

Date: Monday, August 1, 2016
To: ELCHC Board of Directors
From: Karen Perkins, Interim CEO
Re: **Agenda for August 8, 2016 ELCHC Board Meeting**

At the upcoming board meeting, we have several important matters to discuss.

First, this is the first meeting that we will introduce the consent agenda format. Members unfamiliar with this meeting format should know that the "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all of the routine, pro forma and noncontroversial items that our Board needs to vote on. A single vote can effectively dispatch what could have been hours of unnecessary repetitive reports and approvals. Reviewing the agenda items and submitting questions to staff prior to the Board meeting is an acceptable protocol for this format. The hope is that this will allow members more time for discussion of more important and/or pressing board issues and topics.

Second, this meeting serves as the Board's Annual Board meeting. There are several forms that need to be completed by each Board member and submitted to staff. To expedite this process, please print these forms, that are located in your board packet, sign them, and bring them with you to the board meeting. For those unable to print the forms, blank forms will be available at the meeting as well.

Finally, the Board will be electing their Board Officers for the 16-17 fiscal year. Members will find a proposed slate of candidates for their consideration and vote at the meeting. Members should be aware that nominations for these seats can be taken from the floor prior to actually voting on proposed slate developed by the Governance Committee.

Please feel free to contact me directly with any questions you may have regarding the packet.



BOARD OF DIRECTORS MEETING AGENDA

Monday, August 8, 2016 at 5:30 p.m.
8413 Laurel Fair Circle, Suite 100
Tampa, Florida 33610
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

A. Patel

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County 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 a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. CONSENT AGENDA (Pg. 4-15)

The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.

- A. June 13, 2016 Board Meeting Minutes
- B. Finance Report/Utilization Report
- C. Board Size
- D. Bylaws Revisions

IV. EXECUTIVE REPORTS

- A. Chair's Report A. Patel
- B. Interim CEO Report (Pg.16) K. Perkins

V. OLD BUSINESS

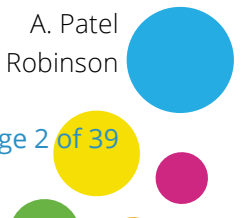
- A. Child Care Development Fund (CCDF) M. Harper

VI. ACTION ITEMS

- A. Election of Board Officers for FY16-17 (Pg. 19) A. Patel
- B. Approval of New ELCHC Tagline (Pg. 20) D. Jacob/T. White

VII. COMMITTEE REPORTS

- A. Executive/Finance Committee A. Patel
- B. Governance Committee S. Robinson
 - i) Annual Meeting Forms (Pg. 21)



- (1) Conflict of Interest
- (2) Annual Related Party Declaration and Disclosure
- (3) Code of Ethics (

C. Communications and Outreach Committee

D. Jacob

VIII. DISCUSSION ITEMS

- A. Enhanced Field System (EFS) Server Solutions (Pg. 37)
- B. Uninsured Child Care

S. Costner
A. Chowning

IX. INFORMATION ITEMS

- A. Board Meeting & Workshop Schedule (Pg. 39)

X. PUBLIC COMMENT II

Individuals wishing to address the Early Learning Coalition of Hillsborough County 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 a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

XI. ADJOURNMENT

Board/Staff Tasks & Assignments Completed from June 13, 2016 Board Meeting

Task	Owner	Date Completed
Board members interested in serving as a Board officer email Katherine Javier, Executive Assistant.	Board Members	8/8/2016
Resend New ELCHC Logo options to the Board for selection.	T. White	06/27/16
Revise the approval process for Board membership applications.	Governance Committee	
Within 90 days (+/-) form an Ad Hoc Committee to assess and develop a plan that outlines how to assist special needs families.	Board Chair	09/12/16

UPCOMING MEETINGS & EVENTS

Executive Finance Committee – Monday, September 12, 2016 @4:00 pm

Board Workshop (Topic: Board Orientation) – Monday, September 12, 2016 @ 5:30 pm

Board of Directors Meeting – Monday, October 10, 2016 @ 5:30 pm

Monday, June 13, 2016 at 5:30 p.m.
The Children's Board of Hillsborough County
1002 E. Palm Avenue, ELC Conference Room
Tampa, Florida 33605

MEETING ATTENDANCE

Facilitator: Akash Patel, Chair

Board Members Present:

Aakash Patel, Angela Chowning, Barbara Hancock*, Robert Buesing, Carlos Del Castillo, Dianne Jacob, Kelley Paris, Brian McEwen, Sandra Murman, Luke Buzard, Marie Caracciola, Mary Hancock, Dr. Rahul Mehra, Dr. Shawn Robinson, and Scott Barrish.

Board Members Absent:

Dr. Douglas Holt, Edward Peachey, Dr. Jacquelyn Jenkins, Jennifer Kuhn, Jill Hammond, and Brian Killingsworth.

ELCHC Staff

Dave McGerald, Karen Perkins, Steve Costner, Bobbi Davis, Stacey Fancois, Tracy Knight, Miriam Ortiz, Janet Stutzman, Tracie White, and Katherine Javier.

Other Attendees:

Board Attorney Steve Lee, Tina Gill, Lezlee Powell, Brandy Ingram, Donya Russel, Cindy Tremblay, Nicole M. Lechne, Merideth Scribner, Kelley Pawlisz, Yukiji Denton, and Cynthia Rodriguez.

*(*Indicates that the individual attended the meeting via tele phone.)*

CALL TO ORDER

Quorum Verification

Noting that a quorum had been established, Chair Patel called the meeting to order at 5:30 pm.

Approval of May 9, 2016 Board Meeting Minutes

Sandra Murman made a motion to approve the May 9, 2016 Board meeting minutes. Robert Buesing made a second. The motion carried unanimously.

Executive Director's Report

Dave McGerald reported on the following items:

1. Early Learning Advisory Council meeting on October 7, 2016.
2. School Readiness Eligibility
3. Legislative Session

Board Chair's Report

Chair Patel reported on the following items:

1. Retirement Party for Dave McGerald on June 30, 2016.
2. Florida Chamber Early Learning Summit
3. Early Learning Advisory Council meeting in October 2016

At the conclusion of the Chair's Report, the Board agreed to allow the Public Comment items to move forward on the agenda.

