



**EXECUTIVE/FINANCE
COMMITTEE MEETING
AGENDA**

Tuesday, March 14, 2017 at 3:00 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for January 17, 2017 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

- A. Approval of 2017-2018 Budget (Pg. 4) S. Costner

V. DISCUSSION ITEMS

- A. Draft Board Agenda for April 17, 2017 (Pg. 13) S. Knobl
- B. Audit (Pg. 15) S. Costner
- C. Date Change for May 2017 Executive/Finance Committee Meeting S. Knobl
- D. 2017-2018 Board and Executive/Finance Committee Calendar S. Knobl

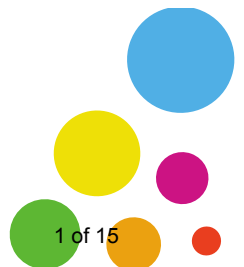
VI. ADJOURNMENT

UPCOMING MEETINGS

Board of Directors Meeting- Monday, April 17, 2017 at 3:30 pm.

UPCOMING EVENTS

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





**EXECUTIVE/FINANCE
COMMITTEE
UNAPPROVED MINUTES**

Tuesday, January 17, 2017 at 4 pm.
6800 N. Dale Mabry, Suite 158
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Dr. Steve Knobl, CEO

Committee Members Present:

Robert Buesing, Joe McElroy*, Lynne Hildreth*, and Scott Barrish*

Committee Members Absent:

Aakash Patel

Board Members Present:

Marie Caracciola

ELCHC Staff:

Steve Knobl, Steve Costner, Karen Perkins, Tracie White, and Kelley Minney

Other Attendees:

Tonia Williams

***indicated attendance via telephone**

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Dr. Steve Knobl called the meeting to order at 4:03 pm.

Approval of the November 7, 2017 Executive/Finance Committee Meeting minutes.

Scott Barrish made a motion to approve the November 7, 2017 Executive/Finance Committee meeting minutes. Joe McElroy seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

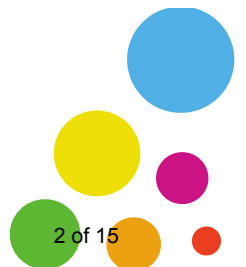
There was no Public Comment.

OLD BUSINESS

There was no Old Business.

ACTION ITEMS

There were no Action Items.



DISCUSSION ITEMS

Draft Board Agenda for February 13, 2017 Board of Directors Meeting

The Committee discussed the draft Board agenda for the February 13, 2017 Board of Directors meeting. Tonia Williams of the Children's Board of Hillsborough County requested that the audit report be included, if available, in the board packet prior to the meeting.

Budget Parameters

A discussion was held regarding budget parameters for FY 2017-2018. Steve Costner reported that renovation costs for the new office space were lower than the landlord had originally anticipated and due to the lower cost of the renovation the occupancy line item for the current year had a lapse of \$15,400. Mr. Costner noted that the current budget indicated five months of actual expenditures through November 30, 2016 and that the remaining months had been projected through June 30, 2017.

Mr. Costner reported that salary increases would be proposed for ELCHC staff in 2018. Mr. Costner noted that over the past six years that staff had only received cost of living adjustments three times. Dr. Knobl stated that leadership staff had reviewed organizational charts from other Coalitions, equity, entry level positions, and salaries and would continue to compare and determine base salary data from the information that was collected. Dr. Knobl added that any data collected would be shared with the full board at the February 13, 2017 Board of Directors meeting.

Mr. Costner stated that additional positions are proposed for Fiscal Year 2018 at a projected cost of \$175,000. Dr. Knobl added that the organization was in a restructuring phase and that the leadership team would continue to discuss positions that would be beneficial to the organization's growth. Dr. Knobl added that final recommendations of new staff positions would be shared with the Committee at the March meeting.

ADJOURNMENT

Citing no further business, Scott Barrish made a motion to adjourn the meeting at 4:36 pm. Joe McElroy seconded the motion. The motion carried unanimously.

ELCHC EXECUTIVE FINANCE COMMITTEE- MARCH 14, 2017

ACTION

ITEM IV.A.

ISSUE:	Operating budget for fiscal year ending 6/30/18
FISCAL IMPACT:	\$4,956,925
FUNDING SOURCE:	SR, VPK, QCFK, BOCC
RECOMMENDED ACTION:	Approve the Early Learning Coalition of Hillsborough County FY 2018 operating budget as presented to be brought forward for approval at the April 17, 2017 regular board meeting.

