



Regular Board Meeting

Monday, April 11, 2016
 5:30 pm until close of business
 1002 E. Palm Ave, Board Room
 Tampa, FL 33605
 Call-in: **1 (872) 240-3311**
 Access Code: **349-967-125**

**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 7, 2016 Board Meeting Minutes *(pg. 3)*
 - C. Executive Director Report **D. McGerald**
 - D. Board Chair Report **A. Patel, Chair**

- II. OLD BUSINESS**
 - A. Special Needs Rate Report *(Will be distributed at meeting)* **K. Perkins**
 - B. Service Transition Update *(pg. 10)* **D. McGerald/K. Perkins**

- III. ACTION ITEMS**
 - A. Televised Meeting Recommendation *(pg.25)* **A. Patel, Chair**
 - B. Proposed Allocations for Subcontractors for FY 2016-2017 *(pg.26)* **S. Costner**
 - C. Proposed Meeting Schedule FY 2016-2017 *(pg. 29)* **D. McGerald**
 - D. Budget Parameters for FY 2016-2017 *(pg. 32)* **S. Costner**

- IV. FINANCE/UTILIZATION REPORT *(pg.33)***

- V. COMMITTEE UPDATES**
 - A. Executive/Finance Committee **A. Patel, Chair**
 - B. Governance Committee **S. Robinson, Co-Chair**
 - C. Communications & Outreach Committee **D. Jacob, Co-Chair**

- VI. DISCUSSION**
 - A. ReadyRosie Update *(pg. 41)* **D. McGerald**
 - B. Executive Director Review **A. Patel, Chair**
 - C. Board Attendance *(pg. 43)* **A. Patel, Chair**

- VII. INFORMATION ITEMS**

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 – Monday, May 2, 2016 @ 4:00 pm
(Tentative) Board of Directors Meeting– Monday, May 9, 2016 @ 5:30 pm
Regular Board of Directors Meeting - Monday, June 13, 2016 @ 5:30 pm



MEETING MINUTES

Meeting Name:	Board of Directors Meeting	Date:	March 7, 2016
Facilitator:	Aakash Patel, Chair	Time:	5:30 pm
Location:	1002 E. Palm Avenue, Board Room, Tampa, FL 33605		
Board Members Present:	Aakash Patel, Angela Chowning, Barbara Hancock, Robert Buesing*, Carlos Del Castillo, Dianne Jacob, Donna Bevis, Edward Peachey*, Dr. Jacquelyn Jenkins, Jennifer Kuhn, Jill Hammond, Joe McElroy*, Kelley Parris, Brian Killingsworth*, Brian McEwen, Sandra Murman, Luke Buzard, Lynne Hildreth, Marie Caracciola, Mary Hancock, Dr. Rahul Mehra, Scott Barrish, and Dr. Shawn Robinson.		
Board Members Absent:	Dr. Douglas Holt		
ELCHC Staff:	Dave McGerald, Karen Perkins, Bobbi Davis, Steve Costner, Annie Brown, Jean Flick, Stacey Francois, Lorinda Gamson, Twyla Hartz, Daisy Homan, Cathy Konkler, Nancy Metsker, Sally McGinnis, Miriam Ortiz, Kristina Pagliuco, Janet Stutzman, and Margarita Velez.		
Other Attendees:	Cynthia Rodriguez, Rebecca Cotto- Lopez, Jerel Fussel, Derecca Thomas, Donna Kimes, Jacqueline Lewis-Harvin, Board Attorney Stephen Lee, Shawntaye Beato, Tina Gill, Deloris Davis, Marina Harkness.		

*Indicates presence via phone.

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
I.	CALL TO ORDER	
	Chair Patel welcomed new Board member, Carlos Del Castillo.	
	A. Quorum Verification	
	Noting that a quorum had been verified, Chair Patel called the meeting to order at 5:34 pm.	
	B. Approval of December 14, 2015 Board Meeting Minutes	
	<i>Dr. Shawn Robinson made a motion to approve the December 14, 2015 Board meeting minutes as presented. Scott Barrish made a second. The motion carried unanimously.</i>	
	C. Approval of February 22, 2016 Task Force Meeting Minutes	
	Task Force Chair McEwen requested that a correction be made to add Kelley Parris and Angela Chowning to the list of present Task Force members. Sandra Murman requested that her name be added as a member present via phone.	
	<i>Luke Buzard made a motion approve the February 22, 2016 Task Force meeting minutes with the requested corrections. Angela Chowning made a second. The motion carried unanimously.</i>	
	D. Executive Director Report	
	Dave McGerald gave a brief report regarding the Legislative session to end March 11, 2016.	

MEETING MINUTES – Board of Directors Meeting
Monday, March 7, 2016

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
	<p>Mr. McGerald highlighted the following topics:</p> <ol style="list-style-type: none"> 1. Senate and House of Representatives' appropriation of dollars for School Readiness. 2. Passing of the Child Care Bill, primarily dealing with the reauthorization of the Child Care Development Fund federal dollars. 3. Continuation of Performance Based Initiatives for the Performance Funding Pilot Project. 4. Voluntary Pre-Kindergarten base student allocation. <p>E. Board Chair Report</p> <p>Chair Patel reported that the Chair of the Early Learning Coalition Advisory Council had announced his resignation, noting that the Council would be recruiting a new Chair of the Council. Chair Patel added that the next Advisory Council meeting would be hosted in Hillsborough County in April and encouraged Board members to attend. Chair Patel announced that he was invited to participate in a news segment on Channel 8 to speak about ReadyRosie.</p> <p>Kelley Parris requested the number of families enrolled in ReadyRosie.</p>	
II.	OLD BUSINESS	
	<p>Lynne Hildreth delivered a report regarding a visit she made to the North Tampa Eligibility Office on Florida Avenue as a follow up to the UT intern consulting project report presented on December 14, 2015. Marie Caracciola responded to comments made in the report.</p>	
III.	ACTION ITEMS	
	<p>A. FY 2014-2015 Audit</p> <p>Steve Costner introduced the recommended action to accept the FY2014-2015 Annual Audit completed by Moore Stephens Lovelace, P.A. Jeff Goolsby, CPA representative for Moore Stephens Lovelace, delivered a presentation of services, observations, results, and financial information.</p> <p><i>Brian McEwen made a motion to accept the FY2014-2015 Annual Audit as presented. Scott Barrish made a second. Kelley Parris abstained from voting. The motion carried.</i></p> <p>B. Revisions to Bylaws</p> <p>Dave McGerald presented the recommended action to approve the proposed amendments to the Coalition Bylaws. It was recommended that the Bylaws be reviewed by the Governance Committee. Chair Patel requested that a meeting of the Governance Committee be convened.</p> <p><i>Dr. Shawn Robinson made a motion to approve the Bylaws as amended. Kelley Parris made a second. The motion carried unanimously.</i></p> <p>C. Service Transition Recommendation</p> <p>Kelley Parris requested that a motion be added to the agenda to cease and desist from the transfer of any services, immediately engage an entity to do a thorough assessment of the early learning system across Hillsborough County and develop a plan with all stakeholder input to structure a high quality early learning system across Hillsborough County. The cost of the plan would be shared by the School System, Children's Board, and Early Learning Coalition.</p>	

KEY POINTS

No.	TOPIC	HIGHLIGHTS
-----	-------	------------

Dave McGerald presented the recommended action to transfer all responsibilities for School Readiness and VPK contracting (including EFS data entry) to Coalition staff for FY2017, assume responsibility for all VPK Child eligibility determinations, transfer responsibility for all EFS data entry of VPK applicants to ELCHC staff, transfer CCR&R services for the general public to the Coalition effective July 1, 2016, and maintain subcontractor responsibility of providing information and referral to School Readiness families during the intake and eligibility process.

Chair Patel requested comment from Tracye Brown, Assistant Superintendent for Academic Support and Federal Programs for the School District of Hillsborough County. Tracye Brown stated that the School District met with Coalition staff to work toward a transition plan. Ms. Brown added that the School District has a plan in place both for transitioning services and continuing services.

Dianne Jacob, Tracye Brown, Jill Hammond, Mary Hancock, and Sandra Murman made comments regarding the proposed transition of services.

Sandra Murman made a motion to move the Public Comment agenda item to precede action item III. D. Service Transition Recommendation. Dianne Jacob made a second. The motion carried unanimously.

1. Cynthia Rodriguez, private child care provider and former ELCHC Board member, made comments regarding the current service delivery system and the proposed service transition.
2. Jerel Fussel declined the opportunity to comment.
3. Derecca Thomas, Director for Fussel Learning Academy, made comments regarding the current service delivery system and the proposed service transition.
4. Marina Harkness, School District member, made comments regarding the current service delivery system and the proposed service transition.
5. Jacqueline Lewis Harvin, child care provider, made comments regarding the current service delivery system and the proposed service transition.
6. Donna Kimes, former ELCHC Board member and School District member, made comments regarding the current service delivery system and the proposed service transition.

Chair Patel called for additional comments.

7. Robert Buesing, ELCHC Vice Chair, made comments regarding the proposed service transition.
8. Kelley Parris, ELCHC Board member, made comments regarding the proposed service transition and proposed community assessment and plan.
9. Dr. Jacquelyn Jenkins, ELCHC Board member, made comments regarding the proposed service transition.
10. Angela Chowning, ELCHC Board member, made comments regarding the proposed service transition.

KEY POINTS

No.	TOPIC	HIGHLIGHTS
-----	-------	------------

11. Cindy Stewart, Hillsborough County School Board member of District 3, made comments regarding the proposed service transition and the proposed community assessment and plan.
12. Donna Bevis, ELCHC Board member, asked questions regarding the phone connection for the Task Force meeting on February 22, 2016 and the proposed community plan.
13. Board Chair Patel responded to questions regarding the phone connection and the Task Force meeting on February 22, 2016.
14. Dave McGerald responded to questions regarding the proposed community plan.
15. Robert Buesing, ELCHC Board member, responded to questions regarding the proposed community plan.
16. Luke Buzard, ELCHC Board member, made comments regarding the proposed service transition.
17. Carlos Del Castillo, ELCHC Board member, made comments regarding the proposed service transition and proposed community assessment and plan.
18. Sandra Murman, ELCHC Board member, made comments regarding the current service delivery system, the proposed transition of services, and the proposed community assessment and community plan.

Chair Patel noted that there was an additional public comment request from Tina Gill.

19. Tina Gill, child care provider, made comments regarding the current service delivery system, the proposed service transition, and the need for support for providers serving children with special needs.

Sandra Murman made a motion to cease and desist from the transfer of any services, immediately engage an entity to do a thorough assessment of the early learning system across Hillsborough County and develop a plan with all stakeholder input to structure a high quality early learning system across Hillsborough County. The cost of the plan would be shared by the School System, Children’s Board, and Early Learning Coalition. Dr. Shawn Robinson made a second.

A question was raised regarding whether there was a time frame associated with the motion.