PUBLIC COMMENT

The following persons offered public comment to the ELCHC Board of Directors:

1. Lezlee Powell made a comment regarding *Autism Solutions of Tampa* and behavior analysis services.
2. Kelley Pawlisz made a comment regarding *Autism Solutions of Tampa* and behavior analysis services.
3. Yukiji Denton made a comment regarding funding for special needs services.
4. Tina Gill made a comment regarding funding for special needs services.
5. Meredith Scribner made a comment regarding funding for special needs services.
6. Nicole Lechne made a comment regarding funding for special needs services.
7. Brandy Ingram made a comment regarding funding for special needs services.
8. Cynthia Rodriguez made a comment regarding the Provider Portal.
9. Cindy Trembly made a comment regarding funding for special needs services.
10. Donya Russel made a comment regarding funding for special needs services.

Dave McGerald, Karen Perkins, Marie Caracciola, Sandra Murman, and Kelley Parris responded to comments regarding funding for special needs services.

Sandra Murman made a motion to form an ad hoc committee of the Board which would be given approximately 90 days to work with staff to assess and develop a plan that outlines how to assist special needs families. Marie Caracciola made a second. The motion carried unanimously.

Chair Patel appointed the following Board members to serve on the Special Needs Task Force: Sandy Murman (Co-Chair), Kelley Parris (Co-Chair), Mary Hancock, Angela Chowning, Marie Caracciola, and Brian McEwen.

OLD BUSINESS

Transition Update

Written information regarding the Transition Update was included in the Agenda packet.

Televised Meetings

Information regarding Televised Meetings was provided in the Agenda packet.

ACTION ITEMS

Approval of Fraud Plan

Dave McGerald introduced the recommendation for approval of the Coalition Anti-Fraud Plan.

Sandra Murman made a motion to approve the Coalition Anti-Fraud Plan. Robert Buesing made a second. The motion carried unanimously.

Approval of Implementation of New Federal Poverty Levels

Karen Perkins introduced the recommendation for approval of the required revisions to the sliding fee schedule to implement the 2016 changes to the Federal Poverty Levels.

Kelley Parris made a motion to approve the required revisions to the sliding fee schedule to implement the 2016 changes to the Federal Poverty Levels. Brian McEwen made a second. The motion carried unanimously.

Delegation of Authority

Steve Costner introduced the recommendation to approve the resolution relating to the appointment of an Executive Director/CEO Pro Tem.

Sandra Murman made a motion to approve the resolution relating to the appointment of an Executive Director/CEO Pro Tem. Robert Buesing made a second. The motion carried unanimously.

Budget FY 2016-2017

Steve Costner introduced the proposed FY 2016-2017 ELCHC Operating Budget. Marie Caracciola requested that the VPK allocation to the School District of Hillsborough County be removed from the budget. Kelley Parris requested that the sub-recipients on page 30 of the budget be listed individually.

Robert Buesing made a motion to approve the FY2016-2017 ELCHC Operating Budget with the requested changes. Carlos Del Castillo made a second. Sandra Murman, Kelley Parris, Lynne Hildreth, Barbara Hancock, and Marie Caracciola abstained from voting. The motion carried.

Ready Rosie Information & Contract

Tracie White introduced the recommendation for non-renewal of the contract with ReadyRosie for FY2016-2017.

Robert Buesing made a motion to approve the recommendation to not renew the current contract with ReadyRosie for FY2016-2017. Sandra Murman made a second. The motion carried unanimously.

New Board Member Nominations

Chair Patel introduced the recommendation of the Governance Committee to approve Dr. Daphne Fudge and Liz Welch for membership on the Board of Directors. Sandra Murman requested that the approval process for Board membership applications be updated.

Robert Buesing made a motion to approve Dr. Daphne Fudge for membership on the ELCHC Board of Directors. Dr. Rahul Mehra made a second. The motion carried unanimously.

Dianne Jacob made a motion to approve Liz Welch for membership on the ELCHC Board of Directors. Brian McEwen made a second. The motion carried unanimously.

FINANCE/UTILIZATION

Steve Costner presented the statements of program revenue and expenditures for the period July 1, 2015 through April 30, 2016.

COMMITTEE UPDATES

Executive/Finance Committee

Chair Patel gave an update regarding the Executive Search Firm RFP. Chair Patel called for a motion to accept the recommendation of the Executive/Finance Committee for the selection of the Executive Search Firm, Young Search Partners LLC, pending reference checks.

Dr. Rahul Mehra made a motion to accept the recommendation of the Executive/Finance Committee for the selection of the Executive Search Firm, Young Search Partners LLC, pending reference checks. Dr. Shawn Robinson made a second. The motion carried unanimously.

Governance Committee

Dr. Shawn Robinson reported that the Governance Committee met on May 31, 2016 to discuss Board size, the addition of the Governance Committee and Service Delivery Committee to the Board Bylaws, changing the agenda order to include a public comment section before action items and after information items, new Board member nominations, and the Nomination of Board officers. Dr. Robinson encouraged Board members interested in serving as a Board officer to email Katherine Javier, Executive Assistant. Tracie White noted that the election of Board officers would take place at the Annual Board meeting on August 8, 2016.

Communications & Outreach Committee

Dianne Jacob reported that a recommendation had been made by Sparxoo for the new ELCHC logo. Ms. Jacob noted that a full report of rationale and stakeholder responses had been forwarded to the Board. Tracie White requested that Board members select their top three choices for a tagline to accompany the logo. The Board requested information regarding the process for selection of the logo. It was requested that the logo options be resent to the Board for selection. Chair Patel requested a meeting of the Communications & Outreach Committee. It was noted that the contract with Sparxoo requires that the services be completed by June 30, 2016.

Sandra Murman made a motion to extend the contract deadline to develop a new logo option for recommendation. Kelley Parris made a second. The motion carried unanimously.

DISCUSSION ITEMS

There were no discussion items addressed.

INFORMATION ITEMS

Board Members were encouraged to review the information items provided in the Board agenda packet.

ADJOURNMENT

Citing no further business, Robert Buesing made a motion to adjourn the meeting at 7:52 pm. Chair Patel made a second. The motion carried unanimously.

