



Executive/Finance Committee Meeting

Monday, January 4, 2016

4:00 pm until close of business

1002 E. Palm Ave, ABC Conference Room

Tampa, FL 33605

Call: 1 (872) 240-3212

Access Code: 839-051-181

Early Learning Coalition of Hillsborough County Mission Statement

The mission of the Early Learning Coalition of Hillsborough County is to promote school and life success for all young children and their families through quality school readiness services and supports.

MEETING AGENDA

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for September 8, 2015 Regular Meeting (*p. 2*)
- C. Approval of Minutes for September 23, 2015 Special Meeting (*p. 4*)

A. Patel, Chair

II. OLD BUSINESS

III. ACTION ITEMS

IV. DISCUSSION

- A. Match Contract with School District of Hillsborough County
- B. Transition Discussion with Superintendent of Schools (*p. 6*)
- C. Update: RFP for Rebrand

V. INFORMATION ITEMS

VI. PUBLIC COMMENT

Individuals wishing to address the Early Learning Coalition Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

VII. ADJOURNMENT

A. Patel, Chair

UPCOMING MEETINGS

Service Delivery and Efficiency Task Force – Monday, January 4, 2016 @ 5:30 pm

Board of Directors Meeting – Monday, February 8, 2016 @ 5:30 pm

Executive/Finance Committee Meeting – Monday, March 7, 2016 @ 4:00 pm



MEETING MINUTES

Special Note: The following minutes are an abridged account of the meeting on September 8, 2015. Original records from this meeting were lost due to an IT system failure resulting in a loss of data.

Meeting Name:	Executive/Finance Committee Meeting	Date:	September 8, 2015
Facilitator:	Aakash Patel, Chair	Time:	4:00 pm
Location:	1002 E. Palm Avenue, Conference Room, Tampa, FL 33605		
Committee Members Present:	Aakash Patel, Robert Buesing, Scott Barrish*, Lynne Hildreth*, and Joe McElroy.		
Committee Members Absent:	None		
ELCHC Staff:	Dave McGerald, Karen Perkins, Steve Costner, and Bobbi Davis.		

*Indicates members present via phone.

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
I.	CALL TO ORDER A. Quorum Verification A quorum was established. B. Approval of July 6, 2015 Executive/Finance Committee Meeting Minutes <i>The motion to approve the July 6, 2015 Executive/Finance Committee meeting minutes passed unanimously.</i>	
II.	OLD BUSINESS A. Board Attendance Policy The Committee held a discussion regarding the Board Attendance Policy. B. Little Care Bears Update Dave McGerald delivered an update regarding the Little Care Bears Learning and Child Care Center.	
III.	ACTION ITEMS A. Termination of School Readiness Contracts: Milagros Artiles, FCCH Mr. McGerald explained the cause for termination of School Readiness contracts with Milagros Artiles, FCCH. Mr. McGerald noted that due to the serious nature of the violations, the Coalition took immediate action to terminate the provider contract, effective August 28, 2015. Mr. McGerald stated that no action was required from the Committee.	
IV.	DISCUSSION A. Agenda for October 13, 2015 Board Meeting The Committee reviewed the draft agenda for the Board meeting on October 13, 2015. Chair Patel requested that a Chamber update from the Vice Chair to be added to the agenda. Vice Chair Buesing requested time on the agenda to discuss a presentation, <i>The First 1,000 Days</i> ,	

MEETING MINUTES – Executive/Finance Committee
 Tuesday, September 8, 2015 4:00 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		made by Dr. Mimi Graham of the FSC Center for Prevention & Early Intervention. B. AELC State Legislative Priorities FY2015-2016 Dave McGerald presented the 2015-2016 AELC Legislative Priorities. C. Board Retreat Chair Patel announced that the Coalition would host a Board retreat on November 2, 2015 at the Institute for Early Childhood Professionals (IECP).
V.	INFORMATION ITEMS A. Meetings and Conferences for FY 2015-2016	Dave McGerald distributed a list of annual conferences and events for FY2015-2016.
VI.	PUBLIC COMMENT	There was no public comment.
VII.	ADJOURNMENT	Citing no further business, Chair Patel adjourned the meeting.

