



**EXECUTIVE/FINANCE
COMMITTEE MEETING
AGENDA**

Tuesday, January 17, 2017 at 4:00 p.m.
6800 N. Dale Mabry, Suite 158
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification A. Patel
- B. Approval of Minutes for November 7, 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. OLD BUSINESS

IV. ACTION ITEMS

V. DISCUSSION ITEMS

- A. Draft Board Agenda for February 13, 2017 Meeting (Pg. 4)
- B. Budget Parameters (Pg. 6) S. Costner

VI. ADJOURNMENT

UPCOMING MEETINGS

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

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

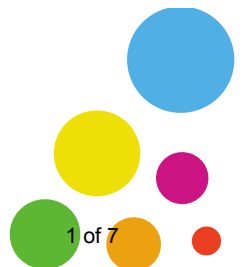
UPCOMING EVENTS

ELC Lightning Fundraiser- Thursday, February 2, 2017.

IECP Ribbon Cutting- February 28, 2017 from 5:00 pm to 7:30 pm.

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.





**EXECUTIVE/FINANCE
COMMITTEE
UNAPPROVED MINUTES**

Monday, November 7, 2016 at 5:00 pm.
6800 N. Dale Mabry Highway, Suite 158
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Aakash Patel*, Joseph McElroy*, and Lynne Hildreth.*

Committee Members Absent:

Scott Barrish and Robert Buesing.

Board Members Present:

Carlos Del Castillo and Kelley Parris.

ELCHC Staff:

Dr. Steve Knobl*, Karen Perkins*, Bobbi Davis, Steve Costner, Liza Normandia, and Kelley Minney.

Other Attendees:

*Indicated attendance via telephone.

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 5:03 pm.

Approval of the September 12, 2016 Executive/Finance Committee Meeting Minutes.

Carlos Del Castillo made a motion to approve the September 12, 2016 Executive/Finance Committee Minutes. Lynne Hildreth made a second. The motion carried unanimously.

ACTION ITEMS

Enhanced Field System (EFS) Migration to NW Regional Data Center (NWRDC)

Mr. Costner reported that at the August 8, 2016 ELCHC Board of Directors meeting that staff had been asked to conduct more research on the cost and timeframe of the transition of the EFS Server to the NWRDC. Mr. Costner stated that research conducted of the transition of the EFS Server indicated the following:

- The School District of Hillsborough County (SDHC) equipment would not need upgraded. Currently, the server in Hillsborough County, sits on a physical server that is housed and maintained by the SDHC. Initially, the SDHC had received a quote by a vendor to



upgrade the system at a cost of \$28,000.00, however more thorough research and an assessment conducted by IT Contractor, Zymphony showed that an upgrade of the system would not be necessary.

- NWRDC would be responsible for backups and updates of the system rather than at the local level.
- Currently, 17 Coalitions are utilizing the hosting capabilities at NWRDC without any significant issues.
- Moving the EFS database to NWRDC would reduce labor costs and ensure proper maintenance.
- Moving the EFS database to NWRDC would, potentially, have minimal cost to the Coalition.

Mr. Costner stated that staff recommended the migration of the EFS from the SDHC to the Northwest Regional Data Center in Tallahassee.

Lynne Hildreth made a motion to authorize staff to start the process of migrating the Enhanced Field System (EFS) to the Northwest Regional Data Center. Carlos Del Castillo made a second. The motion carried unanimously.

DISCUSSION ITEMS

Draft Board Agenda for December 12, 2016 Meeting.

The Committee discussed the draft Board agenda for the December 12, 2016 Board of Directors meeting.

Dr. Steve Knobl briefly discussed the NAEYC Conference that was held on November 2-4, 2016 in Los Angeles. Dr. Knobl stated that staff would provide highlights of the NAEYC Conference at the Board meeting on December 12, 2016.

Kelley Parris reported that the Provider training on November 5, 2016 at the Children's Board had been a huge success, and that another Provider training was scheduled for January 14, 2016.

