



Governance Committee Meeting

Tuesday, July 14, 2015
5:00 pm until close of business
6800 N. Dale Mabry Hwy. Suite 158
Tampa, FL 33614
Call In: 1 (646) 749-3122
Access Code: 317-956-509

**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. Patel, Chair**
 - A. Quorum Verification
 - B. Approval Meeting Minutes for April 28, 2015 and June 4, 2015 (p. 2)

- II. OLD BUSINESS**

- III. DISCUSSION**
 - A. Governance Committee Roles and Responsibilities (p. 7) **D. McGerald**
 - B. Board and Committee Membership FY2015-2016 (p. 9) **D. McGerald**
 - C. Board Attendance Policy **A. Patel, Chair**

- IV. INFORMATION ITEMS**

- V. 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.

- VI. ADJOURNMENT**

UPCOMING MEETINGS

Board of Directors Meeting – Monday, August 10, 2015 @ 5:30 pm
Executive/Finance Committee Meeting – Tuesday, October 13, 2015 @ 4:00 pm



MEETING MINUTES

Meeting Name:	Governance Committee Meeting	Date:	April 28, 2015
Facilitator:	Aakash Patel, Chair	Time:	5:00 pm
Location:	1002 E. Palm Avenue, The Learning Center, Tampa, FL 33605		
Committee Members Present:	Kelley Parris, Robert Buesing, Aakash Patel, Joe McElroy*, and Lynne Hildreth.		
Committee Members Absent:	Commissioner Les Miller.		
ELCHC Staff:	Dave McGerald, Steve Costner, and Katherine Javier.		
Other Attendees:	Steve Lee, Board Attorney and Cynthia Rodriguez.		

*Indicates members present by 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 5:03 pm.
II.	DISCUSSION	<p>Dave McGerald inquired about the contract term, noting that it reflected an end date of June 30 2015. The Committee clarified that the contract will automatically renew on July 1, 2015.</p> <p>A discussion was held regarding the policy for third-party consulting as mentioned in section 14. <i>Compensation</i> of the Employment agreement. The Committee determined that the Executive Director could seek prior approval from the Executive Committee to perform any consulting that would take up any significant amount of time. The language in section three of the agreement was revised to reflect the following language:</p> <p>Nothing in this Agreement shall preclude the Executive from receiving stipends from third parties for consulting, conducting workshops, retreats or lectures if performed during paid time off and at his own expense, so long as activities do not interfere or conflict with the duties of the Executive Director, as determined by the Executive Committee.</p> <p>In reference to section 14. <i>Successors</i> of the employment agreement, Mr. McGerald noted that the Coalition is required by The Office of Early Learning to have a plan for continuity of services, which includes successors. The Committee made the following revisions to section 14 of the agreement:</p> <p>Except as may be provided in policies approved by the Coalition Board or policies required by the State of Florida agency responsible for administering the School Readiness and Voluntary Pre-Kindergarten programs, the Executive will not assign or delegate any part of the Executive's rights or responsibilities under this Agreement unless the Executive Committee of the Coalition agrees in writing to the assignment or delegation.</p> <p>The Committee held a discussion regarding section 6. <i>Paid Time Off (PTO)</i> of the employment</p>