ISSUE: Finance Report as of June 30, 16

School Readiness

School Readiness (SR) expenditures for July 2015 through June 2016 were \$43,794,132. This is a total of OEL SR (\$42,407,075) and CBHC SR Match (\$1,387,057). The direct services (slots) portion is \$34,869,251. Administrative costs were \$1,487,670.41, or 3.50% of total OEL SR expenditures which is below the mandated cap of 5%. Quality expenditures were \$3,435,176. Total operating costs, which include administrative, program support, and quality expenditures, were \$7,537,823, or 17.77% of total OEL SR expenditures. The mandated cap for operating costs is 22%.

Voluntary Pre-kindergarten

Voluntary Pre-kindergarten expenditures for July 2015 through June 2016 totaled \$28,804,038. The direct services (slots) portion is \$27,817,118. Administrative costs were 3.54% of direct services which is below the mandated cap of 4%. Administrative costs, in proportion to direct services, have decreased by .04%. 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 June 2016 totaled \$1,777,487 while revenue was \$1,811,202, resulting in additional revenue YTD of \$33,715. The QCFK 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 June 2016 totaled \$343,848 while revenue was \$526,340. The Coalition currently has a surplus in this category of \$182,492. 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 06/30/16

(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	42,407,075	42,411,090	43,151,425	98.28%	98.28%
OEL Voluntary Pre-K	28,804,038	28,809,839	28,798,839	100.02%	100.04%
CBHC Quality Counts for Kids	1,811,202	1,936,580	1,936,580	93.53%	100.00%
CBHC School Readiness Match Hillsborough County	1,387,057	1,723,239	1,723,239	80.49%	100.00%
	482,304	478,000	500,000	96.46%	0.00%
Other Community Programs	44,036	38,000	38,000	115.88%	100.00%
Total Revenue	<u>74,935,712</u>	<u>75,396,748</u>	<u>76,148,083</u>	<u>98.41%</u>	<u>99.01%</u>
Program Expenditures					
OEL School Readiness	40,709,991	40,742,612	41,482,947	98.14%	98.22%
CBHC School Readiness Match	1,387,057	1,723,239	1,723,239	80.49%	100.00%
OEL Voluntary Pre-K	28,331,809	28,286,836	28,275,836	100.20%	100.04%
CBHC Quality Counts for Kids	769,495	858,991	858,991	89.58%	100.00%
Other Program	135,625	175,000	277,100	48.94%	63.15%
Total Program Expenditures	<u>71,333,978</u>	<u>71,786,678</u>	<u>72,618,113</u>	<u>98.23%</u>	<u>98.86%</u>
Coalition Operating Expenditures					
Personnel	2,407,262	2,498,288	2,498,288	96.36%	100.00%
Occupancy	202,963	203,732	203,732	99.62%	100.00%
Professional Fees	97,500	42,569	42,569	229.04%	100.00%
Travel & Training	42,830	53,640	51,840	82.62%	103.47%
Quality Action Grants	229,578	269,271	269,271	85.26%	100.00%
Insurance	19,395	15,430	15,430	125.70%	100.00%
Technology	162,302	187,381	187,381	86.62%	100.00%
Educational Supplies	39,331	73,427	73,427	53.56%	100.00%
Office Supplies	42,254	27,001	27,001	156.49%	100.00%
Outreach	51,433	92,545	92,545	55.58%	100.00%
Printing/Binding	21,143	20,675	20,675	102.26%	100.00%
Other Operating	69,536	31,654	31,654	219.68%	100.00%
Total Coalition Operating Expenditures	<u>3,385,527</u>	<u>3,515,614</u>	<u>3,513,813</u>	<u>96.35%</u>	<u>100.05%</u>
Total Expenditures	<u>74,719,505</u>	<u>75,302,291</u>	<u>76,131,926</u>		
Net Revenue Over Expenditures	<u>216,207</u>				

Early Learning Coalition of Hillsborough County

School Readiness

Statement of Revenues and Expenditures

From 7/1/2015 Through 06/30/16

(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	42,407,075	42,411,090	43,151,425	98.28%	98.28%
CBHC School Readiness Match	1,387,057	1,723,239	1,723,239	80.49%	100.00%
Total Revenue	<u>43,794,132</u>	<u>44,134,329</u>	<u>44,874,664</u>	97.59%	<u>98.35%</u>
Program Expenditures					
School Board of Hillsborough County					
Operations	4,938,180	5,280,293	5,280,293	93.52%	100.00%
Direct Services (child care slots)	34,869,251	34,397,227	34,397,227	101.37%	100.00%
Subtotal School Board of Hills County	39,807,431	39,677,520	39,677,520	100.33%	100.00%
BOCC Child Care Licensing	855,791	1,058,904	1,058,904	80.82%	100.00%
Early Childhood Council	46,769	6,188	49,500	94.48%	12.50%
Unallocated	0	0	697,023	0.00%	0.00%
CBHC School Readiness Match	1,387,057	1,723,239	1,723,239	80.49%	100.00%
Total Program Expenditures	<u>42,097,049</u>	<u>42,465,851</u>	<u>43,206,186</u>	97.43%	<u>98.29%</u>
Coalition Operating Expenditures					
Personnel	1,452,312	1,480,130	1,480,130	98.12%	100.00%
Occupancy	63,456	58,794	58,794	107.93%	100.00%
Professional Fees	51,411	20,770	20,770	247.52%	100.00%
Travel & Training	5,134	2,760	2,760	186.00%	100.00%
Insurance	9,829	8,856	8,856	110.98%	100.00%
Technology	41,462	77,937	77,937	53.20%	100.00%
Office Supplies	23,932	9,501	9,501	251.89%	100.00%
Printing/Binding	10,729	900	900	1192.13%	100.00%
Other Operating	38,818	8,830	8,830	439.61%	100.00%
Total Coalition Operating Expenditures	<u>1,697,083</u>	<u>1,668,478</u>	<u>1,668,478</u>	101.71%	<u>100.00%</u>
Total Expenditures	<u>43,794,132</u>	<u>44,134,329</u>	<u>44,874,664</u>	97.59%	<u>98.35%</u>
Net Revenue Over Expenditures	<u>0</u>				

Early Learning Coalition of Hillsborough County

Voluntary Prekindergarten (VPK)

Statement of Revenues and Expenditures

From 7/1/2015 Through 06/30/16

(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 Voluntary Pre-K	28,804,038	28,809,839	28,798,839	100.02%	100.04%
Total Revenue	<u>28,804,038</u>	<u>28,809,839</u>	<u>28,798,839</u>	100.02%	100.04%
Program Expenditures					
School Board of Hillsborough County					
Operations	493,853	490,003	490,003	100.79%	100.00%
Direct Services	27,817,118	27,763,833	27,763,833	100.19%	100.00%
Subtotal School Board of Hills County	28,310,971	28,253,836	28,253,836	100.20%	100.00%
Early Childhood Council	20,838	33,000	22,000	94.72%	150.00%
Total Program Expenditures	<u>28,331,809</u>	<u>28,286,836</u>	<u>28,275,836</u>	100.20%	100.04%
Coalition Operating Expenditures					
Personnel	357,119	400,372	400,372	89.20%	100.00%
Occupancy	31,836	35,018	35,018	90.91%	100.00%
Professional Fees	35,144	13,921	13,921	252.45%	100.00%
Travel & Training	3,865	6,800	6,800	56.84%	100.00%
Insurance	5,038	5,130	5,130	98.20%	100.00%
Technology	20,370	28,972	28,972	70.31%	100.00%
Educational Supplies	0	300	300	0.00%	100.00%
Office Supplies	5,075	5,433	5,433	93.40%	100.00%
Outreach	1,471	5,000	5,000	29.42%	100.00%
Printing/Binding	4,412	14,150	14,150	31.18%	100.00%
Other Operating	7,899	7,907	7,907	99.90%	100.00%
Total Coalition Operating Expenditures	<u>472,229</u>	<u>523,003</u>	<u>523,003</u>	90.29%	100.00%
Total Expenditures	<u>28,804,038</u>	<u>28,809,839</u>	<u>28,798,839</u>	100.02%	100.04%
Net Revenue Over Expenditures	<u>0</u>				

Early Learning Coalition of Hillsborough County

CBHC Quality Counts for Kids

Statement of Revenues and Expenditures

From 7/1/2015 Through 06/30/16

(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	1,811,202	1,936,580	1,936,580	93.53%	100.00%
Total Revenue	<u>1,811,202</u>	<u>1,936,580</u>	<u>1,936,580</u>	<u>93.53%</u>	<u>100.00%</u>
Program Expenditures					
Champions for Children	154,952	175,964	175,964	88.06%	100.00%
Early Childhood Council	198,795	217,134	217,134	91.55%	100.00%
Hillsborough Community College	125,519	125,519	125,519	100.00%	100.00%
University of South Florida	290,228	340,374	340,374	85.27%	100.00%
Total Program Expenditures	<u>769,495</u>	<u>858,991</u>	<u>858,991</u>	<u>89.58%</u>	<u>101.51%</u>
Coalition Operating Expenditures					
Personnel	526,496	587,829	587,829	89.57%	100.00%
Occupancy	107,670	109,920	109,920	97.95%	100.00%
Professional Fees	10,946	7,878	7,878	138.94%	100.00%
Travel & Training	21,357	18,280	18,280	116.83%	100.00%
Quality Action Grants	229,578	269,271	269,271	85.26%	100.00%
Insurance	4,529	1,444	1,444	313.70%	100.02%
Technology	49,307	30,472	30,472	161.81%	100.00%
Educational Supplies	39,331	33,127	33,127	118.73%	100.00%
Office Supplies	3,412	4,075	4,075	83.73%	100.00%
Outreach	971	7,545	7,545	12.87%	100.00%
Printing/Binding	4,765	5,125	5,125	92.98%	100.00%
Other Operating	9,629	6,567	6,567	146.64%	100.00%
Total Coalition Operating Expenditures	<u>1,007,991</u>	<u>1,081,534</u>	<u>1,081,533</u>	<u>93.20%</u>	<u>100.00%</u>
Total Expenditures	<u>1,777,487</u>	<u>1,940,525</u>	<u>1,940,524</u>	<u>91.60%</u>	<u>100.00%</u>
Net Revenue Over Expenditures	<u>33,715</u>				

Early Learning Coalition of Hillsborough County

General

Statement of Revenues and Expenditures

From 7/1/2015 Through 06/30/16

(In Whole Numbers)

	Current Year Actual	YTD Budget - Revised	Total Budget - Revised	Percentage of Budget used to Date	Budget Projected Percentage to date
Revenue					
Hillsborough County BOCC	482,304	478,000	478,000	100.90%	100.00%
Other Community Programs	44,036	38,000	38,000	115.88%	100.00%
Total Revenue	<u>526,340</u>	<u>516,000</u>	<u>516,000</u>	<u>102.00%</u>	<u>100.00%</u>
Program Expenditures					
School Readiness	0	0	102,100	0.00%	0.00%
Community Initiatives	135,625	175,000	175,000	77.50%	100.00%
Total Program Expenditures	<u>135,625</u>	<u>175,000</u>	<u>277,100</u>	<u>48.94%</u>	<u>63.15%</u>
Coalition Operating Expenditures					
Personnel	71,335	29,957	29,957	238.12%	100.00%
Travel & Training	12,474	25,800	24,000	51.98%	107.50%
Technology	51,162	50,000	50,000	102.32%	100.00%
Educational Supplies	0	40,000	40,000	0.00%	0.00%
Office Supplies	9,835	7,992	7,992	123.06%	100.00%
Outreach	48,991	80,000	80,000	61.24%	100.00%
Printing/Binding	1,236	500	500	247.29%	100.00%
Other Operating	13,190	8,350	8,350	157.96%	100.00%
Total Coalition Operating Expenditures	<u>208,223</u>	<u>242,599</u>	<u>240,799</u>	<u>86.47%</u>	<u>100.75%</u>
Total Expenditures	<u>343,848</u>	<u>417,599</u>	<u>517,899</u>	<u>66.39%</u>	<u>80.63%</u>
Net Revenue Over Expenditures	<u>182,492</u>				

ELCHC BOARD OF DIRECTORS MEETING – AUGUST 8, 2016

CONSENT

ITEM III.C.

ISSUE:	Board Size
FISCAL IMPACT:	None
FUNDING SOURCE:	Not Applicable
RECOMMENDED ACTION:	Approve decrease in Board size from 26 to 25 as recommended by Governance Committee.

NARRATIVE:

Florida Statute 1002.83 governs the composition of local Early Learning Coalition Boards. The language states that “Early Learning Coalitions shall be composed of at least 15 members but not more than 30 members.” Statute requires that at least 33% of the members of each coalition must be private sector business members.

Currently, the ELCHC Board is comprised of 26 seats. The Governance Committee has requested a decrease in the Board membership from 26 to 25 seats. The change will continue to conform with Statute requirements for private sector business members.

ISSUE:	Revision of Coalition Bylaws
FISCAL IMPACT:	None
FUNDING SOURCE:	Not Applicable
RECOMMENDED ACTION:	Approve the recommendation of the Governance Committee to revise the Bylaws

NARRATIVE:

Committee Co-Chair, Dr. Shawn Robinson has proposed the following revisions to the Article V, Section 3 of the ELCHC Board Bylaws:

Governance Committee:

The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Executive Director evaluation process, Executive Director communication with Board and OEL, and Coalition staff policies and procedures. Membership shall consist of board members appointed by the Board Chair.

Service Delivery and Efficiency Committee:

The Service Delivery and Efficiency Committee has the responsibility of reviewing, analyzing, and overseeing Coalition programs and recommending action items to the full Board that relate to: Coalition expenditures related to services and quality, program evaluation and improvement, contract compliance, and provider effectiveness. The Service Delivery and Efficiency Committee shall collect data, information and comments from providers in support of its mission to provide supportive and quality services as well as disseminate such information to the full Board as is relevant. Membership shall consist of board members and community members, as deemed necessary, appointed by the Board Chair.

TO: Board of Directors
FROM: Karen Perkins, Interim CEO
DATE: August 1, 2016
SUBJECT: Interim CEO's Report

Agency Highlights

Family Services: I am delighted to report that Abigail (Abby) Perez has joined the ELCHC staff as the Family Service Coordinator. Ms. Perez is well known in the community for her work with the Early Childhood Council providing information and referral to families whose children had special needs. Most recently, Ms. Perez was the Community Engagement Coordinator at Molina Healthcare. Ms. Perez has an appreciation for engaging both external and internal stakeholders in developing a holistic, customer-focused approach to family services.

As the Family Service Coordinator, Abby is tasked with leading a seven-member team that offers families comprehensive consumer education and referrals at a critical point in their children's lives when they are entrusting their child's early learning and care to someone other than a family member. In addition, the family service team is responsible for processing VPK applications and the online school readiness application process (wait list).

ELCHC Family Services staff have:

- Processed **9,348 VPK applications**
- Processed **605 School Readiness applications** via the OEL Family Portal, representing 960 children. Of that number, 330 children were determined eligible for School Readiness services and placed on the wait list
- Assisted over **1,000+ families** at the Dale Mabry and IECF locations

Provider Services: As of July 30th, the Provider Services team had received 1,550 provider contracts via the portal for processing.

Status	School Readiness 2016-2017	VPK Summer 2016	VPK School Year 2016-2017	Totals
Certified	885	10	291	1186
Certified - Change Approved	3	2	26	31
Certified - Change Requires Additional Information			3	3
Certified-Change Submitted	3	1	5	9
Certified-Updating	1	2	13	16
Creating	13		91	104
Not Eligible - Not Participating	42	77	35	154
Rejected	5	1	12	18

Reviewing		23	3	26
Submitted	1		2	3
TOTALS	953	116	481	1,550

Provider Portal Training

ELCHC would like to give recognize our partners at Career Source for allowing us to use their North Tampa facilities over the past few months free of charge. Career Source has two large computer labs that allow us to provide hands on training to our providers on the features of the Provider Portal. Currently we are providing training on the Provider Portal attendance feature which will allow providers to electronically create and submit their attendance for both VPK and School Readiness.

VPK Provider Reimbursement

Liza Normandia is the team lead for the VPK Provider Reimbursement staff. Liza and her staff of three have successfully processed the following payments:

- June Prepay: 88 children; \$98,455
- June Actuals: 10,295 children; \$2,434,985
- August Prepay: 1,386 children: \$273,255

Coalition Office Hours Extended

In order to better serve families and providers, ELCHC has extended office hours at both locations. Both the IECF and the Administrative Office are open until 7:30 pm every Tuesday night and the third (3rd) Saturday each month from 9 am to 1 pm.

Professional Development Institute

Several members of the professional development staff presented at the One Goal Conference which was held in Tampa July 20th to 22nd:

- Bobbie Huard – ***Beyond Colored Water Bottles – Creating Engaging Science Centers, Activities and Experiments for Young Children***
- Theon Salley & Hannah Goble – ***Preschool Sensory Play***
- Mary Harper – ***Re-Visioning the Work of Quality Recognition Systems: Hillsborough County's Next Generation of Quality Initiatives***

In addition, Hannah Goble and Stacey Francois will be conducting a poster session at this year's National Association of Educators of Young Children (NAEYC) in Los Angeles in November.

Subcontractor Update

On July 5, 2016, ELCHC staff determined that 8,575 VPK school-year child enrollments were "auto-terminated" on July 1, 2016 in the Enhanced Field System (EFS). The Office of Early Learning (OEL) was able to determine that a SDHC employee – Mary Barker, had terminated the VPK child enrollments. Since the funding source code was left blank, the auto-termination procedure terminated all children with a termination date of 6/30/2016 including the 8,575 VPK children. Terminating VPK enrollments on

7/1/2016 created an error message in EFS which prevented the Coalition from processing VPK provider reimbursements for providers.

SDHC has indicated that prior to the Coalition assuming responsibility for the VPK program, SDHC staff terminated VPK children's enrollment when individual VPK classrooms ended their school-year VPK program. Although this may have been SDHC's procedures, this is not a standard operating procedure used by coalitions. Furthermore, SDHC's termination procedure was not communicated to the Coalition when SDHC chose not to execute a contract with the Coalition for the processing of VPK reimbursements effective July 1, 2016.