Dr. Knobl reported that demolition had begun on the new IECF space and that the target date for completion would be January 1, 2017.

ADJOURNMENT

Citing no further business, Lynne Hildreth made a motion to adjourn the meeting at 5:21 pm. Carlos Del Castillo made a second. The motion carried unanimously.



Monday, February 13, 2017 at 5:30 p.m.
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

Draft/Proposed

I. CALL TO ORDER

A. Patel

II. PLEDGE OF ALLEGIANCE

S. Knobl

III. PUBLIC COMMENT I

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IV. 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. December 12, 2016 Board Meeting Minutes

V. EXECUTIVE REPORTS

A. Chair Report

A. Patel

B. CEO Report

S. Knobl

VI. OLD BUSINESS

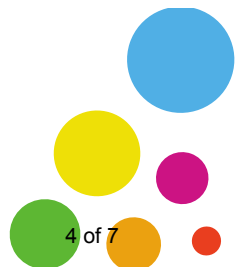
VII. ACTION ITEMS

A. Audit

S. Costner

B. Progressive Enforcement Policy

K. Perkins



VIII. 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 |

IX. DISCUSSION ITEMS

- | | |
|-----------|------------|
| A. Budget | S. Costner |
|-----------|------------|

X. INFORMATION ITEMS

- A. Dashboard

XI. 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.

XII. ADJOURNMENT

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

Task	Owner	Date Completed
Resend Board members the link to the board surveys.	KMinney/T.White	12/16/16- included in Board Update
Email Board members the list of Rotary clubs for contact information.	KMinney	12/16/16
Email Day of Play Information to Board members.	KMinney/T.White	12/16/16- included in Board update.
Email 2017 Legislative Priorities to Board members	KMinney/T.White	12/16/16- included in Board Update

UPCOMING MEETINGS

Executive/Finance Committee Meeting-Monday, March 6, 2017 at 4:00 pm.

Board of Directors Workshop (Budget Parameters)- Monday, March 6, 2017 at 5:30 pm.

UPCOMING EVENTS

IECP Ribbon Cutting- February 28, 2017 from 5:00 pm to 7:30 pm.

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.

ELCHC EXECUTIVE/FINANCE COMMITTEE MEETING – JANUARY 17, 2017

ACTION

ITEM V.A.

ISSUE:	Budget Parameters
FISCAL IMPACT:	N/A
FUNDING SOURCE:	School Readiness, VPK, QCFK
RECOMMENDED ACTION:	Approve staff recommendations on budget parameters for fiscal year 2018

NARRATIVE:

Attached is information regarding the budget parameters for fiscal year 2018.

Early Learning Coalition of Hillsborough County
Budget to Actual

(In Whole Numbers)

	Current Year Actual thru 6/30/2017	Projected Thru 6/30/2017	Total Budget - Revised	Estimated Lapse
Coalition Operating Expenditures				
Personnel	1,402,148	3,305,155	3,313,629	8,474
Occupancy	107,658	258,379	273,779	15,400
Professional Fees	89,018	40,714	56,215	15,501
Travel & Training	20,611	49,466	53,236	3,770
Quality Action Grants	186,835	312,677	320,398	7,721
Insurance	17,758	20,000	16,261	(3,739)
Technology	103,148	176,348	179,097	2,749
Educational Supplies	11,755	28,212	88,146	59,934
Office Supplies	14,850	35,640	29,086	(6,554)
Outreach	35,750	60,800	89,732	28,932
Printing/Binding	20,305	29,532	21,275	(8,257)
Other Operating	33,352	36,845	55,069	18,224
Total Coalition Operating Expenditure	<u>2,043,188</u>	<u>4,353,768</u>	<u>4,495,923</u>	142,155

Fiscal Year 2018

Proposed salary increases

3%	82,945
4%	110,593
Proposed new positions	175,000