



**EXECUTIVE/FINANCE
COMMITTEE MEETING
AGENDA**

Tuesday, May 8, 2017 at 3:30 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 March 14, 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. 2017-2018 CEO Employment Contract (Pg. 5) S. Robinson
- B. 2017-2018 Board and Executive/Finance Meeting Calendar (Pg. 10) S. Robinson
- C. Approval of Revisions to Sliding Fees Scale for Parent Co-payment (Pg. 12) K. Perkins

V. DISCUSSION ITEMS

- A. Draft Board Agenda for June 12, 2017 Meeting (Pg. 15)

VI. ADJOURNMENT

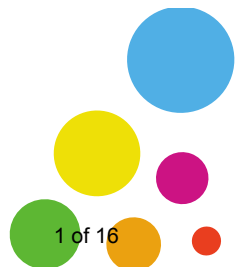
UPCOMING MEETINGS

Board of Directors Annual Meeting- Monday, June 12, 2017 at 3:30 pm

UPCOMING EVENTS

MyOn Summer Reading Summit- Tuesday, May 9, 2017

Provider Appreciation Day Open House- Thursday, May 11, 2017 from 4:00 pm- 7:00 pm



UNAPPROVED MINUTES

Tuesday, March 14, 2017 at 1:00 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Robert Buesing, Joe McElroy*, Scott Barrish*, and Aakash Patel*

Committee Members Absent:

Lynne Hildreth

Board Members Present:

Kelley Parris*

ELCHC Staff:

Dr. Steve Knobl, Steve Costner, Karen Perkins, Bobbi Davis, 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 1:07 pm.

Approval of the January 17, 2017 Executive/Finance Committee Meeting minutes.

Aakash Patel made a motion to approve the January 17, 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

Approval of 2017-2018 Budget

There was a discussion regarding the 2017-2018 budget. Steve Costner reported that the budget overview was based off of the original allocations for Fiscal Year 2017. Mr. Costner added that once the allocation from the Children's Board and Office of Early Learning had been received that

a budget amendment would be done to reflect those allocations. Mr. Costner noted a reduction in Quality Counts for Kids subcontractors and the quality action plan grant.

Mr. Costner discussed the budget narrative on page 9 of the agenda packet. Mr. Costner reported that a Human Resource Specialist position and a Communications Liaison position were added in Fiscal Year 2017, and in Fiscal Year 2018 a Provider Services Specialist position and a Provider Services Coordinator position would be added. Mr. Costner added that the proposed budget included a 4% increase for all employees at a cost of \$102,126.00 and that pay increases for staff employed with the Coalition for less than 1 year would be prorated based on tenure.

The Committee discussed the proposed 4% pay increase for staff in 2018. Kelley Parris recommended that the annual pay increase would not go higher than the county annual pay increase. Aakash Patel recommended a pay increase of 3.5%. Mr. Costner stated that the board had approved a 5% pay increase (3% increase across the board and a 2% merit increase) last year that was contingent on the compensation study. Mr. Costner noted that the compensation study was never completed and staff was not given a pay increase. Joe McElroy stated that the 4% proposed pay increase for 2018 was fair and noted that staff had done a great job over the past year.

Mr. Costner stated that the proposed occupancy budget reflected the new lease for IECF and the new School Readiness offices that co-located with Career Source. The occupancy budget also included copier and postage meter lease, internet cost for the new dual ISP system, telephone, security, and cleaning services.

Ms. Parris requested a report from Mr. Costner that indicated the total projected cost of the transition of services from the School District to the ELCHC, and that the report would be available to the Committee prior to voting on the budget.

Mr. Costner reported that he anticipated an increase in professional fees and payroll administration fees due to an increase in staff and processing VPK in-house. Mr. Costner noted other items within the budget narrative.

Ms. Parris requested that Mr. Costner would include in his report a breakdown of IECF membership fees and the cost of Livescan background checks.

Scott Barrish made a motion to pass the budget recommendation to the full board for consideration. Joe McElroy seconded the motion. Robert Buesing abstained. The motion carried.

DISCUSSION ITEMS

Draft Board Agenda for April 17, 2017 Board of Directors Meeting

The Committee reviewed the draft Board agenda for the April 17, 2017 Board of Directors meeting.

Audit

Mr. Costner reported that the deadline to have the audit completed and released to the ELCHC was March 23, 2017, and that the Federal deadline was March 30, 2017. Mr. Costner stated that the audit would be sent to the full board for review once it was released and that it would be included as part of the April 17, 2017 Board agenda packet.

Date Change for May 2017 Executive/Finance Committee Meeting

The Committee discussed rescheduling the May 1, 2017 Executive/Finance Committee meeting to May 8, 2017 at 3:00 pm.

2017-2018 Board Calendar

There was a discussion regarding the draft 2017-2018 Board calendar. Dr. Steve Knobl stated that he would recommend board meetings to take place on Tuesdays instead of Mondays to provide additional time for staff to finalize items prior to the meeting.

ADJOURNMENT

Citing no further business, Joe McElroy made a motion to adjourn the meeting at 2:05 pm. Scott Barrish seconded the motion. The motion carried unanimously.

ACTION ITEMS

ITEM IV.A.

ISSUE:	Approval of CEO Employment Contract for FY 2017-2018
FISCAL IMPACT:	N/A
FUNDING SOURCE:	School Readiness
RECOMMENDED ACTION:	Approve CEO Employment Contract for Fiscal Year 2017-2018

NARRATIVE:

Minor revisions were made to the CEO Employment Contract for FY 2017-2018. The term "Executive Director" was changed to "Chief Executive Officer" or "CEO". At the March 31, 2017 Governance Committee meeting, the Committee made a recommendation to remove the sentence under the Duties section of the CEO Employment Contract that read, "otherwise the Executive Director reports to the appointed Chair of the Board."

If approved, the accompanying CEO Employment Contract stipulates terms and conditions to which the Chief Executive Officer will be subject.

(Attachment)

CHIEF EXECUTIVE OFFICER EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into as of **July 1, 2017**, by and between the Hillsborough County School Readiness Coalition, Inc., D/B/A Early Learning Coalition of Hillsborough County, Inc., a nonprofit corporation operating in the State of Florida (hereafter "Coalition" or "ELCHC") and Stephen Knobl (hereafter "**CEO**" or "**Chief Executive Officer**"). The Coalition hereby employs the **CEO**, and the **CEO** hereby accepts employment on the terms and conditions hereinafter set forth.

1. Term of Employment

The initial term of this Agreement shall commence on **July 1, 2017**, and end on **June 30, 2018**. Thereafter the Agreement shall automatically renew for periods of one year each unless either party provides written notice on or before the first day of April that the Agreement will not be automatically renewed. This Agreement is subject to earlier termination as provided in Section 9 hereof.

2. Duties

The **CEO** shall perform the usual and customary duties associated with the position of **Chief Executive Officer** of an Early Learning Coalition as defined in the Coalition's job description of this position. These duties include, but are not limited to: oversight and staffing of all employment positions of the Coalition, facilitating and assisting the Board of Directors of the Coalition (hereafter "Board") in their policy making, planning and oversight of the Coalition, planning and governance of the day to day activities of the Coalition, oversee and be responsible for Coalition marketing and public relations and serve as the spokesperson for the Coalition to promote early learning issues to the public, and such other duties as may be prescribed for the **CEO** by the Board or the Executive Committee. The **CEO** will devote his full working time and best efforts to advance the interests of the Coalition in furtherance of policies established by the Board. The **CEO** reports to the Board or to the Executive Committee when either is in session. The **CEO** is the employed **Chief Executive Officer** of the Coalition with full authority for the management of its affairs subject only to the duties specified by the bylaws, state laws, other governing documents and this agreement. The **CEO** has sole and exclusive authority for the engagement and discharge of all other employees of the Coalition.

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.

4. ELCHC Policies

Nothing in this Agreement shall be construed to modify, alter or conflict with the ELCHC Bylaws. In the event of a conflict between the ELCHC Personnel Policies and the terms of this agreement, the terms of this agreement shall prevail. The intent of the parties is that the relationship between the CEO and the Coalition will be governed by the Bylaws, the terms of this agreement and, except to the extent of a conflict, ELCHC's Personnel Policies.

