



**Executive/Finance Committee
Special Meeting**

Monday, April 4, 2016
10:00 am until close of business
6800 N. Dale Mabry Hwy., Suite 158
Tampa, FL 33614
Call in: **1 (312) 757-3121**
Access Code: **527-515-413**

**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 Meeting Minutes for January 4, 2016 (*p. 2*)
- C. Approval of Meeting Minutes for March 7, 2016 (*p. 5*)

II. OLD BUSINESS

III. ACTION ITEMS

- A. Televised Meeting Recommendation (*p. 7*) **D. McGerald**
- B. Governance Committee Appointment (*p. 8*) **A. Patel, Chair**

IV. DISCUSSION

- A. ReadyRosie
- B. Proposed Meeting Schedule FY 2016-2017 (*p. 9*)
- C. Draft Board Agenda for April 11, 2016 (*p. 11*)

V. INFORMATION ITEMS

VI. PUBLIC COMMENT

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

VII. ADJOURNMENT

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:	Executive/Finance Meeting	Date:	January 4, 2016
Facilitator:	Aakash Patel, Chair	Time:	4:00 pm
Location:	1002 E. Palm Avenue, ELC Conf. Room, Tampa, FL 33605		
Committee Members Present:	Aakash Patel, Robert Buesing, Joe McElroy, Lynne Hildreth, and Scott Barrish.		
Committee Absent:	None		
Board Member's Present:	Angela Chowning, Maria Caracciola, Barbara Hancock, Kelley Parris, and Sandra Murman.		
ELCHC Staff:	Dave McGerald, Karen Perkins, Tracie White, Steve Costner, Bobbi Davis, and Katherine Javier.		
Other Attendees:	Radhakrishna K. Rao, Sandy Show, Kathy Kaaa, Terre Tulsiak, Cynthia Rodriguez, Shawntaye Beato, Board Attorney Steve Lee, Mike Salerno, Marina Harkness, Deana Osorio, and Tracye Brown.		

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 4:03 pm.
	B. Approval of Minutes for September 8, 2015 Regular Meeting	<i>Robert Buesing made a motion to approve the September 8, 2015 meeting minutes. Lynne Hildreth made a second. The motion carried unanimously.</i>
	C. Approval of Minutes for September 23, 2015 Special Meeting	<i>Robert Buesing made a motion to approve the September 23, 2015 meeting minutes. Lynne Hildreth made a second. The motion carried unanimously.</i>
II.	OLD BUSINESS	Chair Patel gave a brief update regarding Celebrate Literacy Week Florida! Chair Patel noted that First Lady Anne Scott would be visiting Strawberry Crest High School on January 25, 2016 at 10:00 am.
II.	ACTION ITEMS	There were no action items discussed.
III.	DISCUSSION	
	A. Match Contract with School District of Hillsborough County	Dave McGerald reported that an amendment had been made to the Match contract for the School District of Hillsborough County, noting that the contract would be presented to the

MEETING MINUTES – Executive/Finance Committee Meeting
Monday, January 4, 2016 4:00 pm

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
	<p>School Board on January 12, 2016.</p> <p>B. Transition Discussion with Superintendent of Schools A discussion was held regarding the proposed transition of services from the School District of Hillsborough County to the Coalition. It was noted that the top priorities of the Board would be to effectively serve the children and families of Hillsborough County, ensure accountability for services provided, and to maintain a partnering relationship with the School District of Hillsborough County.</p> <p>Board members, Sandra Murman and Robert Buesing were appointed to serve on the Service Delivery & Efficiency Task Force. It was suggested that two members of the School District of Hillsborough County be appointed to the Service Delivery and Efficiency Task Force.</p> <p><i>Robert Buesing made a motion to nominate School District Board member, Sally Harris and Assistant Superintendent for Academic Support and Federal Programs, Tracie Brown to serve on the Service Delivery & Efficiency Task Force. Scott Barrish made a second. The motion carried unanimously.</i></p> <p>It was suggested that the Board meeting scheduled for February 8, 2016 be rescheduled for March 7, 2016 to allow the Service Delivery & Efficiency Task force additional time to develop a recommendation.</p> <p><i>Scott Barrish made a motion to reschedule the February 8, 2016 Board meeting for March 7, 2016. Robert Buesing made a second. The motion carried unanimously</i></p> <p>C. Update: RFP for Rebrand Chair Patel requested that Committee members email Tracie White, Director of Communications & Outreach, with recommendations regarding the desired scope of work for the ELCHC Rebrand RFP.</p>	
IV.	INFORMATION ITEMS	There were no information items discussed.
VI.	PUBLIC COMMENT	<ul style="list-style-type: none"> • Radhakrishna K. Rao made a public comment regarding the effects of sleep and prescription medication on children’s performance in school. • Terre Tulsiaak made a public comment regarding suggested methods for delivery of information to young families.
VII.	ADJOURNMENT	Citing no further business, Chair Patel adjourned the meeting at 5:17 pm.