MEETING MINUTES – Governance Committee Meeting
Tuesday, April 28, 2015 5:00 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		<p>agreement. It was proposed that section 6 reflect a maximum accrual of 480 hours and a maximum payout of 320 hours.</p> <p>The Committee discussed ways to address compensation for Mr. McGerald’s current accrued time off. It was agreed that authorizing contributions into a 401K retirement plan was most reasonable. Steve Costner was asked to confirm the feasibility of this offer with the Coalition’s retirement plan administrator, Mark Kangas.</p> <p>The Committee then considered the Executive Director’s base salary. The Committee members reviewed comparative Executive Director salaries and discussed the Coalition’s current profit sharing plan and 401K contributions.</p>
III.	ACTION	<p><i>Lynne Hildreth made a motion to recommend a 4% increase effective May 1, 2015, a \$12,000/year contribution to a 401K retirement account for 3 years, a maximum PTO accrual of 480 hours and a maximum payout of 320 hours. Kelley Parris made a second. Joe McElroy and Robert Buesing opposed. The motion carried.</i></p> <p><i>Robert Buesing made a motion to recommend a 4% increase effective May 1, 2015, a \$12,000/year contribution to a 401K retirement account for 2 years, a \$12,000 PTO payout when the contract is signed, a maximum PTO accrual of 480 hours and a maximum payout of 320 hours. Joe McElroy made a second. Kelley Parris, Aakash Patel, and Lynne Hildreth opposed. The motion did not pass.</i></p> <p><i>Joe McElroy made a motion to recommend 4% increase effective May 1, 2015, a \$15,000/year contribution to a 401K retirement account for 3 years beginning on July 1, 2015, a maximum PTO accrual of 480 hours and a maximum payout of 320 hours. Robert Buesing made a second. Kelley Parris, Aakash Patel, and Lynne Hildreth opposed. The motion did not pass.</i></p> <p><i>Lynne Hildreth amended the first motion to recommend 4% increase effective May 1, 2015, a \$12,000/year contribution to a 401K retirement account for 3 years beginning on July 1, 2015, a maximum PTO accrual of 480 hours and a maximum payout of 320 hours. Kelley Parris made a second. The motion carried.</i></p> <p>Chair Patel recommended that the Governance Committee reconvene to discuss and develop a formal Board attendance policy.</p>
IV.	INFORMATION	There were no information items discussed.
V.	PUBLIC COMMENT	There was no public comment.
VI.	ADJOURNMENT	Citing no further business, Chair Patel adjourned the meeting at 6:28 pm.

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Confirm feasibility of 401K contributions with retirement plan administrator.	S. Costner	-
2.	Schedule Governance Committee meeting.	K. Javier	-

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



MEETING MINUTES

Meeting Name:	Governance Committee Meeting	Date:	June 4, 2015
Facilitator:	Aakash Patel, Chair	Time:	4:30 pm
Location:	6800 N. Dale Mabry Hwy, Suite 158, Tampa, FL 33614		
Board Members Present:	Scott Barrish, Robert Buesing, Lynne Hildreth*, Joe McElroy*, Aakash Patel*, and Dr. Shawn Robinson*.		
Committee Members Absent:	Commissioner Les Miller, and Kelley Parris.		
ELCHC Staff:	Dave McGerald, Steve Costner, and Katherine Javier.		
Other Attendees:	Board Attorney Steve Lee and Marina Harkness.		

*Indicates present 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 4:30 pm.
II.	DISCUSSION A. Board Member Application B. Executive Director Employment Agreement	<p>Chair Patel presented a Board application from Bryan Killingsworth, Chief Marketing Officer for the <i>Tampa Bay Buccaneers</i>. Chair Patel called for a motion to recommend the approval of Bryan Killingsworth at the following Board of Director's meeting for approval. The Committee recommended that Dave McGerald contact Mr. Killingsworth before making a recommendation of approval to the Board. Chair Patel asked that the application be sent to the full Board.</p> <p>The Committee discussed the issue of payment for Dave McGerald's accrued Paid Time Off. Robert Buesing submitted a memo from Kelley Parris, addressed to Chair Patel, the Executive Committee and the Board of Directors, which outlined her suggestions for the Executive Director employment agreement. Dave McGerald submitted a follow-up email from the Coalition 401K plan Administrator, Mark Kangas, which clarified that Mr. McGerald could not receive 401K contributions upon separation. Chair Patel recommended that the Committee table the issue until after Mr. McGerald's performance evaluation in 2016. Following a brief discussion, the Committee concluded that the contract should be finalized as soon as possible.</p>
III.	ACTION	<p><i>Lynne Hildreth made a motion to accept the recommendation from Mark Kangas as stated in paragraph three of his memo with no payout whatsoever. Aakash Patel made a second. Robert Buesing and Joe McElroy opposed. The motion did not carry.</i></p> <p><i>Robert Buesing made a motion to offer Dave McGerald a yearly payment of \$15,000 for three years beginning July 1, 2015 with the stipulation that Mr. McGerald agrees to make these</i></p>

MEETING MINUTES – Governance Committee Meeting
Thursday, June 4, 2015 4:30 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		<i>payments as personal contributions into a 401k plan and that in the event of earlier separation, these payments would be reduced to \$10,000/year. Lynne Hildreth made a second. The motion carried unanimously.</i>
IV.	ADJOURNMENT	Citing no further business, Chair Patel adjourned the meeting at 5:25 pm.