As a result of the auto-termination of the 8,575 VPK child enrollments, ELCHC staff contacted the contractor to initiate data recovery from backups that are required by terms of the contractual agreement. The SDHC network administrator indicated that the backup tapes that contained the data from 6/30/2016 had been overwritten during the weekend.

ELCHC staff contacted OEL for assistance with the recovery of the data. OEL was able to recover the data on July 6, 2016. If OEL had not been able to recover the data, SDHC would have been required to manually re-enter all 8,575 children so ELCHC could process VPK provider payments. The "auto-termination" of VPK enrollment caused a 3-day delay in the VPK provider payment processing.

Additionally, SDHC staff has indicated to ELCHC and OEL staff that they will not be updating the Enhanced Field System (EFS) server as EFS updates are deployed. Staff has determined that some updates that were deployed by OEL as far back as 2009 have not been installed by SDHC staff on the EFS servers. While EFS updates can be installed on each desktop computer, it is far more efficient to install updates on the server rather than on 20+ individual ELCHC desktops.

ELCHC BOARD OF DIRECTORS MEETING – AUGUST 8, 2016

ACTION

ITEM VI.A.

ISSUE:	Election of Board Officers for FY 16-17
FISCAL IMPACT:	None
FUNDING SOURCE:	Not Applicable
RECOMMENDED ACTION:	Elect an approved slate of candidates for Board Officers

NARRATIVE:

As is stated in the corporation Bylaws:

The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect. All officers of the Corporation must also be directors of the Corporation.

The Executive Committee is made up of the Board Chair, the Board Vice-Chair, the Board Secretary and the Board Treasurer and one (1) other member of the Board. The Executive Committee may act on behalf of the Board between regular Board meetings except they are not permitted to do the following: amend the articles or bylaws; dissolve the corporation; dismiss or elect new Board members or officers; hire or fire the chief executive; enter into major contracts or sue another entity; approve Board budget in excess of their existing authority; or, adopt or eliminate major programs.

It is recommended that Executive Committee members not include any Directors that would potentially be faced with a conflict of interest or the perception of a conflict of interest in any of the aforementioned situations.

The Governance Committee has the responsibility of recommending a slate of candidates to serve as officers of the Board of Directors. If deemed by the Board the following slate may be amended by the larger Board recommendation. The following Board members agreed to continue serving as officers of the ELCHC Board of Directors:

- 1.) Robert Buesing, Vice-Chair
- 2.) Lynne Hildreth, Secretary
- 3.) Joe McElroy, Treasurer
- 4.) Scott Barrish, Member-at-Large

Once elected, Board Officers shall serve for a term of one year.

ELCHC BOARD OF DIRECTORS MEETING – AUGUST 8, 2016

ACTION

ITEM VI.B

ISSUE:	Approval of New ELCHC Tagline
FISCAL IMPACT:	None
FUNDING SOURCE:	Not Applicable
RECOMMENDED ACTION:	It is recommended that the ELCHC Board of Directors confirm the results of the survey and implement the use of the tagline “Potential Starts Here” as proposed by rebrand consultant Sparxoo.

NARRATIVE:

On July 2, 2016, as the final action required as part of the ELCHC Rebrand, the ELCHC Board of Directors were surveyed regarding their choice of taglines. During this survey, members were asked to select their top 3, out of 10, choices presented by the rebrand consultant, Sparxoo. Members had until 3:00pm on July 7th to respond to the survey. 14 of 26 Board members responded with the following taglines being in the top 3:

Potential Starts Here (*tied for first*)
Engage. Grow. Thrive. (*tied for first*)
Our Future Together

Based on the survey data, the formal recommendation by Sparxoo was the tagline **Potential Starts Here**. On July 15, 2016, the Board was again surveyed and asked to confirm Sparxoo’s recommendation for the tagline. 7 Board members took the survey and the results indicated that the majority were in support of Sparxoo’s recommendation.

At the request of Board Chair Aakash Patel, the above results are being brought forth to the entire Board for final confirmation.

It is recommended that the ELCHC Board of Directors confirm the results of the survey and implement the use of the tagline “Potential Starts Here” as proposed by rebrand consultant Sparxoo.



ELCHC Board of Director's Annual Forms

Documents Checklist

- Conflict of Interest (p. 2)
- Annual Related Party Declaration and Disclosure (p. 10)
- Code of Ethics (p. 14)

Please review and sign all enclosed documents and return to ELCHC by close of business on September 1. Documents may be submitted in person, via mail, email or fax to:

6800 N. Dale Mabry Hwy., Suite

158 Tampa, FL 33614

FAX: (813)435-2299

EMAIL: kminney@elchc.org





Policies and Procedures

CONFLICT OF INTEREST POLICY

Date:	January 13, 2014	Policy Number:	02-06
Subject:	Conflict of Interest	Status:	Approved 01/13/2014

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

SECTION 1. PURPOSE:

The Early Learning Coalition of Hillsborough County is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the Early Learning Coalition of Hillsborough County as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the Early Learning Coalition of Hillsborough County and its Board, officers, management employees, and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The Board, officers, and management employees have the responsibility of administering the affairs of the Early Learning Coalition of Hillsborough County honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Early Learning Coalition of Hillsborough County. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Early Learning Coalition of Hillsborough County or knowledge gained therefrom for their personal benefit. The interests of the Early Learning Coalition of Hillsborough County must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of the Early Learning Coalition of Hillsborough County. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the Early

Learning Coalition of Hillsborough County.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to the Early Learning Coalition of Hillsborough County.
2. Persons and firms from whom the Early Learning Coalition of Hillsborough County leases property and equipment.
3. Persons and firms with whom the Early Learning Coalition of Hillsborough County is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the Early Learning Coalition of Hillsborough County.
6. Agencies, organizations, and associations that affect the operations of the Early Learning Coalition of Hillsborough County.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the Early Learning Coalition of Hillsborough County
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the Early Learning Coalition of Hillsborough County Receiving remuneration for services with respect to individual transactions involving.
3. Using Early Learning Coalition of Hillsborough County's personnel, equipment, supplies, or good will for other than the Early Learning Coalition of Hillsborough County approved activities, programs, and purposes.
4. Receiving personal gifts or loans from third parties dealing or competing with the Early Learning Coalition of Hillsborough County. Receipt of any gift is disapproved except gifts

of a value less than \$25, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the Early Learning Coalition of Hillsborough County.