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Cancel February 8, 2016 Board of Directors Meeting.	K. Javier	2/01/2016
2.	Schedule Board of Directors Meeting on March 7, 2016.	K. Javier	2/29/2016

Read and Approved by: _____ DATE

Lynne T. Hildreth, Secretary



MEETING MINUTES

Meeting Name:	Executive/Finance Meeting	Date:	March 7, 2016
Facilitator:	Aakash Patel, Chair	Time:	4:30 pm
Location:	1002 E. Palm Avenue, Board Room, Tampa, FL 33605		
Committee Members Present:	Aakash Patel*, Robert Buesing*, Joe McElroy*, Lynne Hildreth*, and Scott Barrish*.		
Committee Absent:	None		
Board Member	Kelley Parris		
ELCHC Staff:	Dave McGerald, Miriam Ortiz, Jean Flick, Cathy Konkler, Tracy Knight, Nancy Metsker, Karen Perkins, and Janet Stutzman.		
Other Attendees:	Diana Pulido, Janet Welch, and Marina Harkness.		

*Indicates members 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 4:32 pm.
II	OLD BUSINESS	There was no old business discussed.
II.	ACTION ITEMS A. ELCHC RFP Rebrand Vendor Approval	<i>Robert Buesing made a motion to approve the recommendation of the Communications & Outreach Committee to approve staff's execution of a contract with the firm Sparxoo for the Rebrand of ELCHC for an amount not to exceed \$25,000. Joe McElroy made a second. The motion carried unanimously.</i>
III.	DISCUSSION	There were no discussion items addressed.
IV.	INFORMATION ITEMS	There were no information items discussed.
V.	PUBLIC COMMENT	There was no public comment.
VI.	ADJOURNMENT	<i>Citing no further business, Chair Patel made a motion to adjourn the meeting at 4:34 pm. Lynne Hildreth made a second. The motion carried unanimously.</i>

MEETING MINUTES – Executive/Finance Committee Meeting
Monday, March 7, 2016 4:30 pm

ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Execute a contract with the firm Sparxoo for the Rebrand of ELCHC for an amount not to exceed \$25,000.	ELCHC Staff	N/A

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

ISSUE:	Televised Meeting Recommendation
FISCAL IMPACT:	\$675 per meeting; annual cost up to \$8,100
FUNDING SOURCE:	Cash Reserves
RECOMMENDED ACTION:	Staff does not recommend televising Board Meetings

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.

Given the cost of televising meetings and the lack of data regarding viewership, staff does not recommend broadcasting upcoming meetings.

ACTION

ITEM III.B.

04/04/16 Special Executive/Finance Meeting

ISSUE:	Governance Committee Appointment
FISCAL IMPACT:	NA
COST:	NA
FUNDING SOURCE:	NA
RECOMMENDED ACTION:	It is recommended that the Early Learning Coalition of Hillsborough County Board Chair appoint at least one additional Director to the ELCHC Governance Committee.

BACKGROUND:

There is currently a vacancy on the ELCHC Board of Directors Governance Committee. In filling this vacancy the Board Chair shall appoint only a Director to fill this vacant seat.

The Early Learning Coalition of Hillsborough County Board of Directors' Governance Committee is not specifically defined in the organization's Bylaws. However, the Committee does fall under the definition of Standing Committees. As is described in the Early Learning Coalition of Hillsborough County Board of Directors Bylaws (Amended June 9, 2014), Article V, Section 3:

Standing Committees: Standing committees shall consist of such committees as the Board may authorize from time to time. Each such committee shall stand discharged when a new committee is appointed for the same task. Standing committee membership may consist of directors only or directors and non-directors. Members of standing committees shall be appointed by the Chair of the Board of Directors. Each such committee shall establish its rules for the conduct of its affairs, shall establish its duties and purposes, and shall perform such other duties as the Board may prescribe from time to time. Each of these committees will include a Committee Chair or co-Chairs. The role of any standing committees is to bring forth recommendations to the full Board Membership for consideration.

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, October 10, 2016 (**Columbus 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**

Board of Director's meeting

- **Tuesday, October 11, 2016 at 5:30 pm**

In addition, staff recommends scheduling a tentative Board meeting in May 2017. This extra meeting is scheduled in the event that there are unexpected item needing Board action before the end of the fiscal year.

Tentative Board of Director's meeting

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

(Attachment 1)



FY2016-2017 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

Tuesday, October 11, 2016

Monday, December 12, 2016

Monday, February 13, 2017

Monday, April 10, 2017

Monday, May 8, 2017 (tentative)

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





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:
 Access Code:

**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
 - C. Executive Director Report D. McGerald
 - D. Board Chair Report A. Patel, Chair

- II. OLD BUSINESS**
 - A. Ready Rosie Enrollments D. McGerald
 - B. Special Needs Rate Report K. Perkins
 - C. Service Transition Update D. McGerald

- III. ACTION ITEMS**
 - A. Televised Meeting Recommendation A. Patel, Chair
 - B. Governance Committee Appointment A. Patel, Chair
 - C. Proposed Allocations for Subcontractors for FY 2016-2017 S. Costner
 - D. Proposed Meeting Schedule FY 2016-2017 D. McGerald
 - E. Budget Parameters for FY 2016-2017 S. Costner

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

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

- VI. DISCUSSION**
 - A. Proposed Date for Budget Workshop S. Costner

- VII. INFORMATION ITEMS**
 - A. Dashboard

VIII. PUBLIC COMMENT

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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