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Send Board member application for Brian Killingsworth to Board of Directors.	K. Javier	6/8/2015
2.	Contact Brian Killingsworth.	D. McGerald	6/8/2015

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

MEETING MINUTES – Governance Committee Meeting
Thursday, June 4, 2015 4:30 pm

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

BACKGROUND:**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 or volunteer, 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.
- 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.

ISSUE:	Board and Committee Membership FY2015-2016
FISCAL IMPACT:	N/A

BACKGROUND:

As part of its strategic planning efforts, the ELCHC Board identified board member recruitment as a critical element for achieving maximum impact. As part of the Board's overall recruitment efforts, is it important to have a thorough knowledge of the Board composition and the legislation that governs it.

Attached you will find the most current Board member roster, a Board member application for your review, and House Bill 7165, which outlines the basic requirements for Coalition Board composition.

In the enclosed Board member roster, you will find that the ELCHC Board of Directors has the following vacancies.

1. A private sector Governor appointee
2. A representative of private for-profit child care providers
3. A representative of a program under the *Federal Individuals with Disabilities Act*.

The representative of private for-profit child care providers is considered to be a 'Designated Director' and per the ELCHC governing Bylaws, the representative that occupies this seat must be elected by a vote of his/her constituents. Nominations for the representative of private for-profit child care providers will open on Wednesday, July 15, 2015 at 8:30 am EST.

The enclosed Board membership application for Brian McEwen would serve to fill the vacancy for a representative of a program under the *Federal Individuals with Disabilities Act*.

(Attachments – 3)

Early Learning Coalition of Hillsborough County

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
1	Chair, appointed by the Governor	Yes	Aakash M. Patel 3811 West Platt St. Apt A Tampa, FL 33609 (813) 364-4769 Work (850) 591-0208 Cell (813) 343-4324 Fax Aakash@elevate-inc.com Assistant: Julie Connolly (813) 412-2620 Julie@elevate-inc.com	Private Sector Elevate, Inc. President	N/A	Appointed 06.23.14	4 Years 06.23.18	1
2	Private sector appointed by the Governor	Yes	Teresa Gaffney 1311 N Westshore Blvd. Suite 101 Tampa, FL 33467 (813) 287-1159 Work (813) 210-0493 Cell terri@overstreetwealth.com Assistant: Cindy Phillips Owm.cindy.phillips@gmail.com	Private Sector Overstreet Wealth Management Inc. General Counsel	N/A	Appointed 04.10.14	4 Years 4.10.18	1
3	Private sector appointed by the Governor	Yes			N/A			

Early Learning Coalition of Hillsborough County

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
4	Department of Children & Family Services circuit administrator or designee	Yes	Jennifer Kuhn 9393 North Florida Avenue Suite 900 Tampa, FL 33612-7236 (813) 337-5806 Work (813) 558-5870 Fax Jennifer.Juhn@myflfamilies.com Administrative Asst: Gabriela Reece Gabriela.Reece@myflfamilies.com	County Department of Children and Families Circuit 13 Suncoast Region Community Development Director	N/A	Legislative Began 06.01.15	N/A	N/A
5	District superintendent of schools or designee	Yes	Barbara Hancock P.O. Box 3408 Tampa, FL 33601 (813) 272-4455 Work (813) 840-7045 Fax (813) 230-2487 Cell barbara.hancock@sdhc.k12.fl.us Secretary: Sherry Smith sherry.smith@sdhc.k12.fl.us	County School District Hillsborough County Public Schools – Elementary Education Instructional Leadership Director	N/A	Legislative Began 01.13.14	N/A	N/A
6	Regional workforce board executive director or designee	Yes	Edward Peachy 5100 West Kennedy Boulevard Suite 300 Tampa, FL 33609 (813) 740-4680 Work (813) 397-2048 Cell peacheye@workforcetampa.com	Regional Workforce Board Tampa Bay Workforce Alliance President and CEO	N/A	Legislative Began 03.14.11	N/A	N/A

Early Learning Coalition of Hillsborough County

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
7	County health department director or designee	Yes	Dr. Douglas A. Holt P.O. Box 5135 Tampa, FL 33675-5135 (813) 307-8008 Work douglas.holt@flhealth.gov Administrative Asst: Maria Constantin (813) 307-8008 or (813) 307-8015 Ext. 6305 Maria.Constantin@flhealth.gov	County Health Department Hillsborough County Health Department Director	N/A	Legislative Began 12.11.00	N/A	N/A
8	President of a Florida College System institution or his or her permanent designee	Yes	Dr. Shawn Robinson, Esq. HCC (YCDC-210) 2112 North 15 th Street Tampa, FL 33605 (813) 253-7956 Work shrobinson@hccfl.edu	Community College Hillsborough Community College President	N/A	Legislative Began 12.31.09	N/A	N/A
9	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	Lesley "Les" Miller Jr. P.O Box 1110 Tampa, FL 33601 (813) 272-5660 millerlj@hillsboroughcounty.org Legislative Aide: Larry Williams (813) 272-5720 WilliamsLA@hillsboroughcounty.org Legislative Aide: Alphanette Jenkins (813) 272-5720 jenkinsad@hillsboroughcounty.org	Board of County Commissioners or municipal governing board District 3 Chaplain	N/A	Legislative Began 12.8.14	N/A	N/A

Early Learning Coalition of Hillsborough County

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
10	Head Start Director	Yes	Dr. Jacquelyn Jenkins Fountain Oaks Business Park 3639 W. Waters Ave., Suite 500 Tampa, FL 33618 (813) 272-5140 , Ext. 52711 Work jenkinsja@hillsboroughcounty.org Assistant: Belinda Elkins (813) 272-5140 , Ext. 52754 elkinsb@hillsboroughcounty.org	Department of Children & Youth Services Director	N/A	Legislative Began 01.13.14	N/A	N/A
11	Representative of private for-profit child care providers	Yes			N/A			
12	Representative of faith based child care providers	Yes	Jill Hammond Family of Christ Lutheran Church Child Development Center 16190 Bruce B. Downs Blvd. Tampa, FL 33647 813-558-9343 Work Jillhale76@msn.com	Family of Christ Lutheran Church Child Development Center Director	N/A	Began 03.10.14	4 Years 03.10.18	
13	Representative of program under federal Individuals with Disabilities Education Act	Yes			N/A			

Early Learning Coalition of Hillsborough County

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
14	Children services council or juvenile welfare board chair or executive director	Yes, if applicable	Kelley Parris 1002 East Palm Avenue Tampa, FL 33605 (813) 204-1723 Work (813) 228-8122 Fax (334) 215-0150 Cell parrisk@childrensboard.org Executive Secretary: Nina Eichorn (813) 204-1705 eichornn@childrensboard.org		N/A	Legislative Began 12.11.00		
15	Child care licensing agency head	Yes, if applicable	Angela Kummelman 3152 Clay Mangum Lane Tampa, FL 33618 (813) 264-3925 Ext. 53562 Work Kummelmana@hillsboroughcounty.org	Local licensing agency Hillsborough County Child Care Licensing Agency Manager	N/A	Legislative Began 07.01.15		
16	Central agency administrator	Yes, if applicable	Marie Caracciola 5701 East Hillsborough Avenue Suite 2301 Tampa, FL 33610 (813) 744-8941, Ext. 228 Work marie.caracciola@sdhc.k12.fl.us	Hillsborough County School District School Readiness Programs Office Early Childhood and HOST Programs Director	N/A	Legislative Began 09.20.13		