Sandra Murman amended the motion to include a timeframe that the action would be complete by the start of the school year in 2017.

Robert Buesing requested clarification from Ms. Murman that the motion is to suspend the transition process pending the plan. Ms. Murman clarified that the motion is for developing the plan instead of transitioning services.

Chair Patel called for a vote on the motion to cease and desist from the transfer of any services, immediately engage an entity to do a thorough assessment of the early learning system across Hillsborough County and develop a plan with all stakeholder input to structure a high quality early learning system across Hillsborough County, with a timeframe of completion by the start of school year in 2017, and with the cost to be shared by the

KEY POINTS

No.	TOPIC	HIGHLIGHTS
-----	-------	------------

		<p>School System, Children’s Board, and Early Learning Coalition.</p> <p><i>Dianne Jacob, Dr. Jacquelyn Jenkins, Jennifer Kuhn, Kelley Parris, Sandra Murman, Scott Barrish, and Dr. Shawn Robinson voted to approve the motion. Aakash Patel, Angela Chowning, Robert Buesing, Carlos Del Castillo, Donna Bevis, Jill Hammond, Joe McElroy, Brian McEwen, Luke Buzard, Lynne Hildreth, Mary Hancock, and Dr. Rahul Mehra opposed the motion. Barbara Hancock and Marie Caracciola abstained from voting. The motion did not carry.</i></p> <p>Chair Patel called for any other motions on the floor.</p> <p>Robert Buesing made a motion to accept the recommendation of Coalition staff concerning transition of services, subject to 3 conditions:</p> <ol style="list-style-type: none"> 1. That the Board will monitor the transition at Board meetings for the next six months with reports from Dave McGerald and Karen Perkins. 2. That the Coalition develop a customer satisfaction process to hear from providers and parents as to whether they are getting satisfactory service from the Coalition service providers. 3. That the Coalition interview staff personnel from the School District who wish to be considered for any open positions. <p>Mary Hancock made a second.</p> <p>Chair Patel requested confirmation from Mr. Buesing that the timeframe of six months would begin on March 7, 2016. Mr. Buesing confirmed.</p> <p>Dr. Shawn Robinson requested confirmation from Mr. Buesing that the motion does not include any reference to a study of the community. Mr. Buesing confirmed that he is in favor of the community plan, but that it is not part of this motion.</p> <p>Sandra Murman amended the motion to include the action to immediately engage an entity to do a thorough assessment of the early learning system across Hillsborough County and develop a plan with all stakeholder input to structure a high quality early learning system across Hillsborough County. The cost of the plan would be shared by the School System, Children’s Board, and Early Learning Coalition.</p> <p>Mr. Buesing requested confirmation from Ms. Murman that her amendment does not include an action to postpone the service transition. It was clarified that the amendment is to move forward to the community plan in addition to the service transition.</p> <p>Kelley Parris noted that she does not believe that the Children’s Board can be included in the community plan because it has not been cleared with them that they would pay for a plan associated with the transition.</p> <p>Dave McGerald suggested adding to the amendment that it is pending Board approval by the</p>
--	--	---

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		<p>various funders. Ms. Parris suggested leaving the funding base open.</p> <p><i>Chair Patel called for a vote on the amendment to include the action to immediately engage an entity to do a thorough assessment of the early learning system across Hillsborough County and develop a plan with all stakeholder input to structure a high quality early learning system across Hillsborough County, with the funding base to be determined. The motion carried.</i></p> <p><i>Chair Patel called for a vote on the motion as amended. Angela Chowning, Robert Buesing, Carlos Del Castillo, Dianne Jacob, Donna Bevis, Dr. Jacquelyn Jenkins, Jennifer Kuhn, Jill Hammond, Joe McElroy, Brian McEwen, Sandra Murman, Luke Buzard, Lynne Hildreth, Mary Hancock, and Dr. Rahul Mehra voted to approve the motion. Aakash Patel, Kelley Parris, Scott Barrish, and Dr. Shawn Robinson opposed. Barbara Hancock Marie Caracciola abstained from voting. The motion carried.</i></p>
IV.	FINANCE/UTILIZATION	<p>Steve Costner presented the financial report for School Readiness, Voluntary Prekindergarten, Quality Counts for Kids, and General Funds for the period July 2015 through January 2016. Donna Bevis requested a dollar figure of funds allocated to children with special needs. Chair Patel requested that the figure be sent to the full Board.</p>
V.	COMMITTEE UPDATES	<p>A. Executive/ Finance Committee Chair Patel reported that the Executive/Finance Committee met on earlier on March 7, 2016 at 4:30 pm. Chair Patel reported that the Executive/Finance Committee unanimously approved the \$25,000 for the ELCHC Rebrand RFP.</p> <p>B. Communications & Outreach Committee Dianne Jacob reported that the Communications & Outreach Committee selected a vendor for the ELCHC rebrand RFP. Ms. Jacobs briefly explained the review process, noting that Sparxoo was the selected vendor.</p> <p>C. Governance Committee Dr. Robinson requested that meeting dates be sent to the Governance committee via Doodle for selection. Chair Patel noted that vacancies on the Board would be addressed.</p>
VI.	DISCUSSION	<p>Chair Patel requested Board input regarding the proposed expense for televising all future meetings of the Board of Directors. Mr. Patel noted that the expense is between \$600 and \$700 per meeting, and the expense is not budgeted for the current fiscal year. Dave McGerald added that the yearly expense could range from \$6000 to \$7000 and that is not an approved expense for VPK and School Readiness programs. A suggestion was made to request the viewer data from the broadcasting station to gain a better understanding of the value. Robert Buesing requested that the proposed expense be brought to the Executive/Finance Committee</p>

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		for review with a recommended action from staff.
VII.	INFORMATION	No information items were discussed.
IX.	ADJOURNMENT	<i>Citing no further business, Dr. Shawn Robinson made a motion to adjourn the meeting at 7:50 pm. Chair Patel made a second. The motion carried unanimously.</i>

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Statistics for ReadyRosie Enrollments.	ELCHC Staff	04/11/2016
2.	Make requested corrections to February 22, 2016 Task Force Meeting Minutes.	ELCHC Staff	N/A
3.	Schedule a Governance Committee Meeting.	ELCHC Staff	04/11/2016
4.	Send dollar figure of funds allocated to children with special needs to Board of Directors.	ELCHC Staff	04/11/2016
5.	Schedule an Executive/Finance Committee Meeting.	ELCHC Staff	04/11/2016
6.	Request viewer data from March 7, 2016 Board meeting broadcast; bring proposal of expenses and recommended action for televising future Board meetings to Executive/Finance Committee for review.	ELCHC Staff	04/11/2016
7.	Monitor the transition at Board meetings for the next six months with reports from Dave McGerald and Karen Perkins.	ELCHC Board of Directors and Staff	04/11/2016 - 09/12/2016
8.	Develop a customer satisfaction process to hear from providers and parents as to whether they are getting satisfactory service from the Coalition service providers.	ELCHC Staff	N/A
9.	Interview staff from the School District who wish to be considered for any open positions.	ELCHC Staff	N/A
10.	Immediately engage an entity to do a thorough assessment of the early learning system across Hillsborough County and develop a plan with all stakeholder input to structure a high quality early learning system across Hillsborough County, with the funding base to be determined.	ELCHC Board of Directors	N/A

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

ISSUE: Service Delivery Transition

Based on the Revised Service Delivery System, the Coalition is implementing the following activities to support the successful service transition:

PHYSICAL SPACE:

ACTIVITY	COMPLETION DATE
Step One: Execute lease for additional office space at 6800 North Dale Mabry, Suite 150 (contiguous to current administrative office).	March 11, 2016
Step Two: Completion of office space for occupancy (renovations, cabling, security, insurance, furniture, and other related occupancy needs).	April 8, 2016
Step Three: Secure necessary IT (hardware & software). Computers ordered for new staff positions through ELCHC’s IT service provider. Delivery will occur on or before April 8, 2016.	April 8, 2016
Step Four: Expand current VOIP system to enhance customer services at both ELCHC locations.	April 15, 2016
Step Five: Expand VPK intake service to IECF location to ensure families previously served at the Bay Plaza location have access to service. Bilingual staff deployed to IECF from ELCHC Administrative office to ensure families’ needs are met.	March 9, 2016

STAKEHOLDER COMMUNICATIONS:

ACTIVITY	COMPLETION DATE
Provider Notification #1: Develop and release a letter notifying providers of the change in service delivery regarding SR and VPK contracts. (ATTACHMENT #1)	March 11, 2016
Parent Notification #2: Develop and release family information regarding ELCHC VPK intake locations for families that need assistance completing the online process via the OEL Family Portal.	March 11, 2016
Provider Notification #3: Develop and release information regarding the implementation of the Provider Portal. (ATTACHMENT #2)	April 4, 2016
Provider Notification #4: Develop and release Provider Portal Manual.	
<ul style="list-style-type: none"> Digital Version release date 	April 1, 2016
<ul style="list-style-type: none"> Hard-copy available 	April 8, 2016

PERSONNEL

Step 1: Send notification of employment opportunities (VPK Family Specialist, Receptionist and Provider Service Specialist positions) to SDHC for posting. Deadline for submitting application was March 18, 2016.	March 8, 2016
---	---------------

Step 2: Contact ELC of Polk and ELC of Pinellas to solicit data entry support if needed to ensure timely VPK enrollments into EFS. Secured commitment from ELC of Polk for assistance if needed.	March 8, 2016
Step 3: Open recruitment for VPK Family Specialist and Provider Service Specialists. Deadline for submitting application is March 19, 2016	March 12, 2016
Step 4: Conduct interviews for Family and Provider Service Specialists. Four (4) SDHC staff members applied for positions. Two of the SDHC staff applied for Family Service Specialist Positions. Both accepted positions with ELCHC and joined the ELCHC staff on April 4, 2016. Two (2) SDHC staff members applied for the Provider Service Specialist positions. At the time of this report, interviews were still being conducted for those positions.	March 31 to April 4, 2016
Step 5: Orient new Family Service Specialist staff	April 4 – 8th
Step 6: Orient new Provider Service staff	April 18 th – 29th
Step 7: CCR&R Job postings to SDHC	April 11, 2016
Step 8: Conduct CCR&R interviews	April 25, 2016
Step: Orient new CCR&R staff	TBD

PROVIDER PORTAL

Step 1: Provider Portal Launch	April 1, 2016
Step 2: Develop and post video tutorials on YouTube	
<ul style="list-style-type: none"> • <i>ELCHC Provider Portal Creating an Account</i> 	March 29, 2016
<ul style="list-style-type: none"> • <i>Accessing the Provider Portal</i> 	April 8, 2016
<ul style="list-style-type: none"> • <i>School Readiness Provider Agreement</i> 	April 8, 2016
<ul style="list-style-type: none"> • <i>VPK Provider Agreement</i> 	April 8, 2016
<ul style="list-style-type: none"> • <i>Uploading to the Document Library</i> 	April 8, 2016
Step 3: Conduct Provider Portal Orientation at Career Source Office in North Tampa.	April 9th, 16th, 23rd, 30 th , and May 7 th
Step 4: Coffee & Contracts at IECP and ELCHC Administrative Offices	April 16 th , 23, 30 th , May 7 th and May 19 th

March 10, 2016

Dear Hillsborough School Readiness and VPK Providers:

Effective March 8, 2016 the Early Learning Coalition of Hillsborough County (ELCHC) has assumed responsibility for processing all School Readiness and Voluntary Prekindergarten (VPK) contracts. By the end of April 2016 Providers will receive the name of their new *Provider Specialist* who will serve as the “go-to” person for any questions or assistance needed regarding your contracts or monitoring of your program. Communication will be handled by phone, e-mail or through the new ELCHC Provider Portal to deliver quick responses to your needs. Please read the *Frequently Asked Questions* (FAQ’s) below for guidance regarding your next steps and how you can be a good resource to the families you serve.