NARRATIVE:

Please see attached documents for the proposed budget for fiscal year ending 6/30/2018.

Early Learning Coalition of Hillsborough County

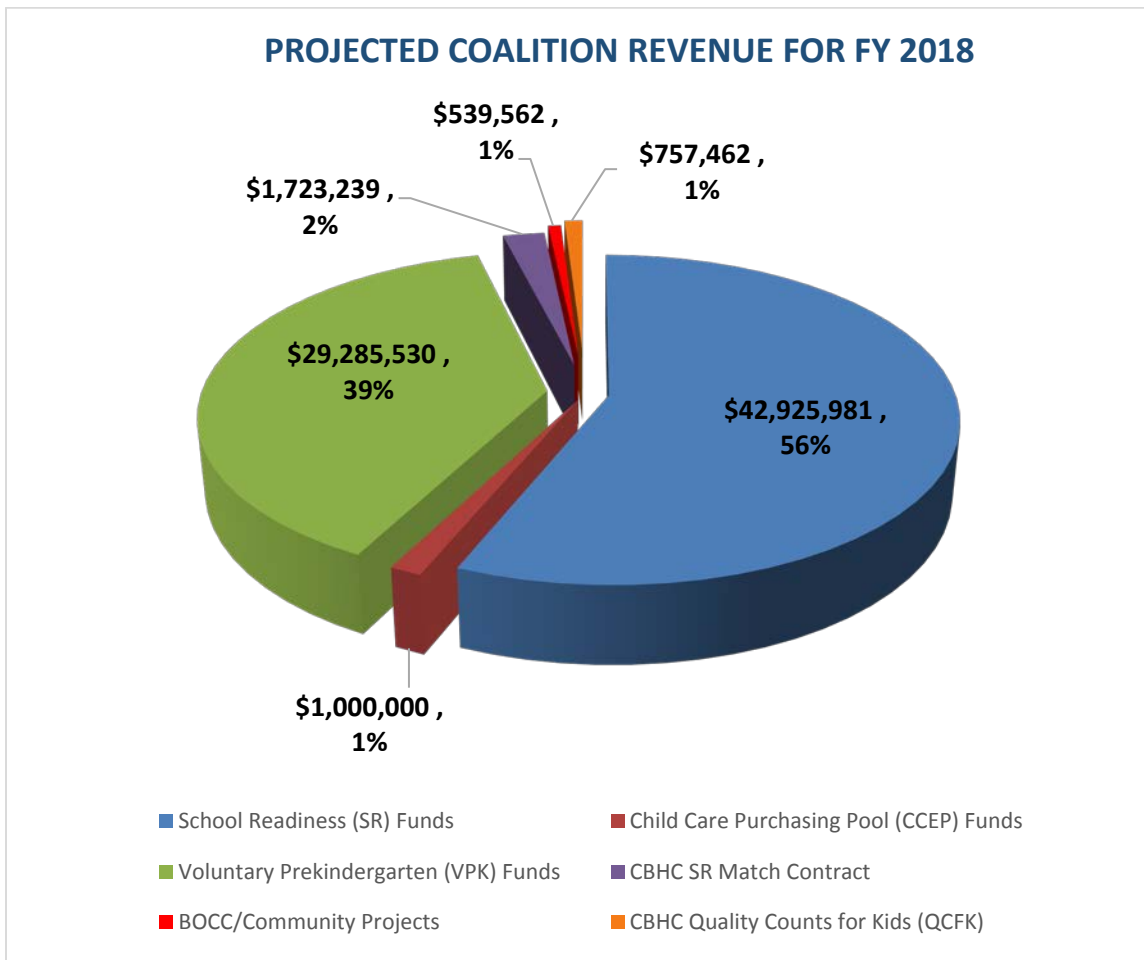
Budget Overview

Fiscal Year Ending 06/30/17

Revenue to support the Coalition’s operations and services are derived primarily from grants and contracts with the Office of Early Learning (OEL), the Children’s Board of Hillsborough County (CBHC), Hillsborough County Board of County Commissioners and various community projects with which the Coalition is involved. FY 2018 allocation information has not been received from the Office of Early Learning (OEL). The OEL revenue figures indicated here are based on the original allocations for FY 2017. The allocation from the Children’s Board (CBHC) will be received later this year. The budget will be revised once final allocations are available from OEL and CBHC. Total projected revenue is as follows:

