



EXECUTIVE COMMITTEE MEETING MINUTES

Early Learning Coalition of Southwest Florida

Coalition Offices, Ft. Myers, Florida

September 28, 2011

Executive Committee Function Statement:

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 financial management and operations.

Executive Committee Members Present:

John Remington, Chair

President

A. Vernon Allen Builder, Inc.

Joe Paterno, Vice Chair

Executive Director

Southwest Florida Workforce Development Board

Donice K. Dawson, Board Secretary

Senior Vice President

Synovus Bank

Gerry Poppe, Board Treasurer

Chief Financial Officer

Waterman Broadcasting

Kathryn Canfield, Chair – School Readiness/VPK Committee

Director

Eagle's Nest Christian Academy

Dan England, Chair - Health & Developmental Services Committee

Director of Quality Management

Lee Mental Health Center, Inc.

Colleen Gallagher, Chair - Outreach Committee

President and CEO

Community Coordinated Care for Children, Inc. (4C)

Jill Turner, Chair - Nomination/Bylaws & Policy Committee

CEO

Children's Advocacy Center

Executive Committee Members Absent:

Barry Williams, Chair – Quality Enhancement & Professional Development Committee
Director
Collier County Parks & Recreation Department

4C Staff Present:

Pat Frank, Vice President and Chief Financial Officer

ELC Staff Members Present:

Kathleen Reynolds, CEO
Nga Cotter, CFO
Peter Escayg, Director of Operations
Melanie Holaway, Director of Provider Services
Nancy Starr, Director of Program Policy (attended via the phone)
Gayla Thompson, Associate Director of Program Services
Ginger McHale, Executive Administrative Assistant

Meeting called to order at 10:05 AM by Committee Chair, John Remington. A quorum was established.

(*) *All related materials included in Executive Committee Meeting packet.*

Agenda Item 1 – Vote to Approve the Executive Committee Minutes of June 8, 2011 *

Ms. Turner made a motion to approve the Executive Committee Minutes of June 8, 2011 and Ms. Canfield seconded. Unanimously approved.

Agenda Item 2 – Vote to Move the Board Meeting Minutes of June 22, 2011 *

Ms. Gallagher made a motion to move the Board Minutes of June 22, 2011 to the full Board and Mr. Poppe seconded. Unanimously approved.

Agenda Item 3 – Review Recommended Letter to Licensed-Exempt Facilities and Proposed Voluntary Agreement Endorsed by Board Counsel *

Ms. Reynolds discussed the proposed letter and the proposed voluntary agreement regarding the background screening process in unlicensed facilities. The letter is proposed to be sent to the five remaining unlicensed centers affiliated with the coalition.

Mr. Poppe made a motion to send the letters and Ms. Turner seconded. Unanimously approved.

Mr. Remington discussed the comments received from US Department of Health and Human Services that he received due to the background screening letters that were sent out recently.

Agenda Item 4 – Finance Committee*

A. Review of Finance Committee Reports

Ms. Cotter discussed the financial reports ending June 30, 2011 and August 31, 2011. Ms. Cotter addressed the summary reports for School Readiness and Voluntary Pre-Kindergarten paying attention to the administrative costs and number of children served.

B. Vote on Allocation of New Funds

Ms. Cotter discussed the School Readiness services additional allocation award of \$127,000 receive this month from OEL.

Ms. Reynolds discussed that OEL received additional federal funds of approximately \$12,000,000 and has released approximately 7M to the coalitions. It was discussed at the June Board Meeting that any additional funds would potentially go to Gold Seal; however we are already running a deficient for funding enrolled School Readiness children.

After discussion, it was decided to place these additional funds in the Gold Seal line item with intent to revisit in March. Gold Seal rates will not be increased at the present time, and should the financial picture improve in the short term, a potential increase will be reconsidered.

Ms. Dawson made a motion to assign the new funds to Gold Seal line item, and in March, 2012 to look at percentages based on the need to cover required match commitments; Ms. Turner seconded. Unanimously approved.

Agenda Item 5 – Nominations, Bylaws and Policy Committee*

A. Vote on Bylaws and Policy Committee Items

- Revised – 220.10 Board Policy SR/VPK Provider Compliance

Ms. Starr presented a brief description of the policy listed. There was a discussion of changing wording in the second paragraph; Nancy will revise prior to the Board meeting.

Ms. Turner made a motion to accept the policy changes with the revision and Mr. Poppe seconded. Unanimously approved.

- Revised – 520.1 VPK Provider Compliance Monitoring Policy

Ms. Starr presented a brief description of the policy listed.

Ms. Turner made a motion to accept the policy with the same change discussed earlier, and Mr. England seconded. Unanimously approved.

- Revised – 410.1 School Readiness Provider Reimbursement

Ms. Starr presented a brief description of the policy listed and clarified that the term Fiscal Monitoring refers only to enrollment and attendance monitoring. There was discussion, and this clarification be included in the policy revision.

Ms. Turner made a motion to accept the policy with Ms. Starr's clarification and Ms. Gallagher seconded. Unanimously approved.

- Revised – 510.1 VPK Provider Reimbursement

Ms. Starr presented a brief description of the policy listed and again clarified that the term Fiscal Monitoring refers only to enrollment and attendance monitoring. This clarification will also be included in the policy revision prior to Board presentation.

Mr. England made a motion to accept the policy with Ms. Starr's clarification and Ms. Turner seconded. Unanimously approved.

B. Change Board Seat for Dan England

Ms. Turner presented the recommendation that Mr. England be moved from his designated "optional" position to the vacant Lee County Private Sector Position. A 2010 change in the legislation made him eligible as a private sector member, and this move would support compliance with Chapter 411.01 F.S. regarding board composition.

Mr. Paterno made a motion to accept Mr. England's Board seat change and Mr. Poppe seconded. Unanimously approved.

C. Extend Kathryn Canfield's term to December 31, 2011

Ms. Turner presented the recommendation that Ms. Canfield's term be extended to December 31, 2011. This change will align her position with the other positions that rotate biennially.

Mr. Paterno made a motion to accept Ms. Canfield's term extension to December 31, 2011 and Mr. Poppe seconded. Unanimously approved.

Agenda Item 6 – Review Materials Related to Appeals Hearing

Ms. Reynolds discussed the information sent to the committee members in preparation of Ms. Barbara Denson's Appeals Hearing at this meeting.

Agenda Item 7 – Approve the Agenda for the Board Meeting October 12, 2011*

Ms. Reynolds discussed Barry Williams position on the Board. Collier County Board of County Commissioners has revised their policy which had previously prevented him from participating as a Board Member. Ms. Starr confirmed that Mr. Williams will be at the October 12, 2011 Board Meeting.

Ms. Reynolds reviewed the Finance Committee's discussion regarding the monitoring of RCMA. The state is requiring of Coalition staff to monitor above and beyond what is required in law or regulation. The Finance Committee suggested that a letter be drafted to be sent to the state. Mr. Paterno suggested it sounds like a true duplication of services for which we simply do not have resources.

Mr. England made a motion to have staff bring to the Board a draft of such a letter. Ms. Gallagher seconded. Unanimously approved.

Mr. Paterno made a motion to add the items discussed at the Executive Committee meeting to the agenda for the Board Meeting of October 12, 2011, and Mr. Poppe seconded the motion. Unanimously approved.

Joe Paterno made a motion to adjourn the meeting and Gerry Poppe seconded. Unanimously approved.

The meeting was adjourned at 12:34 PM