FREQUENTLY ASKED QUESTIONS

How will I complete my School Readiness and /or VPK Contract for FY16-17?

Providers will have 3 options for completing and submitting their School Readiness and VPK contracts for FY16-17.

OPTION #1

Providers that are comfortable using a computer, the Internet, and a scanner may complete and submit contracts through the new online ELCHC Provider Portal. The Provider Portal is secure, easy to use and dramatically reduces the chances of lost and misdirected information.

OPTION #2

Providers needing some assistance using the new Provider Portal can sign up for what we are calling “Coffee and Contracts” sessions. At these sessions, trained ELCHC staff will walk providers through the application process and uploading documents using the new Provider Portal. Dates, times and locations for these sessions will be released in the very near future.

OPTION #3

Providers that prefer to complete the contracting process on paper, as they have done in the past, may do so for the coming year, however the Coalition is planning on going paperless for all contracts by the 2017-2018 funding year. The expectation is that all



Providers in 2017-2018 will submit their Attendance, ASQ's, and other information using the Provider Portal. Once again, this is not difficult and the Coalition will be on hand to help Providers navigate this new process.

Providers will be receiving instructions to set up their personal Provider Portal Logon in the near future. We encourage Providers to regularly check the Provider page on the ELCHC website (www.elchc.org) and to sign up to receive email blasts for timely notifications regarding these important changes.

Who do I contact if I have changes in my VPK program before the end of March?

Prior to March 31st, Providers that have changes in staff, substitute or director should contact Sally McGinnis, VPK Program Manager at 813-515-0949 or e-mail her at smcginnis@elchc.org for assistance with these types of changes. After March 31st, providers that have changes in staff, substitute or director should contact their Provider Specialist by phone, e-mail or through the Provider Portal and they will explain how to submit the changes.

What about Child Care Resource and Referral Updates?

CCR&R Provider Updates will still be handled by the School District.

If parents need assistance registering for the VPK program, who will help them?

Parents may contact the Early Learning Coalition by phone at (813) 515-2340 and the Coalition will assist by phone or refer them to a convenient location where they may obtain assistance in person.

Where do I send my completed/signed VPK Certificates of Eligibility (COE)?

Providers should fax the COE's to the dedicated VPK fax line at (813) 434-2077 upon completion with both parent/caregiver and provider signatures.

Important VPK Provider Reminder

Parents are entitled to a one-time re-enrollment. However, once a child has completed 70% of a 540 hour Fall VPK program or 378 hours, the child is considered to have "substantially completed" the VPK program and is not entitled to a re-enrollment. The majority of children who are currently enrolled in VPK at the start of the program year have already met the 70% or 378 hours. Contact ELC if you have any questions or need clarification.



10 de marzo de 2016

Atención Proveedores de School Readiness y VPK:

Efectivo el 8 de marzo del 2016, el *Early Learning Coalition of Hillsborough County* (ELCHC) ha asumido la responsabilidad de procesar todo los contratos de *School Readiness* y *Pre-Kindergarten Voluntario* (VPK). Al fin de abril 2016, los proveedores recibirán el nombre de su nuevo Especialista (*Provider Specialist*) que servirá como la persona de contacto para cualquier pregunta o asistencia necesaria con respecto a sus contratos o el monitoreo de su programa. La comunicación será manejada por teléfono, correo electrónico o a través del nuevo Portal de Proveedores (*Provider Portal*) de ELCHC para ofrecer respuestas rápidas con respecto a sus necesidades. Por favor, lea las "Preguntas más frecuentes" (FAQ) por debajo para obtener guía para los próximos pasos a seguir y cómo pueden ser un buen recurso para las familias que sirven.

PREGUNTAS MAS FRECUENTES

¿Cómo voy a completar mi contrato de *School Readiness* y / o de VPK para FY16-17?

Los proveedores tienen 3 opciones para completar y enviar sus contratos de *School Readiness* y *VPK* para el año fiscal 16-17.

OPCIÓN 1

Los proveedores que se sientan cómodos utilizando una computadora, Internet, y un escáner puede completar y enviar los contratos a través del nuevo *Provider Portal* de ELCHC. El *Provider Portal* es seguro, fácil de usar y reduce drásticamente las posibilidades de que la información sería perdida y mal dirigida.

OPCIÓN 2

Los proveedores que necesitan un poco de ayuda para usar el nuevo *Provider Portal* pueden inscribirse para un entrenamiento que estamos llamando "*Café y contratos*". En estas sesiones, le van a enseñar el proceso de la aplicación y como someter documentos en el nuevo *Provider Portal*. Fechas, horas, y lugares de estas sesiones será proporcionado lo más pronto posible.

OPCIÓN 3

Los proveedores que prefieren completar el contrato en papel, como lo han hecho en el pasado, pueden hacerlo para este próximo año. Sin embargo, el ELCHC está pensando en no utilizar papel para todos los contratos para el año 2017-2018. La expectativa es que todos los proveedores de 2017-2018 presentarán su asistencia, ASQ's, y otra



6800 N. Dale Mabry Hwy., Suite 158, Tampa, FL 33614 • Phone: (813) 515-2340 • Fax (813) 435-2299 • www.elchc.org
The Early Learning Coalition of Hillsborough County is a tax-exempt 501(c)(3)

información en el *Provider Portal*. Una vez más, el Portal es fácil de usar y el ELCHC estará disponible para ayudar a los proveedores a navegar por este nuevo proceso.

Los proveedores van a recibir instrucciones para empezar su cuenta en el *Provider Portal* en el futuro próximo. Alentamos a los proveedores que chequen la página para proveedores en el sitio web del ELCHC (www.elchc.org) regularmente y para inscribirse para recibir notificaciones por correo electrónico con respecto a estos cambios importantes.

¿A quién puedo contactar si tengo cambios en mi programa de VPK antes del fin de marzo?

Antes del 31 de marzo 2016, para los proveedores que tienen cambios de empleo, los sustitutos o directores deben contactar a *Sally McGinnis, VPK Program Manager* en 813-515-0949 o por correo electrónico a mcginnis@elchc.org para obtener ayuda con este tipo de cambio. Después del 31 de marzo, para los proveedores que tienen cambios de empleo, los sustitutos o directores deben contactar a su Especialista (*Provider Specialist*) por teléfono, correo electrónico o a través del *Provider Portal*, y ellos le explicarán la manera de presentar los cambios.

¿Qué va pasar con los notificaciones de *Child Care Resource & Referral (CCR&R)*?

Notificaciones de CCR&R todavía serán manejadas por el Distrito Escolar (*School District*).

¿Si los padres necesitan ayuda para registrarse para el programa VPK, quien les ayudará?

Los padres pueden ponerse en contacto con el *Early Learning Coalition of Hillsborough County* (ELCHC) por teléfono al (813) 515-2340 y les ayudarán por teléfono o en la oficina más cercana.

¿Dónde envío mi Certificados firmados/completos de VPK Elegibilidad (COE)?

Los proveedores deben enviar los certificados *COE* por fax al (813) 434-2077 con las dos firmas de los padres y proveedores.

Importante recordatorio de Proveedores VPK

Los padres tienen derecho a una sola reinscripción. Sin embargo, si un niño ha completado 70% de 540 horas de un programa VPK en el otoño o 378 horas, el niño se considera que tiene "completado sustancialmente" el programa VPK y no tiene derecho a una reinscripción. La mayoría de los niños que ahora están inscritos en el VPK en el inicio del año del programa ya han cumplido con el 70% o 378 horas. Póngase en contacto con ELC si tiene alguna pregunta o necesita aclaración.



April 4, 2016

Attachment #2

1 1 *****AUTO**5-DIGIT 33610 0000001
[Redacted]
Tampa, FL 33610-4542
[Barcode]

IMPORTANT – PLEASE READ

Subject: New ELCHC Provider Portal

Dear Marilyn:

The Early Learning Coalition of Hillsborough County (ELCHC) is pleased to announce the launch of its new **Provider Portal**. The Provider Portal is a new way for your program to conduct its business with the Coalition. We've launched the Portal in time for you to electronically complete and submit your 2016-2017 School Readiness and/or Voluntary Prekindergarten Statewide Agreement(s).

The Portal is web-based, secure, easy to use, and provides for a more efficient contracting process. Marilyn, you can begin to use the Provider Portal now! To get started, all you need is a working computer with an up-to-date web browser (*i.e. Google Chrome, Firefox, Safari, etc.*) and an ability to scan and upload all of the documentation that is required as part of the contracting process in a PDF (*Postscript Document Format*) format. You **must** first create a Portal user account and to do so, you will need the information below (if you have more than one site, you will receive this letter for each site):

Name of Child Care Business: [Redacted] Learning Center

Provider ID: [Redacted]

Provider Extension: [Redacted]

Provider Portal URL: <https://providerportal.elchc.org/Account/Logon>

Agreement Due Date: ALL Agreements must be completed by Friday, May 27, 2016 by 4:30 pm

Enclosed you will find detailed instructions on how to access the Portal, create a User Account and login to the Provider Portal. We believe the Portal is easy to use, but if you are not comfortable navigating the Provider Portal alone we have several options available to help you along. The Coalition will be hosting two types of face-to-face technical assistance sessions, *Portal Overview & Workgroup* and *Coffee & Contracts Sessions*, to help you learn, understand and use the Portal. The *Portal Overview and Workgroup* sessions are large group sessions for those who need just a little help in understanding the Portal. The *Coffee & Contracts* sessions are small group sessions for those who require more detailed and intensive assistance in using and understanding the Portal. At both, trained Coalition staff will be on hand to walk you through the Agreement completion process using the Provider Portal and by the end of these sessions you will have completed or be close to completing your Agreement.

OVER >>



6800 N. Dale Mabry Hwy., Suite 158, Tampa, FL 33614 • Phone: (813) 515-2340 • Fax (813) 435-2299 • www.elchc.org
The Early Learning Coalition of Hillsborough County is a tax-exempt 501(c)(3)

A list of dates, times and locations for the sessions that are currently scheduled is also enclosed. If you elect to attend any of the sessions, please view the School Readiness and/or VPK Provider Checklist(s) for a list of items to bring with you.