Projected Coalition Revenue for FY 2017

School Readiness (SR) Funds	\$42,925,981
Child Care Purchasing Pool (CCEP) Funds	\$1,000,000
Voluntary Prekindergarten (VPK) Funds	\$29,285,530
CBHC SR Match Contract	\$1,723,239
Community Initiatives	\$539,562
CBHC Quality Counts for Kids (QCFK)	\$757,462
Total Projected Revenue	\$76,231,774



Based on projected revenue, funds allocated to support the Coalition and its subrecipients operations/services will increase \$1,269,910, or 1.6%. This increase is a result of the following:

- School Readiness allocation increased \$774,556.
- VPK allocation increased \$813,247.
- Community Initiatives increased \$92,000
- Quality Counts for Kids decreased \$409,893

Staff are preparing the application for FY 2018 CCEP funds and will be requesting \$1M. The funding for all CBHC grants are subject to change with the new contract year beginning 10/1/18.

COALITION OPERATING BUDGET

The Coalition’s operating revenue is derived from the following funding sources: OEL-School Readiness Funds, OEL-VPK Funds, CBHC-Quality Counts for Kids, Hillsborough County Board of County Commissioners and various community initiatives.

The proposed Coalition operating budget is summarized below:

Funding Source	FY 2017	FY 2018	% Change
School Readiness	\$2,342,542	\$2,806,932	20%
Voluntary Prekindergarten	\$ 825,001	\$1,301,122	57%
Quality Counts for Kids	\$ 666,748	\$ 570,493	-14.4%
Community Initiatives	\$ 660,887	\$ 278,378	-.57%
Total Budget	\$4,495,178	\$4,956,925	10.3%

- The proposed FY 2018 operating budget totals \$4,956,925 for all Coalition operations and personnel expenses.
 - This is an increase from FY 2017 revised budget of \$461,747.
 - The School Readiness budget increased by \$464,390.
 - The VPK budget increased by \$476,121.
 - The budget for community initiatives decreased by \$382,509.
 - The QCFK operating budget decreased by \$96,255.
 - The funding for QCFK is subject to change with the new contract year beginning 10/1/17.

ADDITIONAL INFORMATION

The School Readiness, VPK, and QCFK allocations are subject to change.

- The final allocation from OEL has not been received yet. Once the final allocation is received, the budget will be revised.
- Contract negotiations with SDHC, Child Care Licensing, and Early Childhood Council have not been completed. The allocations for each of these subcontractors indicated in this budget are subject to change.
 - The allocated amount for the SDHC contract reflects the original allocation provided for FY 2017. The non-recurring funds released 9/30/16 are not included.
- Unallocated School Readiness funds of \$400,000 was reallocated to direct services in 2017.
- The reduction in Quality Counts for Kids subcontractors reflects the reduced funding in the program.
 - The FY 2017 amount reflects the last 3 months of the contract, from July 1 thru September 30, 2016.

Early Learning Coalition of Hillsborough County
Agency Wide Budget Summary
Fiscal Year Ending 06/30/18

	Revised Budget FY 2017	Proposed Budget FY 2018	% Chg
Revenue			
School Readiness	45,237,820	43,925,981	-3%
Voluntary Pre-Kindergarten	29,210,949	29,285,530	0%
CBHC Quality Counts for Kids	1,834,107	757,462	-59%
CBHC School Readiness Match	1,723,239	1,723,239	0%
Community Projects	608,000	539,562	-11%
Total Revenue	78,614,115	76,231,774	
Program Expenses			
<i>School Readiness</i>			
School District of Hillsborough County	42,330,678	39,245,171	-7%
BOCC Child Care Licensing	1,058,904	1,058,904	0%
Early Childhood Council	49,500	49,500	0%
Unallocated	77,868	801,474	929%
CBHC School Readiness Match	1,723,239	1,723,239	0%
<i>Total School Readiness</i>	<i>45,240,189</i>	<i>42,878,288</i>	
<i>Voluntary Pre-Kindergarten</i>			
Direct Services	28,385,948	27,984,408	-1%
Early Childhood Council	22,000	22,000	0%
<i>Total Voluntary Pre-Kindergarten</i>	<i>28,407,948</i>	<i>28,006,408</i>	
<i>CBHC Quality Counts for Kids</i>			
Subcontractors	320,609	181,568	-43%
<i>Total CBHC Quality Counts for Kids</i>	<i>320,609</i>	<i>181,568</i>	
<i>Other Program</i>			
School Readiness Match (CCEP)	102,100	102,100	0%
<i>Total Other Program</i>	<i>102,100</i>	<i>102,100</i>	
Total Program Expenses	74,070,846	71,168,364	
ELCHC Operating Expenses			
Personnel	3,313,230	3,642,327	10%
Occupancy	223,434	419,937	88%
Professional Fees	56,215	59,642	6%
Travel & Training	53,236	57,606	8%
Quality Action Grants	370,398	200,000	-46%
Insurance	16,261	22,025	35%
Technology	179,097	264,012	47%
Educational Supplies	88,145	53,565	-39%
Office Supplies	29,086	35,294	21%
Outreach	89,732	89,000	-1%
Printing/Binding	21,275	37,980	79%
Other Operating	55,069	75,536	37%
Total ELCHC Operating Expenses	4,495,178	4,956,925	10.3%
Grand Total Expenditures	78,566,024	76,125,289	
Change in Net Assets	48,091	106,485	

