



Executive/Finance Committee Meeting

Monday, July 6, 2015

4:00 pm until close of business

1002 E. Palm Ave, Conference Room

Tampa, FL 33605

Call in: 1 (657) 220-3412

Access Code: 262-678-397

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

A. Patel, Chair

B. Approval of March 2, 2015 Meeting Minutes (p. 2)

C. Updates

D. McGerald

II. OLD BUSINESS

III. ACTION ITEMS

IV. DISCUSSION

A. Agenda for August 10, 2015 Board Meeting (p. 5)

D. McGerald

B. Governance Committee Roles & Responsibilities (p. 6)

D. McGerald

C. Board initiated Expenditures (p. 8)

S. Costner

V. INFORMATION ITEMS

A. Board Clerk's Report (p. 9)

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

UPCOMING MEETINGS

Board of Directors Meeting – Monday, August 10, 2015 @ 5:30 pm

Executive/Finance Committee Meeting – Monday, September 8, 2015 @ 4:00 pm



MEETING MINUTES

Meeting Name:	Executive/Finance Committee Meeting	Date:	March 2, 2015
Facilitator:	Aakash Patel, Chair	Time:	4:00 PM
Location:	1002 E. Palm Avenue, ABC Conference Room, Tampa, FL 33605		
Committee Members Present:	Aakash Patel, Lynne Hildreth, and Joe McElroy.		
Committee Absent:	Robert Buesing		
Board Member's Present:	Marie Caracciola		
ELCHC Staff:	Steve Costner, Stacey Francois, Lorinda Gamson, Katherine Javier, Tracy Knight, Sally McGinnis, Jennifer Nizer, Miriam Ortiz, Karen Perkins, and Tracie White.		
Other Attendees:	Kathleen M. Fernandez, Cedrick McDonald, Sandy Show, Kathy Kaaa, Shawntaye Beato, and Stephen Lee.		

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 4:04 pm.
	B. Approval of Meeting Minutes	
	1. July 14, 2014 Executive/Finance Committee Meeting Minutes	<i>Lynne Hildreth made a motion to approve the July 14, 2014 Executive/Finance Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>
	2. September 8, 2014 Executive/Finance Committee Meeting Minutes	<i>Lynne Hildreth made a motion to approve the September 8, 2014 Executive/Finance Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>
	3. October 20, 2014 Special Executive Committee Meeting Minutes	<i>Lynne Hildreth made a motion to approve the October 20 2014 Special Executive/Finance Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>
	4. January 27, 2015 Executive Director Review Ad Hoc Committee Meeting Minutes	<i>Chair Patel made a motion to approve the January 27, 2015 Executive Director Review Ad Hoc Committee meeting minutes. Lynne Hildreth made a second. The motion carried unanimously.</i>
	5. February 5, 2015 Executive Director Review Ad Hoc Committee Meeting Minutes	<i>Lynne Hildreth made a motion to approve the February 5, 2015 Executive Director Review Ad Hoc Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>

MEETING MINUTES – Executive/Finance Committee Meeting
Monday, March 2, 2015 4:00 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
II.	OLD BUSINESS	There was no old business discussed.
III.	ACTION ITEMS	<p>A. FY 2013-2014 Audit Treasurer Joe McElroy explained that in the event that the Board of Directors did not achieve a quorum and could not accept the audit on March 2, 2015, the Coalition would be out of compliance with federal regulations. Therefore, this action was brought to the Executive/Finance Committee for approval. Steve Costner then presented a summary of the FY 2013-2014 annual independent audit completed by <i>Moore Stephens Lovelace, P.A.</i> Mr. Costner noted that there were no significant findings and that the Coalition’s experience with the auditing firm, <i>Moore Stephens Lovelace, P.A.</i> was a positive one. <i>Lynne Hildreth made a motion to accept the FY2013-2014 audit. Joe McElroy made a second. The motion carried unanimously.</i></p> <p>B. Appeal: Little Care Bears Learning and Child Care Center In CEO Dave McGerald’s stead, Karen Perkins introduced Little Care Bears Learning and Child Care Center’s appeal for termination of VPK and School Readiness contracts with the Coalition. Kathy Kaaa, the Program Manager of Compliance and Fraud for Hillsborough County Public Schools, explained the cause of this request for termination by the Coalition based on the Hillsborough County School Readiness Program provider agreement. Ms. Kaaa referred to section thirteen of the provider agreement which states that <i>“The original monthly sign-in and out sheet for each child must be retained by the provider for a period of 5 years. Failure to retain these records will result in a disallowance and will require the provider to return payments received for missing records. Parent and provider signatures shall be affixed to the bottom of the page only at the end of the month to verify the accuracy of the child’s attendance. It is against the law to submit false information in order to obtain reimbursement for child care.”</i> Kathleen Fernandez, counsel for Little Care Bears Learning and Child Care Center was given the opportunity to address the Executive/Finance Committee in response to the recommended action. Ms. Fernandez provided the Executive/Finance Committee with documents to support her argument. There was considerable discussion regarding the recommendation. <i>Joe McElroy made a motion to suspend the VPK and School Readiness contracts with Little Care Bears Learning and Child Care Center until June 30, 2015, when the Committee will reconvene to review the provider’s action plan, missing attendance records and other documents in question. Lynne Hildreth made a second. The motion carried unanimously.</i></p>
IV.	DISCUSSION	There was no further discussion.
VI.	INFORMATION ITEMS	There were no information items discussed.
VII.	PUBLIC COMMENT	There was no public comment.

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
VIII.	ADJOURNMENT	<i>Citing no further business, Chair Patel made a motion to adjourn the meeting at 5:31 pm. Joe McElroy made a second. The motion carried unanimously.</i>

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Reconvene after June 30, 2015 to reevaluate contracts with Little Care Bears Learning and Child Care Center.	Executive/Finance Committee	06/30/2015

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



Regular Board Meeting

Monday, August 10, 2015
 5:30 pm until close of business
 1002 E. Palm Ave, Board Room
 Tampa, FL 33605

**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 **A. Patel, Chair**
 - B. Approval of June 8, 2015 Board Meeting Minutes
 - C. Executive Director’s Report **D. McGerald**

- II. ANNUAL MEETING ITEMS** **D. McGerald**
 - A. Executive Committee Composition
 - B. Conflict of Interest Policy
 - C. Annual Related Party Declaration & Disclosure
 - D. Code of Ethics

- III. OLD BUSINESS**

- IV. ACTION ITEMS**
 - A. Coalition Plan **D. McGerald**
 - B. Tangible Asset Policy **S. Costner**
 - C. Board Initiated Expenditures **D. McGerald**

- V. FINANCE/UTILIZATION REPORT** **S. Costner**

- VI. DISCUSSION**

- VII. INFORMATION ITEMS**
 - A. Board Clerk’s Report
 - B. Family Portal
 - C. Communications & Outreach
 - D. Dashboard

- VIII. 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.

- IX. ADJOURNMENT**

UPCOMING MEETINGS

Executive/Finance Committee Meeting – Tuesday, September 8, 2015 @ 4:00 pm
 Board of Directors Meeting – Monday, October 13, 2015 Year @ 5:30 pm

ISSUE:	Development of Governance Committee Roles & Responsibilities
FISCAL IMPACT:	N/A

Staff recommends the following for the Governance Committee:

The Governance Committee serves as the "conscience of the Board."

The Role:

The Governance Committee examines how the Board is functioning and whether the Board is fulfilling its responsibilities for the organization. While all Board members should understand the organization's mission and goals, the Governance Committee must consider them with an eye on the Board's responsibility to guide the organization and what is required of the Board to best accomplish that. The Governance Committee must be able to articulate the vision for the Board and find the Board members who can put it into action.

Composition of the Governance Committee:

The Chair shall appoint the committee Chair. A committee of 5 members would be an appropriate size. The remaining members should be nominated by their peers, reflect the diverse representation of the Board, and have the time and willingness to serve. It is recommended that the Board Chair and Executive Director attend all meetings when available.

Committee Responsibilities can be grouped into three distinct categories:**Find Board members**

- Develop Board member job descriptions.
- Create a Board profile of what skills and expertise the Board and the organization needs (recruitment matrix).
- Cultivate and recruit new members based on the recruitment matrix.
- Once "slots" for new Board members have been identified, all Board members and key organization leaders should be consulted for suggested nominees.
- With the Board Chair, help assess and maintain Board members' individual commitment, support, and participation in governance duties.
- Observe and nurture potential leaders within the Board.

Educate Board members

- Orient new Board members to ensure that they have adequate materials and understand their roles and responsibilities.