Providers will also have the option to access short video tutorials about the Portal on the Coalition's YouTube channel (<https://www.youtube.com/user/ELCHillsborough>) as well as download the *Provider Portal User Manual* from the Resource Center on the Coalition's website (<https://www.elchc.org/resource-center/>).

As mentioned in earlier correspondence, providers who are unable to complete their School Readiness and/or Voluntary Prekindergarten Statewide Agreement(s) electronically or who prefer to complete the process via paper may do so for the FY16-17 Agreement. The Agreement due date is the same for those electing to complete their Agreement in paper format. However, even those who choose to complete their Agreements via paper form must set up an account on the Provider Portal. Providers who choose to complete a paper Agreement may download the Agreement from the ELCHC website (www.elchc.org) under the Resources tab in Forms. Completed paper Agreements and all required supporting documentation must be mailed or hand delivered (**DO NOT SEND VIA EMAIL!**) to:

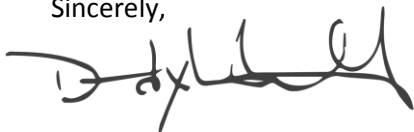
Karen Perkins, Director of Operations
Attention: Provider Services
The Early Learning Coalition of Hillsborough County
6800 N. Dale Mabry Highway, Suite 158
Tampa, FL 33614

Hours of Operation for this location are: 8:30 am – 4:30 pm

We strongly encourage you to keep a close eye on the Provider page of the Coalition's website for news regarding the Provider Portal and other important information from the Coalition that impacts Providers and the families you serve. Be sure to sign up to receive our *Provider Notes* email blasts so that you're always the first to know.

The Coalition is excited about the Provider Portal and we think it will free you up to devote more time to serving children and families and less to paperwork. You are an essential part of how we deliver services to our community and we will continue to work at finding effective and innovative ways to enhance our partnership with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave McGerald', written over a horizontal line.

Dave McGerald, CEO

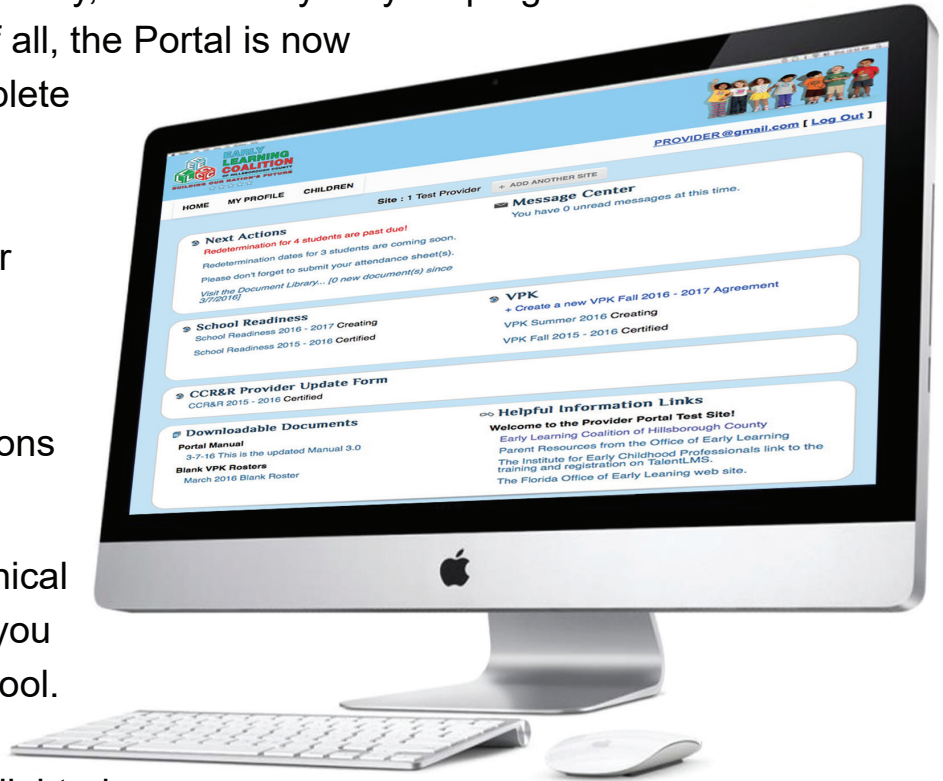
Enclosures (4)

PROVIDER PORTAL TRAININGS

ELCHC's new Provider Portal is an easy, efficient way for your program to do business with the Coalition. Best of all, the Portal is now ready for you to electronically complete and submit your 2016-17 School Readiness and/or Voluntary Prekindergarten Statewide Provider Agreement(s).

While using the Portal is relatively simple, you may have some questions or need help getting started.

ELCHC will host the following technical assistance sessions to make sure you make the most of this time-saving tool. We're holding two Portal Training sessions with dates and times highlighted on the back of this sheet:



ALL AGREEMENTS ARE DUE
May 27th, 4:30 pm
SIGN UP TODAY!

1

Orientation & Work Session
for those that need just a little guidance in using the portal.

2

Coffee & Contracts Session
for those that need more intensive instruction.

Signing up for any of these sessions is easy. Just visit the link below and register:

<http://bit.ly/1SukwmZ>

PROVIDER PORTAL TRAININGS

1

If you need just a little guidance in using the portal.

ORIENTATION & WORK SESSION

Dates	Location	Times/Sessions
Saturday, April 9	CareerSource Tampa Bay 9215 N. Florida Ave., #101 Tampa, FL 33612	For your convenience, two time slots are available for each session. 8 - 10 am OR 11 am - 1 pm
Saturday, April 16		
Saturday, April 23		
Saturday, April 30		
Saturday, May 7		

2

If you need more intensive instruction.

COFFEE & CONTRACTS SESSION

Dates	Location	Times/Sessions
Saturday, April 16	IECP 8413 Laurel Fair Circle, #100 Tampa, FL 33610	For your convenience, two time slots are available for each session. 8 - 10 am OR 11 am - 1 pm
Saturday, April 23	ELCHC 6800 N Dale Mabry Hwy Suite158, Tampa, FL 33614	
Saturday, April 30	ELCHC	
Saturday, May 7	IECP	
Saturday, May 19	ELCHC	

<http://bit.ly/1SukwmZ>

VPK PROVIDER CHECKLIST



To Complete the VPK Statewide Provider Agreement please bring the following with you to the sessions:



Certificate of Licensure including DCF identification number or Letter of Confirmation which includes a DCF exemption number

Current accreditation certificate and/or Gold Seal Certificate (if applicable)

IRS Identification: Employer Identification Number (EIN) issued by IRS or Social Security Number



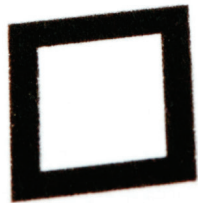
Liability insurance with the Early Learning Coalition of Hillsborough County listed as additional insured

Proof of Commercial Automobile Insurance (applicable if transporting children)

Proof of Worker's comp insurance (if applicable)

Direct Deposit Authorization

W-9



Voided check or letter from bank stating account number and routing number

Director's Level II Background Screening

Director's Affidavit of Good Moral Character (must be notarized)

Legal names of all VPK Lead Teachers, Assistant Teachers, and Substitutes

Level II Background Screening for all VPK Lead Teachers, VPK Assistant Teachers, and VPK Substitutes

Notarized Affidavit of Good Moral Character for all VPK Lead Teachers, VPK Assistant Teachers, and VPK Substitutes

DCF Transcript for all **Lead Teachers** documenting the following:

- Staff credential: Florida's Childcare Professional Certificate (FCCPC) or National CDA (NECC) or formal education

- Completed training: Standards for Four Year Olds

- Completed training: Emergent Literacy for VPK Instructors

DCF Transcript for **VPK Substitutes** documenting completion of 40 Clock Hours

SR PROVIDER CHECKLIST

To Complete the SR Statewide Provider agreement please bring copies of the following:

- Public School Providers Only - Documentation showing School District & Public School Number
- Private School Providers Only - Certificate of Licensure including DCF identification number or Letter of Confirmation which includes a DCF exemption number.
- Charter School Providers Only - Copy of Charter, which includes preschool aged children as a service population and documentation showing its school district and school number.
- Private child care rates (full and part-time rates given to public for each age level served)
- Current accreditation certificate and/or Gold Seal Certificate (if applicable)
- IRS Identification: Employer Identification Number (EIN) issued by IRS or Social Security Number
- Proof of Sunbiz registration (if applicable)
- Liability insurance with the Early Learning Coalition of Hillsborough County listed as additional insured
- Proof of Commercial Automobile Insurance (applicable if transporting children)
- Proof of Worker's comp insurance (if applicable)
- Name and edition of OEL approved curriculum for each age group served (birth to 5 only)
- Direct Deposit Authorization
- W-9
- Voided check or letter from bank stating account number and routing number
- Holiday List (may choose up to 10 holidays)
- Documentation of Signature Authority if applicable



CREATE A PROVIDER PORTAL ACCOUNT

Creating a Provider Portal Account is easy. First, login to the Portal: <https://providerportal.elchc.org>

To create an account you will access the panel on the right of the Portal Login screen (see image at right). To create an account enter the following information:

- 1. Username (email)**
Enter your active business email address
- 2. Re-enter Username**
Re-enter your active business email address
- 3. Password**
Create a secure password with at least 7 characters. It must contain characters from 3 of the following categories:
 - Upper case letter (i.e. A, B, C,)
 - Lower case letter (i.e. a,b,c)
 - Number 0-9
 - Non-alphanumeric characters (i.e. !, @, \$, %)**Remember passwords are case sensitive.**
- 4. Re-enter Password**
- 5. Provider ID and Provider Extension**
This information is on page 1 of the letter you received about the Provider Portal.
- 6. Name of Child Care Business**
Enter the site name as written on your childcare license.
- 7. Title**
Select the title of the person creating the account from the dropdown menu.
- 8. First Name**
Enter the first name of the person creating the account.
- 9. Last Name**
Enter the last name of the person creating the account.
- 10. Phone Number**
Enter the phone number of the Child Care Business
- 11. Email address** to be used for communications by the Coalition
12. Once you have verified that all information entered in all of the fields is correct, click on the blue **CREATE ACCOUNT** button. Only press once.

The image shows a 'CREATE ACCOUNT' form with 12 numbered red circles highlighting each field. The fields are: 1. Username (email), 2. Re-enter Username, 3. Password, 4. Re-enter Password, 5. Provider ID and Provider Extension (indicated by a bracket), 6. Name of the Child Care Business, 7. Title (dropdown menu), 8. First Name, 9. Last Name, 10. Phone Number, 11. Email address to be used for communications by the Coalition, and 12. CREATE ACCOUNT button. The form also includes a note about free email addresses and an attestation statement.