Early Learning Coalition of Hillsborough County
PROPOSED BUDGET FY 2018
Fiscal Year Ending 06/30/18

ELCHC Operating Expenses	SR	VPK	QCFK	COMPROJ	TOTAL
Personnel	2,154,447	1,039,455	408,398	40,028	3,642,327
Occupancy	274,942	84,525	54,470	6,000	419,937
Professional Fees	32,286	21,471	5,885	0	59,642
Travel & Training	39,296	11,130	6,580	600	57,606
Quality Action Grants	0	0	0	200,000	200,000
Insurance	10,116	11,395	514	0	22,025
Technology	147,038	83,186	33,789	0	264,012
Educational Supplies	26,250	2,000	25,315	0	53,565
Office Supplies	21,570	10,295	1,429	2,000	35,294
Outreach	64,000	5,000	3,250	16,750	89,000
Printing/Binding	19,600	15,900	2,480	0	37,980
Other Operating	17,387	16,766	28,383	13,000	75,536
Total ELCHC Operating Expenses	2,806,932	1,301,122	570,493	278,378	4,956,925

Early Learning Coalition of Hillsborough County
Budget Narrative
Fiscal Year Ending 06/30/18

	Revised Budget FY 2017	Proposed Budget FY 2018	Change	
Personnel	3,313,230	3,642,327	329,097	Total \$226,971 of the increase is reflected by an increase in FTEs over FY 2017. The proposed budget also includes a 4% increase for all employees at a cost of \$102,126. Pay increases for staff employed with the Coalition for less than 1 year are prorated based on tenure.
Occupancy	223,434	419,937	196,503	The proposed occupancy budget reflects the following: New lease for consolidated offices in the amount of \$315,395. Lease also includes \$35,000 for the new School Readiness offices colocated with Career Source. Copier and postage meter lease of \$7,292. Internet cost of \$18,516. Telephone in the amount of \$8,430. Janitorial for \$16,620. Security monitoring in the amount of \$3,504.
Professional Fees	56,215	59,642	3,427	Includes audit fees, including 990 prep, of \$20,000, payroll administration fees of \$39,642. With the increase in payroll, a corresponding increase for payroll administrative fees is expected. With the increase in staffing as well as increased audit risk from processing VPK in-house, the cost of the audit is also expected to increase slightly.
Travel & Training	53,236	57,606	4,370	Reflects local travel for staff engaged in monitoring, assessments, and technical assistance. Also includes travel and registration fees for staff to attend training and conferences such as One Goal, NAEYC, and BUILD.
Quality Action Grants	370,398	200,000	(170,398)	The line item was reduced due to reduced funding for the Quality Counts for Kids program effective October 1, 2017. This line item is fully funded by a grant from the Hillsborough County Board of County Commissioners.
Insurance	16,261	22,025	5,764	Due to increased staffing, we are projecting an increase of \$5,764 for 2018.
Technology	179,097	264,012	84,915	Annual maintenance and support of software, provider portal maintenance and IT maintenance. Line item was increased this year to reflect the need for more licenses to database software. Also, OEL is expected to replace its current statewide database in 2018 which may require the Coalition to purchase additional software licenses. Planned replacement/upgrades of IT systems is included as well.
Educational Supplies	88,145	53,565	(34,580)	Materials associated with training, technical assistance, and other resources such as MMCI materials, CLASS Score Sheets, Dimension Guides and ERS tools.
Office Supplies	29,086	35,294	6,208	Misc office supplies projected to approximate 2017 activity with an additional allowance for increase in FTE's.
Outreach	89,732	89,000	(732)	Represents targeted funding for outreach such as 1-week sponsorship of Toddler Takeover, Quarterly Provider Meetings, ELCHC Day of PPlay, and Tampa Bay Parenting ads.