However, it is the policy of the Board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is completed. It shall be the continuing responsibility of the Board, officers, and management employees to analyze their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest does not participate in the discussion or vote upon the measure which would inure to his or her special gain or loss. The term “participate” means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer’s direction;
3. A competitive bid or comparable valuation exists; and
4. The Board has determined that the transaction is in the best interest of the organization.

Disclosure of conflicting interest should be made to the chief executive officer (or if she or he is the one with the conflict, then to the Board Chair), who shall bring the matter to the attention of the Board. Disclosure involving directors should be made to the Board Chair, (or if she or he is the one with the conflict, then to the Board Vice-Chair) who shall bring these matters to the Board.

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: *In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:*

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2. CAPACITY: _____ board of directors _____ executive committee _____ officer _____ committee member _____ staff (position): _____

3. Have you or any of your affiliated persons provided services or property to the Early Learning Coalition of Hillsborough County in the past year?

_____ YES _____ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from the Early Learning Coalition of Hillsborough County in the past year?

_____ YES _____ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Early Learning Coalition of Hillsborough County was or is a party?

_____ YES _____ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to the Early Learning Coalition of Hillsborough County at any time in the past year (other than travel advances or the like)?

_____ YES _____ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Early Learning Coalition of Hillsborough County or as a result of your relationship with the Early Learning Coalition of Hillsborough County, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the Early Learning Coalition of Hillsborough County?

_____ YES _____ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Early Learning Coalition of Hillsborough County?

____ YES ____ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Early Learning Coalition of Hillsborough County's [board or a duly constituted committee thereof] in accordance with the terms and intent of the Early Learning Coalition of Hillsborough County conflict of interest policy?

____ YES ____ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HERBY CONFIRM that I have read and understand the Early Learning Coalition of Hillsborough County's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Chief Executive Officer or Board Chair immediately.

Signature

Date

**EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY
GIFT POLICY AND DISCLOSURE FORM**

As part of its conflict of interest policy, the Early Learning Coalition of Hillsborough County requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the Early Learning Coalition of Hillsborough County or are a competitor of the Organization. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. “Responsible Person” is any person serving as an officer, employee or a member of the board of directors of the Early Learning Coalition of Hillsborough County.

Section 2. “Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Early Learning Coalition of Hillsborough County is not a “contract” or “transaction.”

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his designee or for gifts of a value less than \$25 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

- a) Does or seeks to do business with the Early Learning Coalition of Hillsborough County or,
- b) Does or seeks to compete with the Early Learning Coalition of Hillsborough County or,
- c) Has received, is receiving, or is seeking to receive a Contract or Transaction with the Early Learning Coalition of Hillsborough County.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Signature

Date



Annual Conflict of Interest Statement

FY: _____

I, _____ have read and understand the provisions of the Early Learning Coalition of Hillsborough County *Conflict of Interest Policy*. I hereby affirm that the following affiliations may represent a potential conflict of interest and *Form 8b Memorandum of Voting Conflicts* must be submitted.

Business and professional affiliations in which I or an immediate family member hold as an owner, office, board member, partner, employee or other beneficiary position at some point:

Business/Organization	Position Held/By Whom
_____	_____
_____	_____
_____	_____

Other not-for-profit organization with which a family member or I are associated and which might reasonably expect to apply for a grant or funding from the Early Learning Coalition of Hillsborough County:

Business/Organization	Position Held/By Whom
_____	_____
_____	_____
_____	_____

Other activities that may produce a potential conflict of interest:

Signature

Date

**Early Learning Coalition of Hillsborough
County FY _____ Annual Related Party
Declaration and Disclosure Form**

Name: _____ **Title:** _____

Relationship: Board of Director Coalition Employee

Original or Update Form: Annual Declaration Updated Declaration

Ownership: Ownership interest in any corporation, partnership, trust, joint venture, and every other business interest, including land used for income which you or a relative(s) own or have owned within the preceding 12 months. Ownership of intellectual property, e.g. patents, royalties, and copy rights is also included.

Are there any ownership interests you have or a member of your family has which meet this criteria and could an independent observer conclude that they appear to influence or potentially conflict with any of your work/board responsibilities with Coalition?

No Yes

If you marked "Yes" above please complete the following:

Business Name and Address: _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest? You Spouse Other

Your % of Ownership/Interest? _____

Compensation: Receipt of salary, anything of value, or economic benefit conferred within the past 12 months in return for services rendered or to be rendered from any one entity.

Have you or your family received or do you expect to receive compensation as defined above and could an independent observer conclude that said compensation influences or potentially conflicts with any of your work/board responsibilities?

No Yes

If you marked "Yes" above, please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest?:

You Spouse Other

Your % of Ownership/Interest? _____

Office: A position of director, officer, associate, partner or proprietor in any outside entity.

Do you or does a member of your family hold an office as defined above which an independent observer could conclude significantly affects or is affected by your work/board responsibilities with the Coalition?

No Yes

If you marked "Yes" above please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest?

You Spouse Other

Fees and Commissions: Receipt of fees or commissions from one or more outside entity.

Do you or a member of your family receive fees/commissions as defined above which meet the criteria which an independent observer could conclude might present potential conflicts of interest with any of your work or board responsibilities with the Coalition?

No Yes

If you marked "Yes" above please complete the following:

Business Name and

Address:

Type of Business:

Description of Interest

Held:

Who Holds the Interest?

You Spouse Other

Identification of Possible Conflict

Identify the relevant activities that may be affected by one or more the potential conflicts you marked "Yes".

DECLARATION

I, **x** _____ (*print name*), declare that this declaration for related party has been examined by me and to the best of my knowledge and belief is a true and complete statement. Any changes to this statement must be reported with 15 days.

x _____

Signature

Date

Verification:

I have reviewed the (potential) conflicts of interest with the above named individual, and a plan has been implemented to manage the (potential) conflict. As implemented this plan should ensure that none of the above referenced conflicts or potential conflicts will interfere with the performance of the individual's duties as employee or board member.