Early Learning Coalition of Hillsborough County

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
17	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Scott D. Barrish, BSW 228 Penmark Stone Place Valrico, FL 33594 (813) 425-2322 Work (813) 391-5136 Cell scottbarrish@scottbarrish.com	Private Sector Protective Services of Florida Private Security	N/A	Began 05.17.10 Reappointed 05.17.14	4 Years 2 nd Term Ends 08.11.18	2
18	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Donna M. Bevis 115 Adalia Avenue Tampa, FL 33606 (813) 251-0068 Work (813) 760-5440 Cell lbevis44@aol.com	Private Sector Self Employed	N/A	Began 05.17.10 Reappointed 05.17.14	4 Years 2 nd Term Ends 08.11.18	2
19	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Robert H. Buesing 101 East Kennedy Boulevard Suite 2700 Tampa, FL 33606 (813) 227-7462 Work (813) 229-6553 Fax rhbuesing@trenam.com	Private Sector Trenam Kemker Attorney	N/A	Began 01.01.08 Reappointed 12.31.12	4 Years 2 nd Term Ends 12.31.16	2
20	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Lynne Thompson Hildreth 3005 West Euclid Avenue Tampa, FL 33629 813-333-2210 Work 813-745-7469 Fax lynne.hildreth@moffitt.org	Private Sector Moffitt Cancer Center Department Administrator	N/A	Began 07.22.13	4 Years 07.22.17	1

Early Learning Coalition of Hillsborough County

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21	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Joseph N. McElroy 5109 W Lemon St. Tampa, FL 33609 813-288-8080 Work 352-235-2788 Cell Joe.mcelroy@deximaging.com	Private Sector DEXimaging	N/A	Began 09.09.13	4 years 09.09.17	1
22	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Patricia Spencer 15441 Plantation Oaks Drive, Apt. #4 Tampa, FL 33647 (813) 205-3834 Cell (813) 971-3914 Other pspenfla@aol.com	Private Sector Retired Volunteer	N/A	Began 01.13.14	4 years 01.13.18	1
23	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Lindsay P. Seel 313 W. Park Avenue Tampa, FL 33602 (727) 641-5233 Cell LindsayPSeel@gmail.com	Private Sector Nestle USA Retail Sales Manager	N/A	Began 08.11.14	4 Years 08.11.18	1
24	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Rahul Mehra, M.D 2918 W. Harbor View Avenue Tampa, FL 33611 (813) 215-2019 Cell rmehra@mehravistahealth.com	Private Sector Mehra Vista Health Chief Medical Officer Chief Executive Officer	N/A	Began 08.11.14	4 Years 08.11.18	1
25	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representation	Dianne Jacob 201 N. Franklin Street, Ste. 1500 Tampa, FL 33602 (813) 637-7159 (813) 679-4973 Dianne.jacob@pnc.com	Private Sector PNC Bank Senior Vice President and Director Client and Community Relations	N/A	Began 04.13.15	4 Years 04.15.19	1

Early Learning Coalition of Hillsborough County

Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi-county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
26	Private Sector Buainess	Yes, if needed to meet private sector percentage or multi-county representation	Brian Killingsworth One Buccaneer Place Tampa, FL 33607 (813)998-3812 BKillingsworth@Buccaneers.nfl.com	Private Sector Tampa Bay Buccaneers Chief Marketing Officer	N/A	Began 06.08.15	4 Years 06.08.19	1

Early Learning Coalition of Hillsborough County Membership Management

- I. **TOTAL MEMBERSHIP : 26**
- II. **TOTAL PRIVATE SECTOR MEMBERSHIP: 10, PRIVATE SECTOR PERCENTAGE: 43%**
- III. **TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: XXXX**
- IV. **NUMBER OF VACANCIES IN REQUIRED POSITIONS: 3**



Board Membership Application

Please type or print clearly

PERSONAL INFORMATION

McEwen	Brian	Alan
Last Name	First Name	Middle
Champions for Children	Executive Director	
Employer/Affiliation	Title	
3108 West Azeele Street		
Street Address		
Tampa, Florida 33609		
City/State/Zip Code		
(813) 673-4646	(813) 356-1511	(813) 205-4909
Phone	Fax	Mobile
Email Address: bmcewen@cfctb.org		
Are you a parent?	Y <input checked="" type="checkbox"/> N	If yes, ages of Children N/A
Is your employer	a private, for-profit enterprise, <input checked="" type="checkbox"/> a community based non-profit organization	
Other (please specify):		

COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
Florida Association for Infant Mental Health	12 years	Board of Directors (past); Advisory Board(current)
Junior League of Tampa Community Advisory Board	2006-2011	member
United Way Suncoast, Community and Partnership Development Committee	2006-present	member
CEO Council of Tampa Bay	1/2015 - present	member
Children's Committee	2001-present	Chair

STATEMENT OF INTEREST

Reasons for applying/additional comments: Through my work over the past 15 years at Champions for Children, I have developed a profound appreciation for the power of early learning environments - particularly quality environments - to influence a child's development. This is especially true in the first 5 years of a child's life. The greatest concentration of our agency's client service is with families with children from birth to kindergarten entry. This reflects our reorientation from a rehabilitative approach to ending child maltreatment to a proactive one. Building strong families from the start appears to be a common goal for ELCHC and for our agency.

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Race (check one): White Black/African-American Asian or Pacific Islander
 American Indian or Alaskan Native

Sex: Male Female Are you age 55 or older? Yes No

Are you a veteran? Yes No Do you have any disabling conditions? Yes No

If you need accommodation, please specify: N/A

COMMITMENT AND OPERATIONAL STATEMENTS

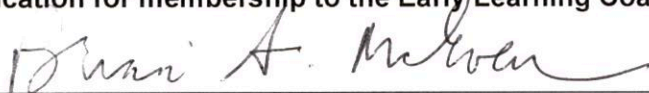
Time Commitment: Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

Employment: The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

Government in the Sunshine: The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.



Applicant Signature

June 8, 2015

Date

SUBMISSION OF APPLICATION FORM & CONTACT FOR ADDITIONAL INFORMATION

Application forms may be completed in full and submitted to:

Dave McGerald, CEO
Early Learning Coalition of Hillsborough County
6800 N. Dale Mabry Highway, Suite 158
Tampa, FL 33614
Email: dmcgerald@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340
Fax: (813) 435-2299

Revised 09/2014 ttw



ENROLLED

CS/HB 7165, Engrossed 2

2013 Legislature

1063 1002.83 Early learning coalitions.-

1064 (1) Thirty-one or fewer early learning coalitions are

1065 established and shall maintain direct enhancement services at

1066 the local level and provide access to such services in all 67

1067 counties. Two or more early learning coalitions may join for

1068 purposes of planning and implementing a school readiness program

1069 and the Voluntary Prekindergarten Education Program.

1070 (2) Each early learning coalition shall be composed of at

1071 least 15 members but not more than 30 members.

1072 (3) The Governor shall appoint the chair and two other

1073 members of each early learning coalition, who must each meet the

1074 same qualifications as private sector business members appointed

1075 by the coalition under subsection (5).

1076 (4) Each early learning coalition must include the

1077 following member positions; however, in a multicounty coalition,

1078 each ex officio member position may be filled by multiple

1079 nonvoting members but no more than one voting member shall be

1080 seated per member position. If an early learning coalition has

1081 more than one member representing the same entity, only one of

1082 such members may serve as a voting member:

1083 (a) A Department of Children and Families regional

1084 administrator or his or her permanent designee who is authorized

1085 to make decisions on behalf of the department.

1086 (b) A district superintendent of schools or his or her

1087 permanent designee who is authorized to make decisions on behalf

1088 of the district.

1089 (c) A regional workforce board executive director or his

1090 or her permanent designee.