Early Learning Coalition of Hillsborough County
Budget Narrative
Fiscal Year Ending 06/30/18

	Revised Budget FY 2017	Proposed Budget FY 2018	Change	
Printing/Binding	21,275	37,980	16,705	Includes publications such as the training bulletin, the Focus Magazine, and QCFC brochures. Budget based on actual activity in FY 2017. This line item also includes printing of the VPK calendar.
Other Operating	55,069	75,536	20,467	This line item includes the cost of background screenings for child care providers. This is a revenue generating activity. The coalition charges the provider a fee for processing the background screenings. FDLE subsequently charges the coalition for the service. Also includes membership fees, dues/subscriptions, storage rental, service charges, and postage.

Early Learning Coalition of Hillsborough County

FTE Summary

Fiscal Year Ending 6/30/2018

Position	FTE	Funding Source(s)
Accountant I	1	SR, VPK, QCFC
Chief Executive Officer	1	SR, VPK, QCFC
Chief Financial Officer	1	SR, VPK, QCFC
Chief Operating Officer	1	SR, VPK, QCFC
Communications/Outreach Liaison	1	SR, VPK
Communications/Outreach Specialist	1	SR, VPK
Data Analyst	1	SR, VPK
Database Administrator	1	SR, VPK, QCFC
Director of Communications & Outreach	1	SR, VPK, QCFC
Director of Organizational Development	1	SR, VPK, COMPROJ
Executive Administrator	1	SR, VPK
Family Services Coordinator	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	VPK
Financial Services Manager	1	SR, VPK
Financial Services Specialist	1	VPK
Financial Services Specialist	1	VPK
Financial Services Specialist	1	VPK
Financial Services Specialist	1	VPK
Financial Services Specialist	1	VPK
Human Resources Specialist	1	SR, VPK, QCFC
Professional Development Coordinator	1	SR, QCFC
Professional Development Coordinator	1	SR, QCFC
Professional Development Coordinator	1	SR, QCFC
Professional Development Liaison	1	SR
Professional Development Liaison	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC
Professional Development Specialist	1	SR, QCFC

Early Learning Coalition of Hillsborough County

FTE Summary

Fiscal Year Ending 6/30/2018

Professional Development Specialist	1	SR, QCFK
Program Compliance Manager	1	SR, VPK
Provider Services Coordinator	1	SR, VPK
Provider Services Coordinator	1	SR, VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR, VPK

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Monday, April 17, 2017 at 3:30 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

III. 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.

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. Approval of February 13, 2017 Board of Directors Minutes
- B. Approval of Revisions to Sliding Fees Scale for Parent Co-payment

V. EXECUTIVE REPORTS

- A. Chair's Report A. Patel
- B. CEO Report S. Knobl
- C. Lightning Jr. Community Hero Award Recipient- Andrew Valenti S. Knobl

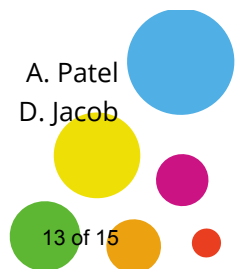
VI. OLD BUSINESS

VII. ACTION ITEMS

- A. Approval of 2017-2018 Budget S. Costner
- B. Contract Allocation for Sub-recipients S. Costner
- C. Lease Agreement with Career Source B. Davis
- D. Provider Contract Progressive Enforcement Policy K. Perkins

VIII. COMMITTEE REPORTS

- A. Executive/Finance Committee A. Patel
- B. Communications & Outreach D. Jacob



- C. Governance Committee
- D. Legislative Affairs Committee
- E. Service Delivery & Efficiency

- S. Robinson
- S. Murman
- A. Chowning

IX. DISCUSSION ITEMS

X. INFORMATION ITEMS

- A. Audit S. Costner
- B. Dashboard S. Costner

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
Email link to job descriptions/applications to Board members.	K Minney	2/20/17
Complete & return Evaluation of CEO/Self-Evaluations by March 14, 2017.	Board	

UPCOMING MEETINGS

UPCOMING EVENTS

DISCUSSION

ITEM V.B.

ISSUE: Audit for fiscal year ending 6/30/16

FISCAL IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: N/A

NARRATIVE:

The audit for fiscal year ending 6/30/16 is almost complete. It is in review status. With the transition of VPK in-house, the Coalition's audit became high risk. This required the auditors to do much more extensive field work than prior years which extended the length of time required to complete the audit. It will be completed prior to the Federal deadline of March 31, 2017. Once completed, it can be approved by the Board Treasurer. The audit will be presented to the full board at the April board meeting.