HOW TO LOGIN TO YOUR PORTAL ACCOUNT

Logging in to your Provider Portal Account is fast and easy.

Once you have created your User Account you may now Login to the Provider Portal.

To login you will access the left side of the Portal Login screen

1. **Enter Your Username (email)**

Enter your Username, which is your email address, that you established when you created your user account.

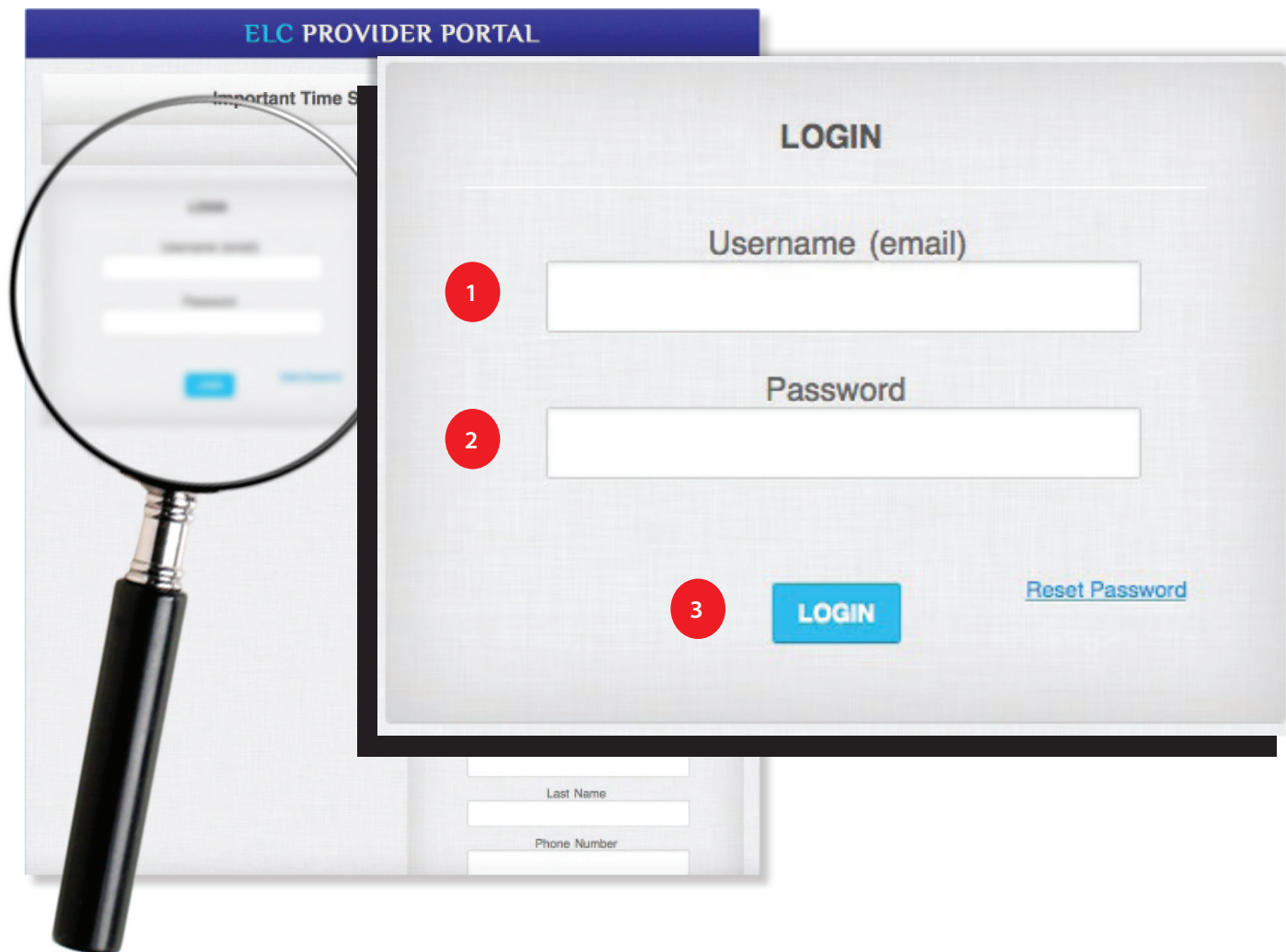
2. **Enter Your Password**

Enter your password established when you created your user account.

3. **Login**

Click on the blue LOGIN button.

You should now see the Home page of the Provider Portal.



HELPFUL PORTAL RESOURCES

If you need assistance logging in to the Provider Portal (<https://providerportal.elchc.org>), call or e-mail ELCHC Staff:

Kristina Pagliuco	kpagliuco@elchc.org	813-515-0805
Margarita Velez	mvelez@elchc.org	813-999-0144 (Spanish)
Nancy Metsker	nmetsker@elchc.org	813-515-0804

For questions regarding School Readiness agreements, call:

Lorinda Gamson	lgamson@elchc.org	813-999-0133
Daisy Homan	dhoman@elchc.org	813-999-0133 (Spanish)

For questions regarding VPK agreements, call:

Sally McGinnis	smcginnis@elchc.org	813-515-0949
Cathy Konkler	ckonkler@elchc.org	813-515-0951
Jean Flick	jflick@elchc.org	813-515-0950



ISSUE:	Televised Meeting Recommendation
FISCAL IMPACT:	\$675 per meeting; annual cost up to \$8,100
FUNDING SOURCE:	Cash Reserves
RECOMMENDED ACTION:	The Executive/Finance Committee recommends that they review each meeting agenda for potential community interest and make a recommendation to televise on a case-by-case basis.

BACKGROUND:

During the January 4, 2016 Task Force Meeting, Ms. Parris and Commissioner Murman requested that Coalition Board Meetings should be televised. As a result of the request, the March 7, 2016 Board meeting was broadcast by Hillsborough Television (HTV). At the meeting the Board held a brief discussion regarding televising future meetings.

Per the Board’s request, staff contacted HTV to see if data was available to determine the number of individuals that had viewed the ELCHC Board meeting. According to HTV, they do not have the capacity to determine the number of viewers. HTV stated that the meeting is streamed live and then aired twice per week throughout the month.

ELCHC meetings are currently available real-time via Go To Meeting. Although ELCHC does not use video conferencing, interested parties can attend and participate in meetings virtually. Although information regarding participating via Go To Meeting is included in the public notice for each meeting, participation has been limited. Therefore, there does not appear to be a critical need to increase ELCHC’s community access to ELCHC meetings.

The ELCHC Executive/Finance Committee met via conference call on Monday, April 4, 2016 at 10:00 am. The Committee reviewed the above information and voted to recommend that the Executive/Finance Committee review each meeting agenda for potential community interest and make a recommendation to televise on a case-by-case basis.

ACTION**ITEM III.B**

4/11/16 Regular Board Meeting

ISSUE:	Subcontractor Allocations for FY2016-2017	
BUDGET IMPACT:	School Readiness	\$40,353,575
	VPK	\$22,000
FUNDING SOURCE:	School Readiness and VPK Funds	
RECOMMENDED ACTION:	Approve the allocation of funds to the School District of Hillsborough County, Child Care Licensing and Early Childhood Council for FY 2016-2017.	

BACKGROUND:

The General Appropriations Act for FY 2016-17 was adopted on March 17, 2016 for School Readiness or VPK. On March 23, 2016, the School District of Hillsborough County notified the Coalition that it is in the best interest of the community for the Coalition to assume total responsibility for all contractual components of the VPK program, including the payment of providers. In order to begin contract negotiations, staff is recommending the allocations below for FY 2016-17:

School District of Hillsborough County	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
School Readiness total contract amount	39,677,520	39,677,520	39,245,171

Child Care Licensing	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
School Readiness total contract amount	1,058,904	1,058,904	1,058,904

Early Childhood Council	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
School Readiness total contract amount	49,500	49,500	49,500
VPK	22,000	22,000	22,000

Allocations may change depending on final allocations from the Florida Office of Early Learning.

From: [Bobbi Davis](#)
To: [Karen Perkins](#); [Dave McGerald](#); [Steve Costner](#); [Sharon Hayes](#)
Cc: [Katherine Javier](#)
Subject: FW: VPK transition
Date: Thursday, March 31, 2016 1:00:05 PM
Attachments: [18FAD306-3B9ACA00-1-812A57A9-3B9ACA00-1-image001.png](#)
[18FAD306-3B9ACA00-2-812A57A9-3B9ACA00-2-image002.png](#)
[18FAD306-3B9ACA00-3-812A57A9-3B9ACA00-3-image003.png](#)
[18FAD306-3B9ACA00-4-812A57A9-3B9ACA00-4-image004.png](#)
[18FAD306-3B9ACA00-5-812A57A9-3B9ACA00-5-image005.png](#)

Bobbi Davis, Ph.D.

Director of Organizational Development



6800 N. Dale Mabry Hwy., Suite 158

Tampa, FL 33614

Main (813) 515-2340

Direct (813) 515-0802

FAX (813) 435-2299

www.elchc.org



From: Tracye Brown [mailto:tbrown@sdhc.us]

Sent: Thursday, March 31, 2016 12:57 PM

To: Bobbi Davis <bdavis@elchc.org>

Subject: Re: VPK transition

Bobbi,

As a follow up to our discussion during the meeting held on March 23, the School District determined that it is in the best interest of the community for the Early

Learning Coalition of Hillsborough County to assume total responsibility for all contractual components of the VPK program, including the payment of providers.

These services are all integrated and this approach should help ensure a seamless process for families and providers.

Thank you,
Tracye

Tracye H. Brown
Assistant Superintendent
Academic Support and Federal Programs
Hillsborough County Public Schools
901 East Kennedy Boulevard
Tampa, Fl. 33602-3507
(813) 272-4879

Preparing Students for Life

Bobbi Davis <bdavis@elchc.org> writes:

Great, thanks

Bobbi

From: Tracye Brown [tbrown@sdhc.us]
Sent: Monday, March 28, 2016 5:09 PM
To: Bobbi Davis
Subject: Re: VPK transition

Bobbi,

I will work on getting you something in writing this week.

Tracye

Tracye H. Brown
Assistant Superintendent
Academic Support and Federal Programs
Hillsborough County Public Schools
901 East Kennedy Boulevard
Tampa, Fl. 33602-3507
(813) 272-4879

Preparing Students for Life

Bobbi Davis <bdavis@elchc.org> writes:

Good Afternoon Tracye,

Thank you for the time your team spent with us working on contract negotiations last week. I am inserting the changes that were suggested into the Standard Terms and Conditions and the SR Scope of Work and will share them with you and your Team as soon as possible. Additionally, we need to be able to inform our Board concerning the VPK transition you brought up as soon as possible. Would you be able to provide us a letter or email from you and/or the Superintendent that signals the desire of the School District that ELC assume total responsibility for all contractual components of the VPK program, including the payment of providers beginning July 1, 2016? We have a Board meeting on April 11, 2016 and we will send out Board packets this Friday (April 1) to all Board members regarding the meeting. It would be important to be able to introduce this transition to our Board at the April 11th meeting.