ENROLLED

CS/HB 7165, Engrossed 2

2013 Legislature

- 1091 (d) A county health department director or his or her
- 1092 designee.
- 1093 (e) A children's services council or juvenile welfare
- 1094 board chair or executive director, if applicable.
- 1095 (f) An agency head of a local licensing agency as defined
- 1096 in s. 402.302, where applicable.
- 1097 (g) A president of a Florida College System institution or
- 1098 his or her permanent designee.
- 1099 (h) One member appointed by a board of county
- 1100 commissioners or the governing board of a municipality.
- 1101 (i) A Head Start director.
- 1102 (j) A representative of private for-profit child care
- 1103 providers, including private for-profit family day care homes.
- 1104 (k) A representative of faith-based child care providers.
- 1105 (l) A representative of programs for children with
- 1106 disabilities under the federal Individuals with Disabilities
- 1107 Education Act.
- 1108 (m) A central agency administrator, where applicable.
- 1109 (5) Including the members appointed by the Governor under
- 1110 subsection (3), more than one-third of the members of each early
- 1111 learning coalition must be private sector business members,
- 1112 either for-profit or nonprofit, who do not have, and none of
- 1113 whose relatives as defined in s. 112.3143 has, a substantial
- 1114 financial interest in the design or delivery of the Voluntary
- 1115 Prekindergarten Education Program created under part V of this
- 1116 chapter or the school readiness program. To meet this
- 1117 requirement an early learning coalition must appoint additional
- 1118 members. The office shall establish criteria for appointing



ENROLLED

CS/HB 7165, Engrossed 2

2013 Legislature

1119 private sector business members. These criteria must include
 1120 standards for determining whether a member or relative has a
 1121 substantial financial interest in the design or delivery of the
 1122 Voluntary Prekindergarten Education Program or the school
 1123 readiness program.

1124 (6) A majority of the voting membership of an early
 1125 learning coalition constitutes a quorum required to conduct the
 1126 business of the coalition. An early learning coalition may use
 1127 any method of telecommunications to conduct meetings, including
 1128 establishing a quorum through telecommunications, provided that
 1129 the public is given proper notice of a telecommunications
 1130 meeting and reasonable access to observe and, when appropriate,
 1131 participate.

1132 (7) A voting member of an early learning coalition may not
 1133 appoint a designee to act in his or her place, except as
 1134 otherwise provided in this subsection. A voting member may send
 1135 a representative to coalition meetings but that representative
 1136 does not have voting privileges. When a regional administrator
 1137 for the Department of Children and Families appoints a designee
 1138 to an early learning coalition, the designee is the voting
 1139 member of the coalition, and any individual attending in the
 1140 designee's place, including the district administrator, does not
 1141 have voting privileges.

1142 (8) Each member of an early learning coalition is subject
 1143 to ss. 112.313, 112.3135, and 112.3143. For purposes of s.
 1144 112.3143(3)(a), each voting member is a local public officer who
 1145 must abstain from voting when a voting conflict exists.



ENROLLED

CS/HB 7165, Engrossed 2

2013 Legislature

1146 (9) For purposes of tort liability, each member or
 1147 employee of an early learning coalition shall be governed by s.
 1148 768.28.

1149 (10) An early learning coalition serving a multicounty
 1150 region must include representation from each county.

1151 (11) Each early learning coalition shall establish terms
 1152 for all appointed members of the coalition. The terms must be
 1153 staggered and must be a uniform length that does not exceed 4
 1154 years per term. Coalition chairs shall be appointed for 4 years
 1155 in conjunction with their membership on the Early Learning
 1156 Advisory Council pursuant to s. 20.052. Appointed members may
 1157 serve a maximum of two consecutive terms. When a vacancy occurs
 1158 in an appointed position, the coalition must advertise the
 1159 vacancy.

1160 (12) State, federal, and local matching funds provided to
 1161 the early learning coalitions may not be used directly or
 1162 indirectly to pay for meals, food, or beverages for coalition
 1163 members, coalition employees, or for subcontractor employees.
 1164 Preapproved, reasonable, and necessary per diem allowances and
 1165 travel expenses may be reimbursed. Such reimbursement shall be
 1166 at the standard travel reimbursement rates established in s.
 1167 112.061 and must comply with applicable federal and state
 1168 requirements.

1169 (13) Each early learning coalition shall use a coordinated
 1170 professional development system that supports the achievement
 1171 and maintenance of core competencies by school readiness program
 1172 teachers in helping children attain the performance standards
 1173 adopted by the office.