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## April 21, 2022 Executive Committee Minutes

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**Date:** April 21, 2022

**Location:** Zoom/Telephone Call-in Meeting

**Minutes Taken By:** Suzan Gage

**Time:** Meeting called to order at 11:03 am CT

**ELCNWF Staff members present:** Suzan Gage, Executive Director; Matt Bonner, Administrative Director; Ken Whittaker, Operations Director; Sam Sweazy, Finance Director; Lindsay Holmes, Education and Outreach Director, Chelsea Ranew, Procurement and Grants Manager

**Guests present:** None

**Full Board:**  Yes  No    Quorum: Yes    In attendance: 5/7

**Executive Comm.**  Yes  No

**Roll Call to Include Board Members on Zoom/Telephone:** Yes

Executive Committee	First Name	Last Name	Present	Present Via Phone/Zoom	Excused Absence	Unexcused Absence
●	Tony	Bennett		1		
●	Tiffani	Hinds			1	
●	Jon	McFatter (P)		1		
●	Juliana	Melara			1	
●	Renae	Rountree		1		
●	Jerry	Sowell		1		
●	Myrtis	Wynn		1		
		<b>Total</b>	<b>0</b>	<b>5</b>	<b>2</b>	

1. CALL TO ORDER AND INTRODUCTION OF MEMBERS, GUESTS, AND STAFF – Jon McFatter

2. APPROVAL OF MEETING AGENDA – Jon McFatter

*VOTE NEEDED: To approve the meeting agenda as presented.*

Motion: To approve the meeting agenda as presented.

Motion By: Jerry Sowell

Motion Seconded By: Renae Rountree

Member/s Recusing from Vote: No

The motion carried.

3. CONSENT AGENDA ITEMS – Jon McFatter

3.1. 2022-23 Continuity of Operations Plan (*See 2022-23 COOP*)

3.2. Updated Organization Chart (*See Org Chart 4.11.2022*)

*VOTE NEEDED: To approve the consent agenda as presented.*

Motion: To approve the consent agenda as presented.

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennett

Member/s Recusing from Vote: No

The motion carried.

4. RFP FOR NEW WORKFORCE INITIATIVE (EARLY CHILDHOOD WORKFORCE)

The coalition released an RFP to procure a contract for a marketing firm to create and execute a public awareness campaign with \$75,000.00. The public awareness campaign will educate the public about the importance of Early Learning Educators (specifically those who teach ages birth through 5 years old) and recruit teachers into the field. There were four (4) responders. An RFP committee reviewed and scored the proposals. The committee recommends awarding the RFP to Sachs Media. (*See RFP #2202-2 Summary Sheet*)

*VOTE NEEDED: To award RFP [#2022-02 ELCNWF Coalition Workforce Public Awareness Campaign to Sachs Media](#).*

Motion: To award RFP #2022-02 ELCNWF Coalition Workforce Public Awareness Campaign to Sachs Media.

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

5. PROVIDER PAID HOLIDAYS FOR FY 2022-23

The coalition conducted a survey to determine which federally recognized holidays providers closed their programs. Based on the information received from respondents, staff recommend maintaining the current approved paid holiday closure list, which includes eight (8) named holidays and two (2) floating days for the upcoming 2022-23 School Readiness contract.

*VOTE NEEDED: To maintain the current list of approved paid eight named holidays and two floating days for the 2022-23 School Readiness contract.*

Motion: To maintain the current list of approved paid eight named holidays and two floating days for the 2022-23 School Readiness contract.

Motion By: Tony Bennett

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: No

The motion carried.

6. NEXT MEETING: May 11, 2022 (Full Board Meeting)

7. ADJOURN – 11:11 am CT.