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Add Chamber update from Vice Chair to the October 13, 2015 Board meeting agenda.	K. Javier	10/13/15
2.	Add The First 1,000 Days discussion to the October 13, 2015 Board meeting agenda.	K. Javier	10/13/15

Read and Approved by: _____
 Lynne T. Hildreth, Secretary DATE _____

MEETING MINUTES – Executive/Finance Committee
 Tuesday, September 8, 2015 4:00 pm



MEETING MINUTES

Meeting Name:	Special Executive/Finance Committee Meeting	Date:	September 23, 2015
Facilitator:	Aakash Patel, Chair	Time:	12:00 pm
Location:	6800 N. Dale Mabry Hwy. Suite 158, Tampa, FL 33614		
Committee Members Present:	Aakash Patel*, Lynne Hildreth*, Scott Barrish*, and Robert Buesing*, and Joseph McElroy*.		
Committee Members Absent:	None		
ELCHC Staff:	Dave McGerald, Tracie White, and Katherine Javier.		
Other Attendees:	None		

*Indicates presence via phone.

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
I.	CALL TO ORDER A. Quorum Verification	Noting that a quorum had been established, Chair Patel called the meeting to order at 12:03 pm.
II.	OLD BUSINESS	There was no old business discussed.
III.	ACTION A. Approval of Web Design Contract	A brief discussion was held regarding the timeline for rebuilding the ELCHC website. <i>Scott Barrish made a motion to approve staff's execution of a contract with web design firm Sparxoo for the rebuild of the ELCHC website for an amount not to exceed \$50,000. Robert Buesing made a second. The motion carried unanimously.</i>
IV.	PUBLIC COMMENT	There was no public comment.
V.	ADJOURNMENT	Citing no further business, Chair Patel adjourned the meeting at 12:10 pm.

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Execute contract with Sparxoo for the rebuild of the ELCHC Website for an amount not to exceed \$50,000.	ELCHC Staff	10/1/2015

Read and Approved by: _____
Lynne T. Hildreth, Secretary
DATE

MEETING MINUTES – Special Executive/Finance Committee Meeting
 Wednesday, September 23, 2015 12:00 pm

The School District of Hillsborough County & the Early Learning Coalition of Hillsborough County:
A Continued and Strengthened Partnership

Focus:

- Increase number of children who arrive ready for school.
- Increase number of children who graduate.
- In short, work together to create a “Cradle to Career” pipeline in Hillsborough County

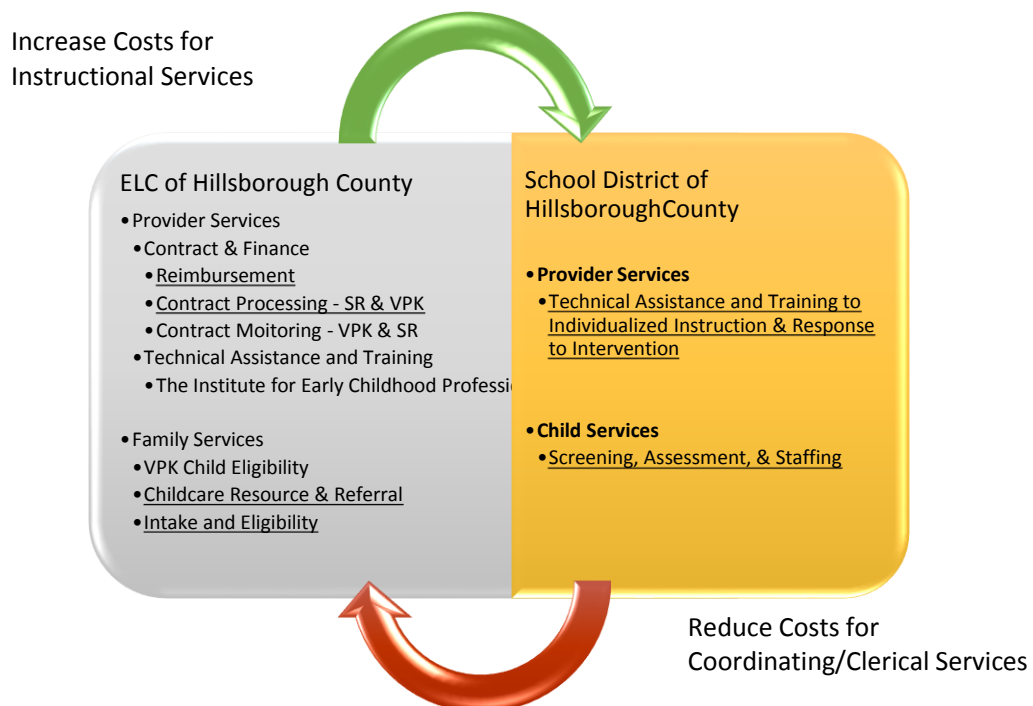
Issues:

- Contracts: 16% Accuracy Rate out of 744 contracts
- Complaints:
 - Timeliness of Response
 - Inconsistent Customer Service Levels
 - Accuracy of Information Given
 - Limited Appointment Options
 - Limited Assistance with Technology
- Current and Emerging Issues: May require a change to Staffing Model
 - Technologies
 - Waitlist Portal
 - Provider Portal & Brookes Enterprise
 - Northwest Regional Data Center
 - Apricot
 - Learning Management Systems
 - CCDF Regulations

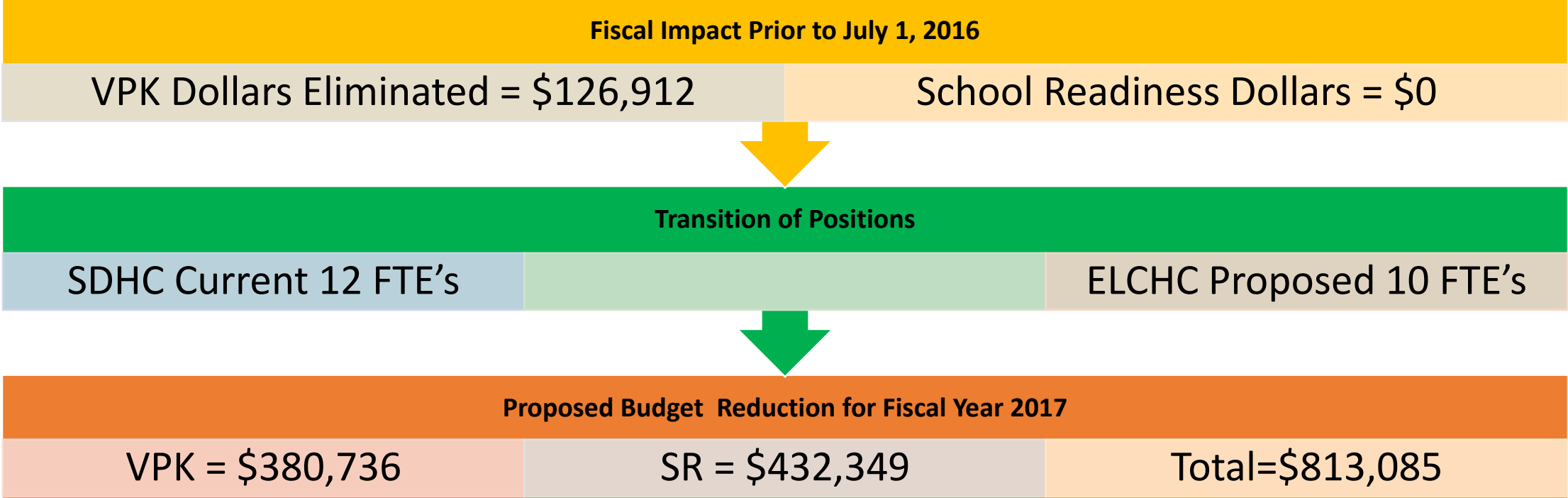
Purpose:

To collaborate on a phased in plan to transition coordinating services and provider reimbursement to the Early Learning Coalition of Hillsborough County while expanding Instructional Services with the School District of Hillsborough County to enhance child outcomes and through access to early intervention services and other supports. This allows both agencies to focus on mission essential services.

Phased in Recommendation:



Transition of Functions



Note: