

**EXECUTIVE/FINANCE
COMMITTEE MEETING
AGENDA**

Monday, November 7, 2016 at 5:00 pm.
Conference Call
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for September 12, 2016 Regular Meeting (Pg. 2)

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.

IV. OLD BUSINESS

V. ACTION ITEMS

- A. Enhanced Field System (EFS) Migration to NW Regional Data Center (Pg. 6) S. Costner

VI. DISCUSSION ITEMS

- A. Draft Board Agenda for December 12, 2016 meeting (Pg. 7)

VII. ADJOURNMENT

UPCOMING MEETINGS & EVENTS

Board of Directors Retreat- November 14, 2016 @ 9 am.

Board of Directors Meeting- December 12, 2016 @ 5:30 pm.

Executive/Finance Committee Meeting- January 9, 2017 @ 4:00 pm.

Board of Directors Workshop (Budget Parameters)- January 9, 2017 @ 5:30 pm.



Monday, September 12, 2016 at 5:30 p.m.
6800 N. Dale Mabry Hwy, Suite 158
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Board Members Present:

Aakash Patel*, Robert Buesing*, Scott Barrish*, Lynn Hildreth, Kelley Parris*, and Marie Caraccioli*.

Board Members Absent:

Joe McElroy

ELCHC Staff:

Dr. Steve Knobl, Karen Perkins, Steve Costner, Bobbi Davis, Tracie White, Dr. Mary Harper, and Kelley Minney.

Other Attendees:

***Indicated presence via telephone.**

CALL TO ORDER

Noting a quorum had been established, Chair Patel called the meeting to order at 4:05 pm.

Approval of July 15, 2016 Executive/Finance Committee Meeting minutes.

Robert Buesing made a motion to approve the July 15, 2016 Executive/Finance Committee meeting minutes. Scott Barrish seconded the motion. The motion carried unanimously.

Dr. Steve Knobl discussed his first day as the new ELCHC Chief Executive Officer. Dr. Knobl stated his first day had gone by fast but that it had been a productive day as he had met with Leadership staff in the morning, emailed Board members, and had met other members of staff in the afternoon. Dr. Knobl also noted that he had been invited by Board member, Kelley Parris to attend a Provider training and that he had appreciated the opportunity to attend and meet people.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

There was no Old Business discussed.

ACTION ITEMS

Policy Regarding Fees for At-Risk Parents

Karen Perkins reported that due to an eligibility change in the Child Care and Development Block Grant (CCDBG) of 2014 that the Office of Learning (OEL) had issued instructions to the local Coalitions regarding parent co-payments, especially for at risk families, who were not providing proof of family income documentation at the time of the initial eligibility determination. Ms. Perkins stated that OEL instructed Coalitions that parent co-payments would be established at 200% of the Federal Poverty Level based on family size. Ms. Perkins added that a draft policy to follow OEL's instructions for at-risk families without income documentation at initial eligibility determination would be recommended for review by the Board. Ms. Perkins added that the draft policy would follow current practices and that it would align with the School District of Hillsborough County to determine at-risk co-payments for families without income documentation, as well as provide procedures for staff to follow.

Robert Buesing made a motion to draft a policy and establish co-payment at 200% of the Federal Poverty level for at-risk families that come in without documentation. Scott Barrish seconded the motion. The motion carried unanimously.

Draft Board Agenda

The Committee reviewed the proposed draft Board agenda for October 10, 2016. The Committee agreed to make the following changes to the proposed draft board agenda:

1. Move execute contract with Hillsborough County to Action item.
2. Add Governance Committee under Committee Reports.
3. Services to School Age Children under discussion items.

Robert Buesing made a motion to accept the preliminary agenda subject to staff having the ability to add items if there are new developments. Lynne Hildreth seconded the motion. The motion carried unanimously.

CDBG Funding

Bobbi Davis reported that the Community Development Block Grant (CDBG) had been submitted and approved. Ms. Davis stated that the CDBG funding would be administered through the County to serve families and/or residents in unincorporated Hillsborough County. Ms. Davis added that CDBG funding would support one staff to work on quality with a focus in South County and that the funding would cover fixed costs, such as rent. Ms. Davis stated that the CDBG contract would start October 1, 2016 through September 30, 2017.

Robert Buesing made a motion to authorize staff to execute the CDBG contract. Scott Barrish seconded the motion. The motion carried unanimously.