Thanks again for your leadership on this issue. Please don't hesitate to call if you need any information quickly.

Bobbi

Bobbi Davis, Ph.D.

Director of Organizational Development



6800 N. Dale Mabry Hwy., Suite 158

Tampa, FL 33614

Main (813) 515-2340

Direct (813) 515-0802

FAX (813) 435-2299

www.elchc.org



ISSUE:	FY2016-17 Proposed Board and Executive/Finance Committee Meeting Schedule
FISCAL IMPACT:	N/A

BACKGROUND:

The attached document outlines the proposed FY2016-2017 Board and Executive/Finance Committee Meeting Schedule for the Board's review.

Please note that Executive/Finance Committee meetings have historically been held on the 1st Monday of every other month at 4:00 pm and Board of Directors meetings have historically been held on the 2nd Monday of every other month at 5:30 pm. The proposed calendar for the FY2016-2017 offers the following exceptions:

Because of the holidays on Monday, July 4, 2016 (**Independence Day**) Monday, September 5, 2016 (**Labor Day**) and Monday, January 2, 2017 (**New Year's Day Observed**) staff recommends the following dates as reflected on the proposed meeting schedule.

Executive/Finance Committee

- **Monday, July 11, 2016 at 4:00 pm**
- **Monday, September 12, 2016 at 4:00 pm**
- **Monday, January 9, 2017 at 4:00 pm**

In addition, staff recommends scheduling a Board Budget Workshop in May 2017.

- **Monday, May 8, 2017 at 5:30 pm**

(Attachment 1)



FY2016-2017 Proposed Meeting Schedule

EXECUTIVE/FINANCE COMMITTEE MEETING SCHEDULE

Monday, July 11, 2016

Monday, September 12, 2016

Monday, November 7, 2016

Monday, January 9, 2017

Monday, March 6, 2017

Monday, May 1, 2017

All meetings of the Early Learning Coalition of Hillsborough County Executive/Finance Committee are currently held on the first Monday of every month at 4:00 pm until the conclusion of business at 1002 East Palm Avenue, Tampa, FL 33605 unless otherwise publicly noticed and/or noted above.

BOARD OF DIRECTORS MEETING SCHEDULE

Monday, August 8, 2016

Monday, October 10, 2016

Monday, December 12, 2016

Monday, February 13, 2017

Monday, April 10, 2017

Monday, May 8, 2017 (Board Budget Workshop)

Monday, June 12, 2017

All meetings of the Early Learning Coalition of Hillsborough County Board of Directors are currently held on the second Monday of every other month at 5:30 pm until the conclusion of business at 1002 East Palm Avenue, Tampa, FL 33605 unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at <http://www.elchc.org>. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*

3/2016-kj



ISSUE: ELCHC's fiscal year 2016-2017 operating budget parameters.

BACKGROUND:

Coalition staff are preparing the operating budget for the FY 2016-2017. The budget will be prepared using current year's activities as a basis for projections while looking for cost savings where possible. Costs will be allocated to various funding streams based on the ELCHC's written cost allocation plan that has been approved by the Office of Early Learning.

Staff is recommending the adoption of the following parameters which will become the basis for the development of the Coalition's FY 2017 budget.

Personnel

- Personnel budget will increase for FY 2017 as a result of the transition of services.
- Proposed salary increase for staff. Proposed increases would be based on a combination of COLA and performance increase.
 - Up to 3% would be awarded based on their performance evaluation. If approved, the cost of implementation would be up to \$64,289, including related benefits.
 - Up to 2% would be a COLA prorated based on hire date. If approved, the cost of implementation would be to \$42,860, including related benefits.
- Currently ELCHC pays 100% of the employee only health insurance premium (HMO) and approximately 85% of the costs of provider spouse and/or family coverage. Management is recommending that ELCHC continue to pay 100% of the employee only (HMO) premiums. Any additional costs for spouse and/or family coverage would be passed on to the employee.

Operating Costs

- Elimination of the allocation for Ready Rosie for FY 2017 as a result of OEL launch of Vroom. This results in cost savings of \$176,000.
- Increase occupancy costs for IECP. The current lease for 6,014 square (\$76,000 NNN) feet expires in January of 2017. The current location does not have sufficient space to meet ELCHC's training needs. In addition, the location does not have high visibility. Staff is recommending securing 10 – 12,000 square feet of space to accommodate ELCHC's increasing training needs. A preliminary search for space indicates that most suitable properties range in cost from \$16 - \$20 NNN. Staff is recommending that an additional \$130,000 be budget to cover the cost of the relocation of IECP.
- Possible dates for budget workshop:
 - May 9, 2016—Prior to tentatively scheduled board meeting. Location TBD
 - May 16, 2016 @ 5:30pm Location TBD

04/11/2016 Regular Board Meeting

ISSUE: FINANCE REPORT as of **February 29, 2016**

School Readiness

School Readiness (SR) expenditures for July 2015 through February 2016 were \$27,713,181. This is a total of OEL SR (\$26,878,409) and CBHC SR Match (\$834,772). The direct services (slots) portion is \$22,896,179. While a deficit of \$595,651 is projected in OEL SR funds, if CCPP dollars are included, a \$1,378,000 surplus is expected. Enrollment goals have been put into place with the contractor to increase the number of children being served and reduce the projected surplus. Administrative costs were \$986,364, or 3.67% of total OEL SR expenditures which is below the mandated cap of 5%. Quality expenditures were \$2,237,201. Total operating costs, which include administrative, program support, and quality expenditures, were \$4,817,002, or 17.92% of total OEL SR expenditures. The mandated cap for operating costs is 22%.

Voluntary Pre-kindergarten

Voluntary Pre-kindergarten expenditures for July 2015 through February 2016 totaled \$19,438,926. The direct services (slots) portion is \$18,758,143. Administrative costs were 3.56% of direct services which is below the mandated cap of 4%. Administrative costs, in proportion to direct services, have decreased by .12%. The Coalition will continue to work to contain costs associated with VPK administrative activities.

Quality Counts for Kids

Expenditures in the Quality Counts for Kids program for July 2015 through February 2016 totaled \$1,300,548 while revenue was \$1,339,062, resulting in additional revenue YTD of \$38,514. The QCCK contract with CBHC is structured to allow up to 10% of total program expenditures to be invoiced as administrative costs that are not covered under direct program expenditures.

General Fund

Expenditures for the general fund, for July 2015 through February 2016 totaled \$284,563 while revenue was \$302,093. The Coalition currently has a surplus in this category of \$17,530. Activity in the General Fund is predominantly generated by a combination of the Tampa Bay Institute for Early Childhood Professionals (IECP) as well as the Ready Rosie initiative, which is funded by the grant from BOCC.

Early Learning Coalition of Hillsborough County

Agency Wide

Statement of Revenues and Expenditures

From 7/1/2015 Through 02/29/16

(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
OEL School Readiness	26,878,409	28,193,420	43,151,425	62.29%	65.34%
OEL Voluntary Pre-K	19,438,926	20,507,043	28,798,839	67.50%	71.21%
CBHC Quality Counts for Kids	1,339,062	1,291,053	1,936,580	69.15%	66.67%
CBHC School Readiness Match	834,772	1,148,826	1,723,239	48.44%	66.67%
Hillsborough County	273,262	318,667	500,000	54.65%	0.00%
Other Community Programs	28,831	25,333	38,000	75.87%	66.67%
Total Revenue	<u>48,793,262</u>	<u>51,484,343</u>	<u>76,148,083</u>	<u>64.08%</u>	<u>67.61%</u>
Program Expenditures					
OEL School Readiness	25,825,457	27,163,804	41,611,428	62.06%	65.28%
CBHC School Readiness Match	834,772	1,148,826	1,723,239	48.44%	66.67%
OEL Voluntary Pre-K	19,152,553	20,209,445	28,352,442	67.55%	71.28%
CBHC Quality Counts for Kids	546,701	614,500	858,991	63.64%	71.54%
Other Program	135,625	116,667	500,000	27.13%	23.33%
Total Program Expenditures	<u>46,495,108</u>	<u>49,253,242</u>	<u>73,046,100</u>	<u>63.65%</u>	<u>67.43%</u>
Coalition Operating Expenditures					
Personnel	1,541,472	1,551,749	2,327,624	66.23%	66.67%
Occupancy	126,101	122,984	184,476	68.36%	66.67%
Professional Fees	65,379	28,380	42,569	153.58%	66.67%
Travel & Training	31,454	35,027	49,840	63.11%	70.28%
Quality Action Grants	183,163	179,514	269,271	68.02%	66.67%
Insurance	17,123	13,720	15,430	110.97%	88.92%
Technology	135,071	124,288	136,431	99.00%	91.10%
Educational Supplies	42,898	48,951	73,427	58.42%	66.67%
Office Supplies	29,242	15,689	23,534	124.25%	66.67%
Outreach	29,680	45,030	67,545	43.94%	66.67%
Printing/Binding	11,131	13,283	19,925	55.87%	66.67%
Other Operating	29,396	14,869	22,304	131.80%	66.67%
Total Coalition Operating Expenditures	<u>2,242,111</u>	<u>2,193,484</u>	<u>3,232,376</u>	<u>69.36%</u>	<u>67.86%</u>
Total Expenditures	<u>48,737,218</u>	<u>51,446,726</u>	<u>76,278,476</u>		
Net Revenue Over Expenditures	56,044				