- No conflict Exist**
- A potential conflict exists and a plan has been developed to manage it, which is attached**

Executive Director

Date



CODE OF ETHICS

FY: _____

Statement of Commitment

“In establishing policy for and on behalf of the Early Learning Coalition of Hillsborough County’s members, I am a custodian in trust of the assets of their organization. The members recognize the need for competent and committed elected board members to serve their organization and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.”

“Therefore, as a board member of the Early Learning Coalition of Hillsborough County, I acknowledge and commit that I will observe a high standard of ethics and conduct as I deliver my best efforts, skills and resources in the interest of the Early Learning Coalition of Hillsborough County and its members. I will perform my duties as board member in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of the Early Learning Coalition of Hillsborough County are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.”

Ethical Guidelines

General

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the board any suggestions of ways to improve the organization’s policies, standards, practices or ethics.
4. I will not abuse my position as a board member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of the organization.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.
6. If the board decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion I understand that the board’s decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.
7. No Board member may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Board.
8. All board members shall read, sign and submit the Code of Ethics statement, which shall be kept on file by the Executive Director.

Information

9. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board member, and that is not generally available to membership
10. I will be alert to information which the organization can use to develop improved policies and strategies
11. I will protect the organizations information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it
12. I will maintain confidentiality of all information that the board deems ought to be kept confidential.

Resources

13. I will be mindful of resources which are in my trust on behalf of the organization, and will help establish policies which ensure the maximization of secure and protected resources.

Gifts and Hospitality

14. Should business associates or others offer me hospitality, gifts, favors, or benefits on a personal basis because of the business the organization does with them, I will recognize that such offers may be an effort to secure advantage from me, and I will reject such offers on the basis that it is against the organization's policy to accept gifts from business contacts. The most I will accept will be normal promotional handouts of a nominal value.

Representing the Organization

15. As part of my duties as a board member, I represent the organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. In my duties I will preserve and enhance the good reputation of the organization and will avoid behavior which might damage its image.

Interpretation

16. The chairperson of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

Enforcement

17. The chairperson is ultimately responsible for immediate interpretation, application and enforcement of the board members' code of ethics policy. All complaints concerning a possible code of ethics violation shall be made in writing to or by the chairperson with a copy provided to the complainant.

The Chairperson shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

If this initial attempt at resolution is not successful, the Chairperson shall appoint an ad-hoc committee composed of three board members to investigate the complaint. The ad-hoc committee is required to investigate as required and submit a written report to the chairperson within 30 days. The chairperson will render his/her decision within ten days of receiving the ad-hoc committee's report.

The Chairperson's decision may be appealed in writing to the full Board for consideration the board's next regular meeting at the organization's next regular scheduled meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant.

Delegation and Penalties

18. Should the chairperson be the subject of a written complaint, the vice chair shall perform the duties normally assigned to the chair in this matter.

19. Penalties imposed for breach of the code of ethics may include, but are not limited to, the following:

- Excluding the board member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
- Censure of the member, in private, in public, or both, and/or
- Removal of the member from office by a resolution passed by a vote of two-thirds of the members voting at an annual or special general meeting of the not-for-profit organization's Board of Directors, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept the Early Learning Coalition of Hillsborough County's Code of Ethics.

Date _____

Signature of Board Member

ISSUE: Enhanced Field System(EFS) Server Solutions

The Enhanced Field System (EFS) is the required statewide database utilized by coalitions to administer the School Readiness and VPK programs. The database maintains all of the demographic and enrollment data for all children served in the VPK and School Readiness Programs, all provider data needed for child enrollment and provider payment processing as well as resource and referral for families seeking child care. Currently, this database is maintained by the Coalition's subrecipient, the School District of Hillsborough County (SDHC).

In order to meet the requirements of the Office of Early Learning, the Coalition must have on-going access to EFS in order to:

- Complete the VPK enrollment process
- Process VPK Provider payments
- Provide Child Care Resource & Referral Services to the community
- Maintain child care program data (centers and family child care homes) needed to support children's enrollment in VPK and SR programs

Critical Issues:

Data Backups

- Data backups are currently a manual process utilizing older magnetic tape technology
- Limited redundancy to ensure data is easily recovered or restored

Server updates

- VPK updates provided by OEL are not being installed by the contractor on the EFS server
- Coalition staff must update each individual PC which is not an efficient use of time
- Critical updates dating back to 2009 have not been installed

Processing speed

- The Coalition currently accesses EFS via a remote access connection to SDHC servers. The remote connection is very slow and impedes the workflow.

Potential Solutions:

Solution One: The Office of Early Learning (OEL) has established a hosting solution for EFS available to all Coalitions at Northwest Regional Data Center (NWRDC) in Tallahassee. Currently ten (10) coalitions are utilizing the hosting capabilities of NWRDC rather than maintain EFS servers at the local level. Although many of the smaller coalitions are using NWRDC, Broward

which is similar in size to ELCHC moved to NWRDC approximately a year ago. They have not experienced significant issues regarding the processing of data and application.

If ELCHC moved to NWRDC there is no cost to the Coalition for infrastructure or maintenance of the servers. Additionally, all backups would be installed upon release by OEL. Finally, the database is backed up nightly and subsequently copied offsite via Backup AS A Service (BASS) which is a cloud-based solution.

Solution Two: Move the EFS servers to the Coalition's administrative office on Dale Mabry. ELCHC servers are backed up nightly and copied offsite via BAAS. The Coalition would assume responsibility for all EFS update to ensure releases are installed for not only SR by VPK in a timely manner.

Since any transfer of the servers would require comprehensive planning, Coalition staff are recommending that a more comprehensive review of the potential solutions be conducted by staff pertinent information to the Board regarding cost, suggested timeframe, etc.

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 6800 N. Dale Mabry Hwy. Suite 158, Tampa, FL 33614 unless otherwise publicly noticed and/or noted above.

BOARD OF DIRECTORS MEETING SCHEDULE

Monday, August 8, 2016

Monday, September 12, 2016 (Board Orientation)

Monday, October 10, 2016

Monday, November 14, 2016 (Service Model Workshop)

Monday, December 12, 2016

Monday, January 9, 2016 (Funding Structure Workshop)

Monday, February 13, 2017

Monday, March 13, 2017 (Strategic Planning Workshop)

Monday, April 10, 2017

Monday, May 8, 2017 (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, with location to be determined, 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.*