



**GOVERNANCE
COMMITTEE MEETING
AGENDA**

Wednesday, January 4, 2017 at 3:00 pm.
6800 N. Dale Mabry, Suite 158
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for July 19, 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. ACTION ITEMS

IV. DISCUSSION ITEMS

- A. Board Member Applications
- B. Board Member Selection Process
- C. Board Member Attendance, Involvement, and Replacement Procedures
- D. Evaluation of Board Members

V. ADJOURNMENT

UPCOMING MEETINGS & EVENTS

Provider Meeting- Saturday, January 7, 2017.

Executive/Finance Committee Meeting- Monday, January 17, 2017 @ 4 pm.

Service Delivery & Efficiency Committee Meeting- Thursday, January 19, 2017 @ 10:00 am.

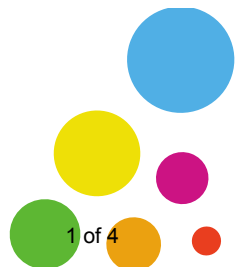
ELC Lightning Fundraiser- Thursday, February 2, 2017.

IECP Ribbon Cutting- February 2017 (date to be determined).

Hillsborough Day of Play- Sunday, March 12, 2017 from 10:00 am – 3:00 pm at Al Lopez Park.

Hillsborough Day at the Capital- Wednesday, March 22, 2017 from 11:30 am – 1:00 pm.

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





MEETING MINUTES

UNAPPROVED

Meeting Name:	Governance Committee Meeting	Date:	July 19, 2016
Facilitator:	Aakash Patel, Committee Co-Chair	Time:	4:30 pm
Location:	6800 N. Dale Mabry Blvd., Suite 158, Conference Room, Tampa, FL 33614		
Committee Members Present:	Aakash Patel*, Kelley Paris*, Angela Chowning*, Dr. Shawn Robinson*, Luke Buzard*		
Committee Members Absent:			
Board Members Present:	Jennifer Kuhn*, Robert Buesing*		
ELCHC Staff:	Karen Perkins, Steve Costner, and Kelley Minney		
Other Attendees:	Attorney Steve Lee*		

*Indicated presence via telephone call

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
I.	CALL TO ORDER A. Quorum Verification Noting that a quorum had been established, Committee Co-Chair Patel called the meeting to order at 4:30 pm. B. Approval of May 31, 2016 Committee Meeting Minutes. <i>Committee Co-Chair, Dr. Shawn Robinson made a motion to approve the May 31, 2016 meeting minutes. Robert Buesing seconded. The motion carried unanimously.</i>	
II.	OLD BUSINESS There was no Old Business discussed.	
III.	ACTION ITEMS A. Approval of Bylaw Revisions The Committee members reviewed the Bylaw revisions that would add the Governance Committee, in addition to a Service Delivery & Efficiency Task Force Committee to the ELCHC Board as Standing Committees. Committee Co-Chair, Dr. Shawn Robinson gave a brief abstract of the two Committees, noting that the Governance Committee would focus on Board operations, Bylaws, and providing guidance to the Executive Director on general Coalition policies and procedures. The Service Delivery and Efficiency Task Force Committee would review Coalition programs, quality programs, contracts, provider's effectiveness, and Coalition information and data collection as it relates to compliance. Karen Perkins stated the recommendation for adding both Committees to the Board Bylaws would have to be approved, first, by the ELCHC Board of Directors and, second, by the Office of Early Learning. Once approved by the Office of Early Learning, the amended Bylaws would be implemented.	

UNAPPROVED MEETING MINUTES – Governance Committee Meeting
 Tuesday, July 19, 2016 at 4:30 p.m.

KEY POINTS		
No.	TOPIC	HIGHLIGHTS
		<p><i>Committee Co-Chair, Dr. Shawn Robinson made a motion to accept the Bylaw revisions, which would add the Governance Committee, in addition to a Service Delivery & Efficiency Task Force Committee as Standing Committees of the ELCHC Board. Kelley Paris seconded. The motion carried unanimously.</i></p> <p>B. Board Officers Recommendation The Committee discussed the recommended slate of ELCHC Board Officers as:</p> <ol style="list-style-type: none"> 1. Robert Buesing (Vice Chair) 2. Lynne Hildreth (Secretary) 3. Joe McElroy (Treasurer) 4. Scott Barrish (Member at Large on the Executive Committee) <p><i>Committee Co-Chair, Dr. Shawn Robinson made a motion to accept the recommended slate of ELCHC Board Officers and move forward to the August 8, 2016 Board meeting. Robert Buesing seconded. The motion carried unanimously.</i></p>
VI.	DISCUSSION	<p>A. Review and Selection Process for Board Applicants The Committee discussed the review and selection process for Board applicants. Karen Perkins stated that there had been one private sector vacancy on the ELCHC Board and two people had applied. Karen Perkins recommended developing a process for interviewing and selecting potential Board Members. The Committee discussed compiling a template of questions that would provide feedback from the applicants about their commitment to early learning and what they hope to contribute to the ELCHC Board of Directors. The Committee agreed to have Committee Co-Chair, Dr. Shawn Robinson compile the template so it can be used as a standardized tool to interview future Board applicants. Committee Co-Chair, Patel assigned Committee Co-Chair, Dr. Shawn Robinson and Luke Buzard to review and select which one of the two private sector applicants they would recommend for the Committee to take to the Board.</p> <p>B. Child Care Provider Arrest Ms. Perkins reported that an Action News story regarding the arrest of a child care instructor employed by one of the Coalition’s School Readiness/Voluntary Pre-Kindergarten providers in Hillsborough County. The child care instructor has been precluded from all work activities until found innocent. If the child care instructor is convicted, they will no longer be allowed to serve in a publicly funded program, in any capacity.</p> <p>C. EFS Servers Karen Perkins reported on an incident in which 8,575 VPK children were auto-terminated at the School District offices. Ms. Perkins noted that The Florida Office of Early Learning (OEL) was contacted and were able to restore data. Ms. Perkins added that staff had requested a Corrective Action Plan from the School District, which has been submitted, and is currently under review. Karen Perkins noted the children who were auto-terminated from the system had been re-enrolled manually and that payments, to providers for those children, would be</p>

KEY POINTS			
No.	TOPIC	HIGHLIGHTS	
	issued on time.		
V.	INFORMATION ITEMS There were no information items discussed.		
VI.	PUBLIC COMMENT There was no public comment.		
VII.	ADJOURNMENT <i>Citing no further business, Committee Co-Chair Dr. Shawn Robinson made a motion to adjourn the meeting. Luke Buzard seconded. The motion carried unanimously.</i>		
ACTION PLAN			
No.	Action Item(s)	Owner	Target Date
1.	Email ABC Action News link of child care instructor's arrest to Board Members	K. Perkins	7/20/2016
2.	Dr. Shawn Robinson to compile template of question for Board applicants.	Dr. Shawn Robinson	

Read and Approved
by:

Lynne T. Hildreth, Secretary

DATE