Early Learning Coalition of Hillsborough County

School Readiness

Statement of Revenues and Expenditures

From 7/1/2015 Through 02/29/16

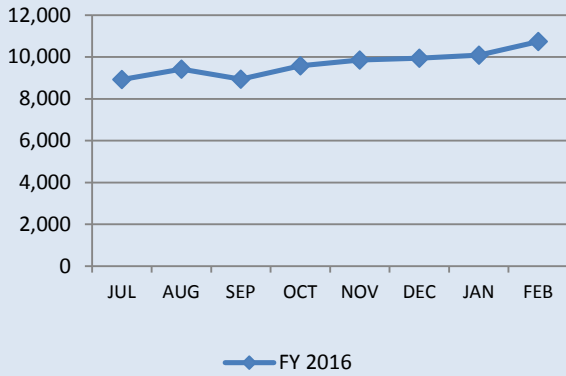
(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
OEL School Readiness	26,878,409	28,193,420	43,151,425	62.29%	65.34%
CBHC School Readiness Match	834,772	1,148,826	1,723,239	48.44%	66.67%
Total Revenue	<u>27,713,181</u>	<u>29,342,246</u>	<u>44,874,664</u>	61.76%	65.39%
Program Expenditures					
<i>School Board of Hillsborough County</i>					
Operations	3,206,847	3,520,195	5,280,293	60.73%	66.67%
Direct Services (child care slots)	22,061,407	22,931,485	34,397,227	64.14%	66.67%
<i>Subtotal School Board of Hills County</i>	<i>25,268,254</i>	<i>26,451,680</i>	<i>39,677,520</i>	<i>63.68%</i>	<i>66.67%</i>
BOCC Child Care Licensing	535,893	705,936	1,058,904	50.61%	66.67%
Early Childhood Council	21,309	6,188	49,500	43.05%	12.50%
Unallocated	0	0	825,504	0.00%	0.00%
CBHC School Readiness Match	834,772	1,148,826	1,723,239	48.44%	66.67%
Total Program Expenditures	<u>26,660,228</u>	<u>28,312,630</u>	<u>43,334,667</u>	61.52%	65.33%
Coalition Operating Expenditures					
Personnel	911,978	914,869	1,372,303	66.46%	66.67%
Occupancy	33,618	31,493	47,240	71.16%	66.67%
Professional Fees	33,790	13,847	20,770	162.69%	66.67%
Travel & Training	5,243	1,040	1,560	336.06%	66.67%
Insurance	8,794	8,856	8,856	99.30%	100.00%
Technology	24,304	51,578	77,367	31.41%	66.67%
Office Supplies	15,899	5,114	7,671	207.26%	66.67%
Printing/Binding	4,590	267	400	1147.56%	66.67%
Other Operating	14,736	2,553	3,830	384.74%	66.67%
Total Coalition Operating Expenditures	<u>1,052,952</u>	<u>1,029,617</u>	<u>1,539,997</u>	68.37%	66.86%
Total Expenditures	<u>27,713,181</u>	<u>29,342,246</u>	<u>44,874,664</u>	61.76%	65.39%
Net Revenue Over Expenditures	0				

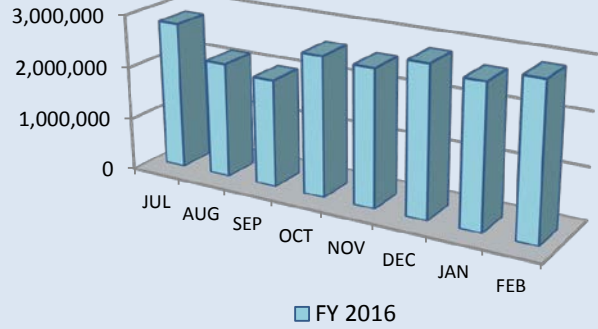
INFORMATION PERFORMANCE REPORT - FEBRUARY 2016

SR SERVICE INFORMATION & SLOT EXPENDITURES

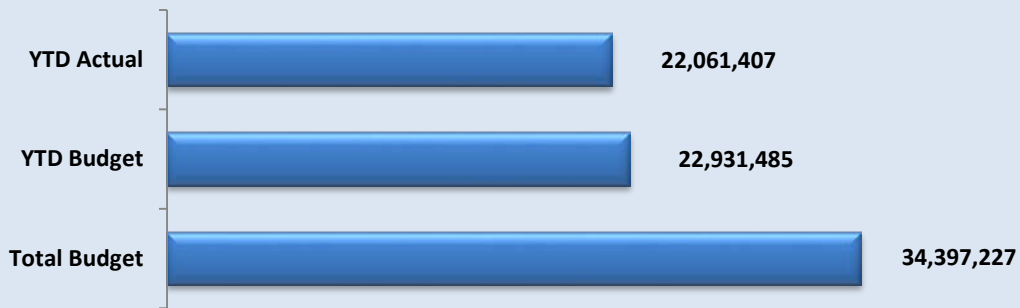
Children Served - School Readiness



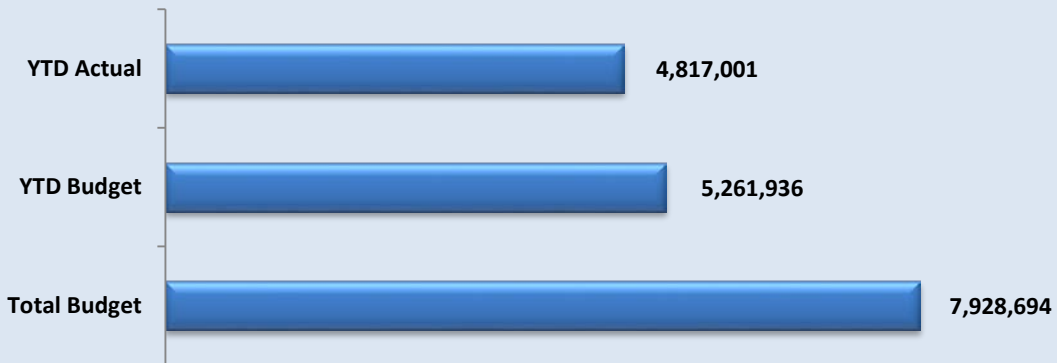
School Readiness Slot Expenditures



School Readiness Year-to-Date Slot Expenditures
64.14% Expended



School Readiness Year-to-Date Operating Expenditures
Operating Cap - 22% Year-to-Date Operating Expenditures - 17.92%



SR OPERATING EXPENDITURES

Early Learning Coalition of Hillsborough County

Voluntary Prekindergarten (VPK)

Statement of Revenues and Expenditures

From 7/1/2015 Through 02/29/16

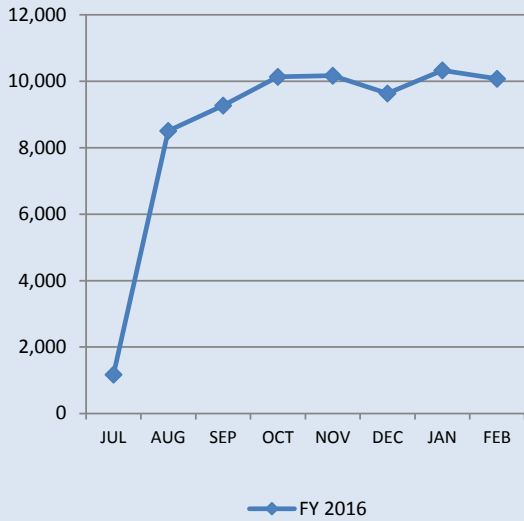
(In Whole Numbers)

	Current Year Actual	YTD Budget - Original	Total Budget - Original	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
OEL Voluntary Pre-K	19,438,926	20,507,043	28,798,839	67.50%	71.21%
Total Revenue	<u>19,438,926</u>	<u>20,507,043</u>	<u>28,798,839</u>	67.50%	71.21%
Program Expenditures					
<i>School Board of Hillsborough County</i>					
Operations	382,903	377,739	566,609	67.58%	66.67%
Direct Services	18,758,143	19,831,706	27,763,833	67.56%	71.43%
<i>Subtotal School Board of Hills County</i>	<i>19,141,046</i>	<i>20,209,445</i>	<i>28,330,442</i>	<i>67.56%</i>	<i>71.33%</i>
Early Childhood Council	11,507	0	22,000	52.30%	0.00%
Total Program Expenditures	<u>19,152,553</u>	<u>20,209,445</u>	<u>28,352,442</u>	67.55%	71.28%
Coalition Operating Expenditures					
Personnel	217,291	225,023	337,535	64.38%	66.67%
Occupancy	18,951	18,211	27,316	69.38%	66.67%
Professional Fees	23,264	9,281	13,921	167.11%	66.67%
Travel & Training	2,893	4,000	6,000	48.21%	66.67%
Insurance	4,438	3,420	5,130	86.51%	66.67%
Technology	11,286	19,061	28,592	39.47%	66.67%
Educational Supplies	0	200	300	0.00%	66.67%
Office Supplies	2,001	2,531	3,796	52.71%	66.67%
Outreach	339	3,333	5,000	6.77%	66.67%
Printing/Binding	2,582	9,267	13,900	18.58%	66.67%
Other Operating	3,329	3,271	4,907	67.84%	66.67%
Total Coalition Operating Expenditures	<u>286,373</u>	<u>297,598</u>	<u>446,397</u>	64.15%	66.67%
Total Expenditures	<u>19,438,926</u>	<u>20,507,043</u>	<u>28,798,839</u>	67.50%	71.21%
Net Revenue Over Expenditures	0				

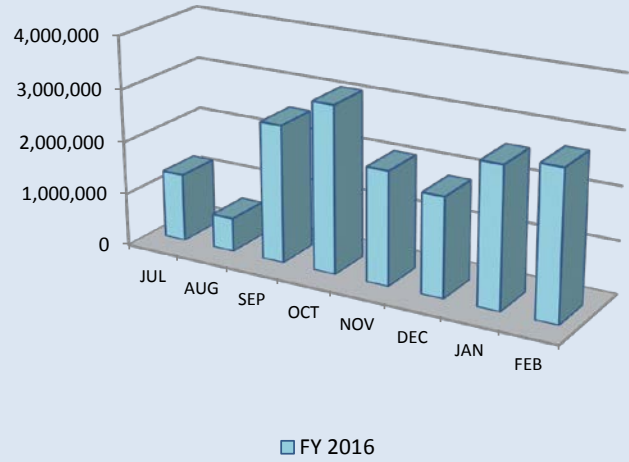
INFORMATION PERFORMANCE REPORT - FEBRUARY 2016

