



EXECUTIVE/FINANCE COMMITTEE SPECIAL MEETING AGENDA

Thursday, May 25, 2017 at 11:00 am
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 May 8, 2017 Regular Meeting

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. CEO Employment Contract
 - i) Benefits Package
 - (1) Proposal: Grant the Chief Executive Officer the option to enroll in a PPO family insurance plan to be 100% covered effective immediately as the enrollment deadline is June 2, 2017.
- B. Salary Increase
 - (1) Proposal: Grant the Chief Executive Officer the same annual salary increase percentage as is given to the staff each year. The salary increase for all staff is recommended to be 4%.

V. DISCUSSION ITEMS

VI. ADJOURNMENT

UPCOMING MEETINGS

Board of Directors Meeting – Monday, June 12, 2017 @ 3:30 pm.

UPCOMING EVENTS



**EXECUTIVE/FINANCE
COMMITTEE
UNAPPROVED MINUTES**

Monday, May 8, 2017 at 3:30 pm
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Scott Barrish*, Lynne Hildreth*, Joe McElroy*, Aakash Patel, and Dr. Shawn Robinson

Committee Members Absent:

Board Members Present:

Kelley Parris

ELCHC Staff:

Dr. Steve Knobl, Karen Perkins, and Kelley Minney

Other Attendees:

Robert Buesing

*Indicates attendance by phone

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 3:30 pm.

Approval of March 14, 2017 Executive/Finance Committee Meeting Minutes.

Dr. Shawn Robinson made a motion to approve the Executive/Finance Committee meeting minutes. Joe McElroy made a second. The motion passed unanimously.

PUBLIC COMMENT

There was no Public Comment.

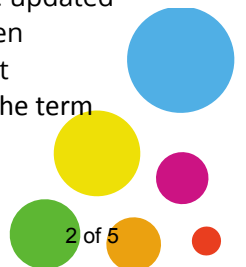
OLD BUSINESS

There was no Old Business.

ACTION ITEMS

CEO Employment Contract

Dr. Shawn Robinson reported that the Governance Committee had met and reviewed the updated CEO Employment contract. Dr. Robinson noted that the term "Executive Director" had been changed to "Chief Executive Officer" throughout the contract to provide a more consistent document. Dr. Robinson added, that the Governance Committee had recommended that the term



of contract change to a two year term that would start this year. Dr. Robinson noted that once edits are made to Section 1, that the contract would state, "The initial term of this Agreement shall commence July 1, 2017 and end on June 30, 2019. Thereafter the Agreement shall automatically renew for periods of two (2) years each..."

Dr. Shawn Robinson made a motion that the Executive/Finance Committee accept the recommendations from the Governance Committee. Scott Barrish made a second. The motion passed unanimously.

2017-2018 Board and Executive/Finance Meeting Calendar

The Committee reviewed the 2017-2018 meeting calendar. Scott Barrish stated that he had concerns that providers would have a difficult time attending meetings that started at 3:00 pm and recommended that staff review other alternatives to increase provider participation at board meetings. Dr. Knobl stated that provider participation had recently increased in the past 8 months due to the addition of the monthly provider site visits, quarterly provider meetings, and the 1st annual Provider Appreciation Day, and providers who had concerns would be able to contact their specialist and target a specific board meeting date.

Dr. Robinson recommended that the Service Delivery and Efficiency Committee create an open house schedule that would align to the board calendar and that the open house would be held at a time that providers would be able to attend.

Dr. Shawn Robinson made a motion that the Executive/Finance Committee accept the recommendation for the 2017-2018 Board and Executive/Finance meeting schedule. Scott Barrish made a second. The motion carried unanimously.

Approval of Revisions to Sliding Fees Scale for Parent Co-Payment

Chief Program Officer, Ms. Karen Perkins reported that the Office of Early Learning required Coalitions to update their fee schedule each year to reflect the most recent federal poverty guidelines that are used to determine family eligibility for School Readiness (SR) services.

Dr. Shawn Robinson made a motion to approve the School Readiness Sliding Fee Schedule. Lynne Hildreth made a second. The motion carried unanimously.

DISCUSSION ITEMS

June 12, 2017 Draft Board Agenda

The Committee reviewed the June 12, 2017 draft board agenda.

Dr. Knobl stated that the 1st Annual Provider Appreciation Day Open House would be held at the ELCHC Institute for Early Childhood Professionals on May 11, 2017 from 4:00 pm to 7:00 pm, with a proclamation at 5:30 pm.

ADJOURNMENT

Citing no further business, Aakash Patel made a motion to adjourn the meeting at 3:55 pm. Scott Barrish made a second. The motion carried unanimously.

ACTION ITEMS

ITEM IV.A.

ISSUE:	CEO Employment Contract-Benefits Package
FISCAL IMPACT:	N/A
FUNDING SOURCE:	School Readiness
RECOMMENDED ACTION:	To Grant CEO Option to Enroll in PPO Family Plan

NARRATIVE:

CEO Employment Contract, Section 5.Benefits: The Coalition shall provide the CEO with health insurance or compensation for health insurance and the other benefits available to all salaried employees of the Coalition, including payments made pursuant to the profit sharing plan and contributions to a 401(k) account. The Coalition reserves the right to modify, amend or terminate employee benefits, but with recommendations as to budgetary objectives from the CEO.

The recommended action from the Governance Committee to the Executive/Finance Committee is to grant the Chief Executive Officer the option to enroll in a PPO family insurance plan to be 100% covered effective immediately as the enrollment deadline is June 2, 2017.

ACTION ITEMS

ITEM IV.B.

ISSUE:	CEO Employment Contract-Salary Increase
FISCAL IMPACT:	N/A
FUNDING SOURCE:	School Readiness
RECOMMENDED ACTION:	To Grant CEO the Same Salary Increase Percentage as Staff

NARRATIVE:

CEO Employment Contract, Section 3, Compensation: During the term of this Agreement, the Coalition shall pay the CEO a base salary of one hundred thirty-five thousand dollars (\$135,000.00) per year, payable bi-weekly and subject to payroll deductions as may be necessary or customary for the Coalition's salaried employees. Any increase in base salary must be approved by the Board. This compensation plus benefits payable pursuant to paragraph 5 below, paid time off in accordance with paragraph 6 below and payment of expenses in accordance with paragraph 8 below constitutes the entire payment by the Coalition for the services of the CEO. Except as provided for by this Agreement, no other or additional compensation in any form will be considered or paid for the period of this Agreement unless voted upon by the Board specifically for the CEO. Nothing in this Agreement shall preclude the CEO from receiving stipends from third parties for consulting, conducting workshops, retreats or lectures if performed during paid time off and at his own expense, so long as such activities do not interfere or conflict with the duties as CEO as determined by the Executive Committee.

The recommended action from the Governance Committee to the Executive/Finance Committee is to grant the Chief Executive Officer the same annual salary increase percentage as is given to the staff each year. The salary increase for all staff is recommended to be 4%.