion to approve the nomination as noted. Mr. Donner seconded the motion. Following discussion, they were unanimously approved.
- ❖ Consent Agenda Items
-VPK Provider/Director Requirements - This item was removed from consideration at this meeting.

-SR/VPK Notification of ELC of Substantive Changes - Ms. Dawson made a motion to approve the policies as noted. Mr. Donner seconded the motion. Following discussion, they were unanimously approved.

-VPK Child Eligibility Enrollment - Kathleen Reynolds

- Quality Enhancement/Professional Development Committee.

Ms. LaFountain addressed the Board and discussed proceedings of the Quality Enhancement /Professional Development Committee Meeting. Minutes were forwarded electronically.

- SR/VPK Committee.

Ms. Dawson updated the Board on the AWI projects using ARRA dollars; the SR/VPK data; and provider meetings. She put forth the proposal that the Board consider inviting David Lawrence, a primary supporter of Children's Services Councils (CSC's), to address the Board.

It was the consensus of the Board that for the next meeting Kathleen Reynolds would do a presentation on CSC's to increase knowledge and awareness prior to inviting a guest speaker.

- Outreach Committee.

Colleen Gallagher informed the Board of the four goals that have been adopted by the Outreach Committee:

- 1) Create definitions of what early learning is to increase public understanding and support.
- 2) Promote awareness of what constitutes quality early learning.
- 3) Support and enhance the Literacy Buddy project.
- 4) Provide support for Coalition functions.

Agenda Item 7 – Consideration of Staff Reports

a. VPK Data & SR Data

Ms. Holaway presented and explained handouts to the Board on current SR and VPK data. These are included as **Attachment 1.**

b. Screening & ASQ Data

Ms. Losch presented and explained handouts on ASQ screening data to date. These are included at **Attachment 2.**

c. Review Contract Changes and New Agreements

Mr. Escayg discussed contract changes as listed in **Attachment 3.**

Agenda Item 8 – Report of the CEO

Ms. Reynolds explained that the Committee work is the work of a Board Committee; therefore, unless a Board member is present, the Committee meeting cannot be held. Ms. Reynolds also informed the Board that she had received information from Joan Foss that she would also be leaving the Board due to retirement.

Ms. Reynolds discussed the proceedings of the ELAC meeting, and asked attendees John Remington and Peter Seif to share their comments.

Ms. Reynolds informed the Board of the ongoing financial support and cooperation received from Joe Paterno and the Workforce Development Board. It was the consensus of the Board to write a letter to Joe thanking him on behalf of the ELC Board.

Ms. Reynolds called the Board's attention to the slideshow that was running in the background highlighting Area Meetings for providers. These meetings are part of the Board's and staff's commitments to "Nurture the Nurturers" who provide early care and early learning.

Agenda Item 9 – Board Comments

- Old News - None
- New News - None
- General - Mr. Remington asked for consideration of enhanced efforts to secure volunteer participation in our programs and those of our providers.

Ms. LaFountain informed the Board that they were awarded increased Head Start funding, and that they will be interviewing for some thirty new positions.

Ms. Graham invited the Board and the Public to attend the NW Cape Library Grand Opening, December 5, 2009.

Agenda Item 10 – Public Comments

None -

Agenda Item 11 – Adjournment

The meeting adjourned at 11: 30 a.m.

Mr. Donner made a motion to adjourn. Mr. Poppe seconded the motion.