CEO Employment Agreement

Steve Costner reported that the ELCHC Board of Directors had approved Dr. Knobl as the ELCHC Chief Executive Officer on the conference call that was held on September 1, 2016. Mr. Costner stated that the CEO Employment Agreement would include the approved salary of one hundred thirty-five thousand dollars (\$135,000.00) and that the Employment Agreement would reflect a change in the severance pay to 90 days and that Paid Time Off would accrue at the same rate as staff.

Mr. Costner stated that the Employment Agreement had been reviewed by Attorney Steve Lee, Chair Patel and Dr. Knobl.

Scott Barrish made a motion to accept the CEO Employment Agreement contract. Robert Buesing seconded the motion. The motion carried unanimously.

Kelley Parris stated that the Executive/Finance Committee could not vote on the approval of the CEO Employment Agreement. Mr. Steve Costner stated that the CEO Employment Agreement would be a recommendation from the Executive/Finance Committee to go to the full board for approval. Ms. Parris stated that the motion would need to reflect that. Chair Patel stated that the CEO Employment Agreement contract would be added to the Board Agenda as an action item.

Approval of Space/Lease Committee Recommendations for IECF Relocation.

Steve Costner reported that the Space/Lease Committee had agreed on a recommendation regarding the leases that were due to expire in 2017 for The Institute of Early Childhood Professionals (IECP), the Bay Plaza office that currently houses SDHC staff, and the N. Tampa Office that currently houses SDHC staff. Mr. Costner stated that the Space/Lease Committee meeting held on August 15, 2016 discussed closing the Bay Plaza office and terminating the lease on June 30, 2017. Mr. Costner added that the Committee had requested that he contact the School District of Hillsborough County and research if it would be feasible for the SDHC to relocate their staff from the Bay Plaza office to Net Park or N. Tampa. Mr. Costner stated he had contacted the SDHC and that it would be feasible to re-locate staff to other office locations. Mr. Costner stated that the Committee would continue to explore options for the N. Tampa office as that lease would expire March 31, 2017.

Mr. Costner stated the August 31, 2016 Space/Lease Committee meeting focused on The IECF lease and that the Committee had agreed that the overall objective was to co-locate with the ELCHC Administrative Offices. Mr. Costner added that co-locating would be the better option since the Administrative Offices had two more years on the lease and it would be too expensive to break the lease. Mr. Costner stated that he had met with the Dale Mabry landlord and that there was 11,800 square foot of space available in the same building complex. Mr. Costner stated the Landlord offered two proposals for the additional space:

Proposal One

- 3 month free rent which would start on Jan 1, 2017 if all leases would be extended to 12 months.

Proposal Two

- 6 month free rent which would start on Jan 1, 2017 if all leases would be extended to 24 months.

Mr. Costner stated that the Space/Lease Committee agreed that proposal two would be the best option since it would minimize the overall impact on the current budget. Mr. Costner concluded that on Sept. 9, 2016 the Space/Lease Committee reviewed the financial data and agreed to forward the following recommendation to the Executive Committee:

- Authorize staff to enter into a lease agreement with Hakeem investments, the landlord for the Dale Mabry offices, for Suite 100, totaling 11,800 square feet that would commence on January 1, 2017 and expire on October 31, 2021.

Karen Perkins added that there would be a need for increased training space due to several trainings held on the same day at both IECF and ELCHC offices. Dr. Knobl added that the additional space at Dale Mabry would be beneficial from an organizational standpoint, but also in

terms of the ELCHC business model. Dr. Knobl also recommended options to sub-divide the additional space in order to help provide a cost savings.

Lynn Hildreth, Kelley Parris, and Scott Barrish requested that Mr. Costner provide a detailed revenue and cost projection report for the October 10, 2016 Board Agenda packet, and that the IECF relocation would be placed on the Board agenda as a discussion item. Chair Patel requested that Mr. Costner would have the requested report to Board members by Friday, September 23, 2016 and that the IECF relocation would be placed on the Board agenda as an action item. Chair Patel requested that the Space/Lease Committee would meet prior to the October 10, 2016 Board meeting.

Topics for Board Retreat on November 14, 2016

Chair Patel noted that he would be hosting the welcome reception for Dr. Knobl on September 26, 2016 at the Centre Club from 5:30 pm to 7:30 pm, and that suggestions were welcomed on as to how to fund the October 6 reception during the Early Learning Advisory Council Conference (ELAC). Steve Costner stated that state funds could not be used to purchase food and that the ELCHC reserves would have to be used if ELCHC is expected to pay for the reception. Robert Buesing and Scott Barrish committed to donate \$100.00 each toward the cost of the ELAC reception, and Chair Patel committed to donate \$50.00.