VPK SERVICE INFORMATION & SLOT EXPENDITURES

Children Served - VPK

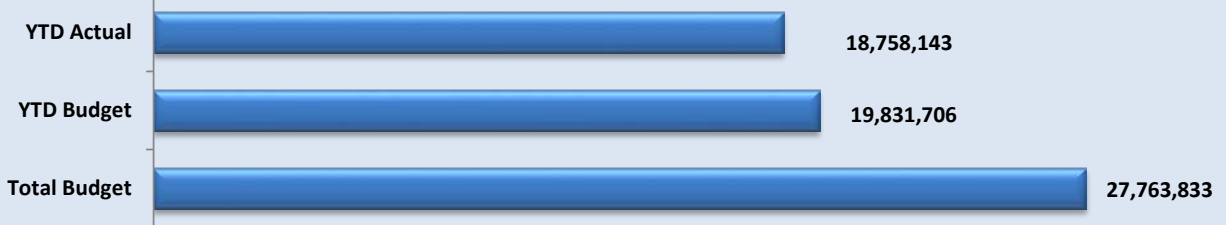


Voluntary Prekindergarten Slot Expenditures

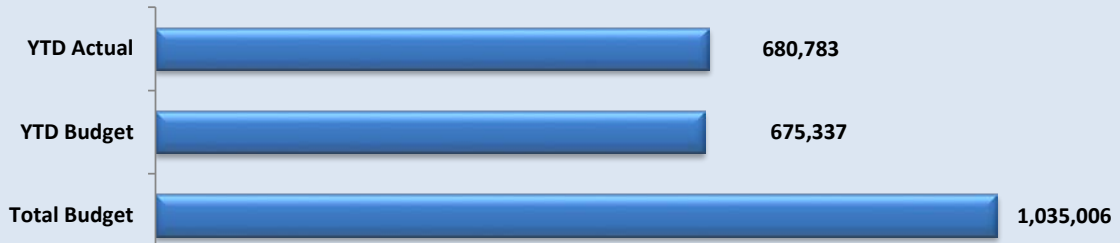


VPK ADMINISTRATIVE EXPENDITURES

VPK Year-to-Date Slot Expenditures
67.56% Expended



VPK Year-to-Date Administrative Expenditures
Cap - 4% YTD 3.56%



Early Learning Coalition of Hillsborough County

CBHC Quality Counts for Kids

Statement of Revenues and Expenditures

From 7/1/2015 Through 02/29/16

(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
CBHC Quality Counts for Kids	1,339,062	1,291,053	1,936,580	69.15%	66.67%
Total Revenue	<u>1,339,062</u>	<u>1,291,053</u>	<u>1,936,580</u>	69.15%	66.67%
Program Expenditures					
Champions for Children	108,443	117,309	175,964	61.63%	66.67%
Early Childhood Council	140,079	144,756	217,134	64.51%	66.67%
Hillsborough Community College	125,519	125,519	125,519	100.00%	100.00%
University of South Florida	172,660	226,916	340,374	50.73%	66.67%
Total Program Expenditures	<u>546,701</u>	<u>614,500</u>	<u>858,991</u>	63.64%	72.62%
Coalition Operating Expenditures					
Personnel	368,656	391,886	587,829	62.71%	66.67%
Occupancy	73,532	73,280	109,920	66.90%	66.67%
Professional Fees	8,325	5,252	7,878	105.68%	66.67%
Travel & Training	13,419	12,187	18,280	73.41%	66.67%
Quality Action Grants	183,163	179,514	269,271	68.02%	66.67%
Insurance	3,891	1,444	1,444	269.50%	100.02%
Technology	48,319	20,315	30,472	158.57%	66.67%
Educational Supplies	42,898	22,085	33,127	129.49%	66.67%
Office Supplies	5,377	2,717	4,075	131.95%	66.67%
Outreach	350	5,030	7,545	4.64%	66.67%
Printing/Binding	3,438	3,417	5,125	67.08%	66.67%
Other Operating	2,480	4,378	6,567	37.76%	66.67%
Total Coalition Operating Expenditures	<u>753,847</u>	<u>721,504</u>	<u>1,081,533</u>	69.70%	66.71%
Total Expenditures	<u>1,300,548</u>	<u>1,336,004</u>	<u>1,940,524</u>	67.02%	68.85%
Net Revenue Over Expenditures	38,514				

Early Learning Coalition of Hillsborough County

General

Statement of Revenues and Expenditures

From 7/1/2015 Through 02/29/16

(In Whole Numbers)

	Current Year Actual	YTD Budget - Original	Total Budget - Original	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
Hillsborough County BOCC	273,262	318,667	478,000	57.17%	66.67%
Other Community Programs	28,831	25,333	38,000	75.87%	66.67%
Total Revenue	<u>302,093</u>	<u>344,000</u>	<u>516,000</u>	58.55%	66.67%
Program Expenditures					
School Readiness	0	0	102,100	0.00%	0.00%
Community Initiatives	135,625	116,667	175,000	77.50%	66.67%
Total Program Expenditures	<u>135,625</u>	<u>116,667</u>	<u>277,100</u>	48.94%	42.10%
Coalition Operating Expenditures					
Personnel	43,547	19,971	29,957	145.36%	66.67%
Travel & Training	9,900	17,800	24,000	41.25%	74.17%
Technology	51,162	33,333	50,000	102.32%	66.67%
Educational Supplies	0	26,667	40,000	0.00%	0.00%
Office Supplies	5,965	5,328	7,992	74.64%	66.67%
Outreach	28,991	36,667	55,000	52.71%	66.67%
Printing/Binding	521	333	500	104.24%	66.67%
Other Operating	8,852	4,667	7,000	126.46%	66.67%
Total Coalition Operating Expenditures	<u>148,938</u>	<u>144,766</u>	<u>214,449</u>	69.45%	67.51%
Total Expenditures	<u>284,563</u>	<u>261,433</u>	<u>491,549</u>	57.89%	53.19%
Net Revenue Over Expenditures	17,530				

ISSUE: ReadyRosie Update

BACKGROUND:

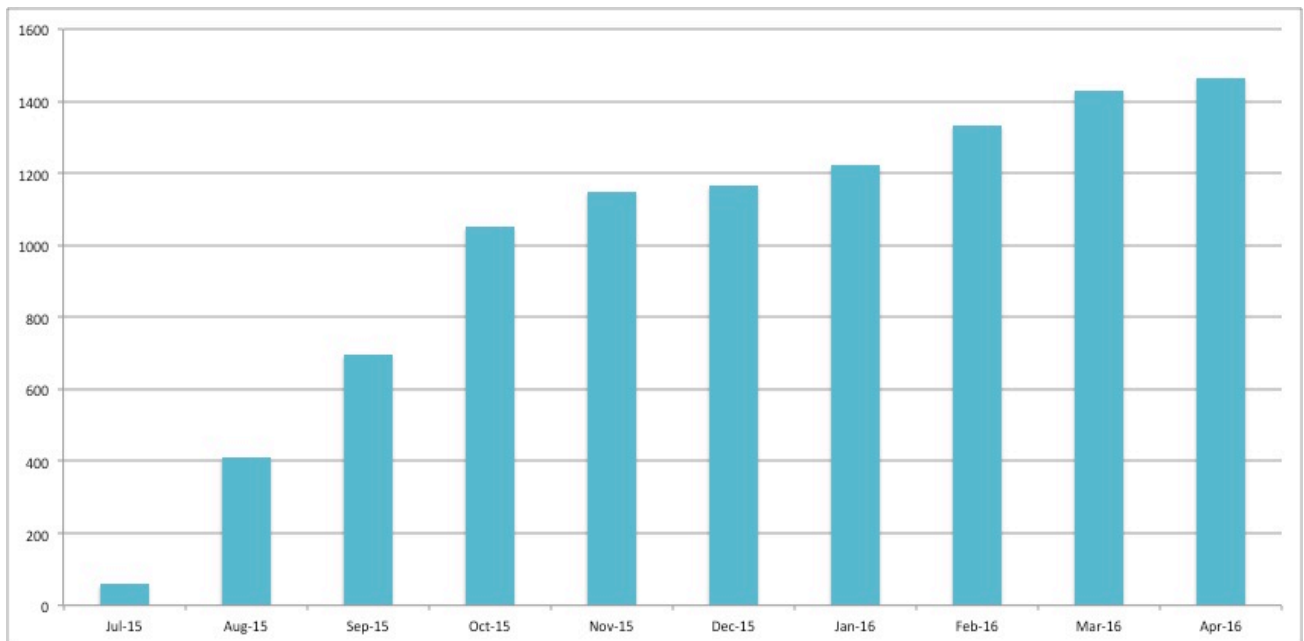
The Early Learning Coalition of Hillsborough County entered into a one-year contract with Pascal Learning, Inc./dba ReadyRosie in July 1, 2015 to implement the ReadyRosie tool as a means of deepening the Coalition’s parent engagement efforts by leveraging the power of video modeling and mobile technology to meet and equip parents with early childhood development tools and tips via the use of brief videos in English and Spanish. Current data for Hillsborough ReadyRosie shows has:

- 1970 Total Users (*1,483 are organic registrations/non-imported*)
- 225 Email Unsubscribes

ELCHC’s overall usage rating is 2.74 out of five, which places the majority of our users in the moderate activity category meaning that they open or click the daily emails but are either not consistently engaged or have not been on the list long enough to have earned a higher rating. It is, however, important to remember that users get 5 emails a week and spending time with just one of those emails a week is considered a significant boost in parent engagement efforts.

ReadyRosie’s system arrives at these ratings for each person receiving daily emails based on a number of criteria:

- How often they open an email
- How often they click on the content of the email (*go to videos*)
- Usage over a period of time
- How long they have been in the systems



There has been conversation that the Florida Office of Early Learning (OEL) is slated to adopt and endorse the statewide usage of the VROOM application (similar in concept to ReadyRosie) as a parent engagement tool. In mid-May, at their quarterly statewide meeting, Child Care Resource and Referral Leadership will be trained by Mary LaMantia from Child Care Aware who is the lead person for the Child Care Aware Vroom Project and has been working with the Bezos Family Foundation on the Vroom Grant. Ms. LaMantia will present information on the brain science behind the VROOM tips for parents and young children, teach CCR&R leadership how families can make the best use of the app, and introduce all of the resources available through Vroom. She will also share ideas about family engagement through Vroom, discuss ways that Vroom is being used and promoted in other states, and have Florida CCR&R leadership share ideas and brainstorm ways to support children and families through Vroom.

ELCHC Board of Directors		Meeting Attendance						Fiscal Year: 2015-2016		
NAME	AUG	OCT	*NOV	DEC	*MAR	APR	MAY	JUN	# Meetings Attended	# Absences
Barrish BSW, Scott	P	P	P	P	P				5	0
Bevis, Donna	A	P	P	A	P				3	2
Buesing, Robert	P	P	P	P	P				0	0
Buzard, Luke				P	P				2	0
Caracciola, Marie	P	P	P	P	P				5	0
Chowning, Angela	P	A	P	P	P				4	1
Del Castillo, Carlos					P				1	0
Gaffney, Teresa	A	A	A						0	3
Hammond, Jill	A	A	A	P	P				2	3
Hancock, Barbara	P	P	P	P	P				5	0
Hancock, Mary		P	P	P	P				4	0
Hildreth, Lynne	P	A	P	P	P				4	1
Holt, Dr. Douglas	A	P	A	A	A				1	4
Jacob, Dianne	P	P	P	P	P				5	0
Jenkins, Dr. Jacquelyn	A	P	P	P	P				4	1
Killingsworth, Brian	A	A	A	P	P				2	3
Kuhn, Jennifer	P	P	P	P	P				5	0
McElroy, Joe	A	P	P	P	P				5	0
McEwen, Brian		P	P	P	P				4	0
Mehra MD, Rahul	P	A	P	P	P				4	1
Miller Jr., Les	A	P	P						2	1
Murman, Sandra					P				1	0
Patel, Aakash	P	P	P	P	P				5	0
Parris, Kelley	A	P	A	P	P				3	2
Peachy, Edward	A	P	P	A	P				3	2
Robinson, Dr. Shawn	P	P	P	P	P				5	0
Seel, Lindsay	A	P	A	P					2	2
Spencer, Patricia	P	P	P						3	0
Total Board Members Present	12	19	19	20	23					
Total Board Members on Board	23	25	25	23	24					
Attendance %	52%	76%	76%	86%	95%				Average Attendance 77%	

* = Special Meeting
P = Present A=Absent
Not Member of Board at this time =
Quorum Confirmed =
Quorum Lost =