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- Involve Board members in "continuing education." The Governance Committee can update Board members (about new programs, legislative action, and so forth) and continue to improve their skills as Board members.
 - Evaluate the Board's performance.
 - Annually lead the Board in its self-assessment and develop recommendations to the Board for self-improvement.

Evaluate the CEO

- Develop the performance evaluation for the Executive Director.
- Request an annual self-evaluation from the Executive Director.
- Distribute, collect and compile performance evaluation data to be submitted to the Executive Committee.

These particular tasks are only the skeleton of the Governance Committee's job. The spirit of the Committee is to ensure that the Board is doing its job and doing it well, and if it is not, come up with suggestions to remedy that. Governance committees should meet year-round at least on a quarterly basis and should report to the Executive Committee or Board of Directors regularly.

DISCUSSION

ITEM IV.C.

7/06/15 Executive/Finance Meeting

ISSUE: Development of policy to govern Board member initiated expenditures.

FISCAL IMPACT: N/A

BACKGROUND:

As Board engagement has increased, Board initiated disbursement requests have also increased. A Board policy governing these types of requests should be developed. Coalition staff are seeking Board guidance on developing such a policy.

ISSUE: Board Clerk's Report

BACKGROUND:

As part of its strategic planning efforts, the ELCHC Board identified committee performance as a critical ingredient in its ability to achieve maximum impact. As part of the Board's overall self-assessment efforts, the tracking of Committee actions are critical in delivering a full view of that impact. Enclosed is a reporting of Executive/Finance Committee actions for FY14-15.

(Attachments-1)



Executive/ Finance Committee

Motions FY2014-2015

Meeting Date	Board/Committee	Topic	Motion
07-14-2015	Executive/Finance Committee	Appeal: Tropical Acres Academy	<i>Lynne Hildreth made a motion to uphold the decision of Coalition Staff to terminate funding to the provider. Aakash made a second. The motion carried unanimously.</i>
07-14-2015	Executive/Finance Committee	Audit RFP	<i>Lynne Hildreth made a motion to approve the selection of Moore Stephens Lovelace as the external audit firm and authorize staff to enter into negotiations for a five-year contract. Aakash Patel made a second. The motion carried unanimously.</i>
09-08-2015	Executive/Finance Committee	Legal Services RFP	<i>Lynne Hildreth made a motion to approve the selection of Stephen P. Lee as board attorney. Robert Buesing made a second. Sandra Murman opposed. The motion carried.</i>
09-08-2015	Executive/Finance Committee	Minutes	<i>Robert Buesing made a motion to approve the May 5, 2014 Executive Committee meeting minutes as presented. Lynne Hildreth made a second. The motion carried unanimously.</i>
03-02-2015	Executive/Finance Committee	Minutes	<i>Lynne Hildreth made a motion to approve the July 14, 2014 Executive/Finance Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>
03-02-2015	Executive/Finance Committee	Minutes	<i>Lynne Hildreth made a motion to approve the September 8, 2014 Executive/Finance Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>



Executive/ Finance Committee

Motions FY2014-2015

03-02-2015	Executive/Finance Committee	Minutes	<i>Lynne Hildreth made a motion to approve the October 20 2014 Special Executive/Finance Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>
03-02-2015	Executive/Finance Committee	Minutes	<i>Chair Patel made a motion to approve the January 27, 2015 Executive Director Review Ad Hoc Committee meeting minutes. Lynne Hildreth made a second. The motion carried unanimously.</i>
03-02-2015	Executive/Finance Committee	Minutes	<i>Lynne Hildreth made a motion to approve the February 5, 2015 Executive Director Review Ad Hoc Committee meeting minutes. Joe McElroy made a second. The motion carried unanimously.</i>
03-02-2015	Executive/Finance Committee	FY2013-2014 Audit	<i>Lynne Hildreth made a motion to accept the FY2013-2014 audit. Joe McElroy made a second. The motion carried unanimously.</i>
03-02-2015	Executive/Finance Committee	Appeal: Little Care Bears	<i>Joe McElroy made a motion to suspend the VPK and School Readiness contracts with Little Care Bears Learning and Child Care Center until June 30, 2015, when the Committee will reconvene to review the provider's action plan, missing attendance records and other documents in question. Lynne Hildreth made a second. The motion carried unanimously.</i>