Chair Patel stated that Vance Aloupis, Chief Executive Officer (CEO) of the Florida Children's Movement agreed to speak at the November 14, 2016 Board Retreat. Chair Patel requested that the following items be included as part of the Board Retreat agenda:

- Vance Aloupis, CEO Children's Movement
- 60 day update- Dr. Steve Knobl
- Committee Reports
- Legislative and Development Issues-Bobbi Davis
- Provider Contracts-Karen Perkins
- ELCHC Rebrand Tracie White

Scott Barrish stated that he would contact the University of South Florida, College of Education and request a speaker for the Retreat.

Dr. Knobl indicated that he would like interaction and discussion at the Board Retreat between Board members. Dr. Knobl added that he would like to add interactive activities during the Committee updates to get everyone up and moving around. Chair Patel requested that staff email the details of the Board Retreat to Vance Aloupis of the Florida Children's Movement.

ADJOURNMENT

Citing no further business, Lynn Hildreth made a motion to adjourn the meeting 5:32 pm. Robert Buesing seconded the motion. The motion passed unanimously,

ELCHC EXECUTIVE FINANCE COMMITTEE – NOVEMBER 7, 2016

ACTION

ITEM VI.A.

ISSUE:	Migration of Enhanced Field System(EFS) to Northwest Regional Data Center(NWRDC)
FISCAL IMPACT:	Up to \$28,740
FUNDING SOURCE:	School Readiness, Voluntary Prekindergarten
RECOMMENDED ACTION:	Authorize staff to begin process of migrating EFS to NWRDC

NARRATIVE:

The Enhanced Field System (EFS) is the required statewide database utilized by coalitions to administer the School Readiness and VPK programs. Currently, this database is maintained by the Coalition's sub-recipient, the School District of Hillsborough County (SDHC).

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, 17 coalitions are utilizing the hosting capabilities of NWRDC rather than maintain EFS servers at the local level. Broward and Palm Beach, which are similar in size to ELCHC, moved to NWRDC approximately a year ago. They have not experienced any significant issues regarding the processing of data and application.

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

The costs involved only include upgrading SDHC equipment. It will not be necessary to upgrade the Coalition's IT equipment. All updates would be installed upon release by OEL. Additionally, the database would be backed up nightly and subsequently copied offsite via Backup As A Service, which is a cloud-based solution.

Finally, moving the EFS database to NWRDC will reduce labor costs in the long term as well as ensure proper maintenance and access to the database for both agencies.



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

BOARD OF DIRECTORS MEETING AGENDA

Monday, December 12, 2016 at 5:30 pm
8413 Laurel Fair Circle, Suite 100
Tampa, Florida 33610
Call-in: 866-866-2244
Access Code: 5194796

Draft/Proposed

I. CALL TO ORDER

A. Patel

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III. CONSENT AGENDA

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- A. Approval of Agenda
- B. October 14, 2016 Board Meeting Minutes

IV. EXECUTIVE REPORTS

- A. Chair's Report A. Patel
- B. CEO Report S. Knobl
- C. IECF Relocation Update S. Costner

V. OLD BUSINESS

VI. ACTION ITEMS

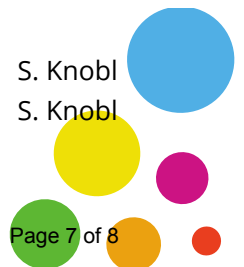
- A. Allocation of Funds K. Perkins

VII. COMMITTEE REPORTS

- A. Communications & Outreach Committee D. Jacob
- B. Governance Committee S. Robinson
- C. Legislative Affairs Committee S. Murman
- D. Service Delivery & Efficiency Committee A. Chowning

VIII. DISCUSSION ITEMS

- A. Board Retreat Debrief/Highlights S. Knobl
- B. Initial Budget Parameters S. Knobl



IX. INFORMATION ITEMS

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 October 10, 2016 Board Meeting

Task	Owner	Date Completed
Kelley Minney to email a reminder to Board members to submit their biographies for the Tampa Bay Lightning Community Hero Award.	K. Minney	10/11/2016
Staff to provide data to the Board of Directors on the number of provider contracts terminated due to lapse of insurance.	K. Perkins	11/7/2016

UPCOMING MEETINGS & EVENTS

Executive/Finance Committee meeting-January 9, 2017 @ 4 pm.

Board of Directors Workshop (Budget Parameters) - January 9, 2017 @ 5:30 pm.

Board of Directors meeting-February 13, 2016 @ 5:30 pm.