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.

6. Paid Time Off (PTO)

The CEO shall earn paid time off in accordance with Coalition policies applicable to all employees. The CEO may accrue a maximum of three hundred (300) hours of unused PTO. Upon termination of this Agreement the CEO will be eligible for payout of accrued PTO up to a maximum of 300 hours.

7. Performance Evaluation

The Executive Committee of the Coalition shall review the CEO's performance annually and may consider whether an increase in base salary is appropriate. The CEO acknowledges his receipt and review of the documents containing the Coalition's performance review process and criteria.

8. Expenses

The Coalition shall underwrite or reimburse the CEO for all reasonable expenses incurred in connection with the Coalition's activities as allowed by Coalition policy, Office of Early Learning Policy or State Statute. Subject to budget constraints, the Coalition shall provide a reasonable allowance for the CEO's attendance at continuing education conferences.

9. Termination of Employment

The term of employment under this agreement is subject to early termination in accordance with this Section. Subject to paragraph 6 above, all accrued PTO will be paid in full to the CEO upon the last day of employment regardless of reason or rationale for termination (voluntary or involuntary).

a. By Coalition for Cause. The Coalition may terminate the employment of the CEO for cause at any time. "Cause" shall mean conviction of a felony or entry of a plea of no contest to criminal proceedings, regardless of whether there is an adjudication of guilt, gross neglect of duties, substance abuse, or material violation of this Agreement by the CEO. In the event of any such termination, the CEO shall have no claim for further compensation or severance pay, other than pay-out for all accrued PTO, beyond the date of termination.

b. Death or Disability. Employment shall terminate upon the CEO's death or permanent disability in which event the CEO, personal representative or estate shall receive such benefits as may be provided to all deceased employees under such employment policies as may be in effect at the time.

c. Resignation. The Chief Executive Officer may, at any time, resign upon not less than thirty (30) days prior written notice to the Coalition. The CEO will receive full compensation during that notice period. At its sole discretion, the Coalition will determine whether to require that the CEO perform the CEO's duties for the Coalition during that notice period. The

Coalition and the CEO will mutually agree upon any communications within the Coalition or to the public regarding the resignation.

d. By Coalition for Convenience. At the Coalition's discretion, the Coalition may terminate this Agreement for any or no reason upon thirty (30) days written notice. The parties may agree to an earlier separation. In the event of a termination for convenience, the CEO shall be entitled to be paid for the actual time worked plus ninety (90) days severance pay. In the event that a termination for cause is later determined to be invalid for any reason by a court or administrative proceeding, the termination shall automatically be converted to a termination for convenience.

e. Discontinuation of Services. The Coalition receives funding from the State through discretionary programs administered by the State of Florida. In the event State funding is terminated then the CEO's employment may terminate if there is not sufficient funding from other sources for the Coalition to continue operating.

10. Intellectual Property, Confidentiality, and Investments

The CEO recognizes and agrees that all copyrights, trademarks, or other intellectual property rights to created works arising in any way from the CEO's employment by the Coalition are the sole and exclusive property of the Coalition. The CEO agrees to not assert any such rights against the Coalition or any third parties. Upon termination of this Agreement by either party for any reason, the CEO will relinquish to the Coalition all documents, books, manuals, lists, records, publications or other writings, keys, credit cards, equipment, or other articles that came into the CEO's possession in connection with the CEO's employment by the Coalition. The CEO will maintain in confidence during and subsequent to the CEO's employment any information about the Coalition or its members which is confidential information or which might reasonably be expected by the CEO to be regarded by the Coalition as confidential.

11. Indemnification

The Coalition indemnifies, holds harmless, and will defend the CEO against claims arising against the CEO in connection with the CEO's performance of the duties of the CEO's employment by the Coalition to the extent permitted by law, but not with respect to claims successfully resolved against the CEO that the CEO engaged in fraudulent, grossly negligent, or criminal acts.

12. Alternative Dispute Resolution

Any controversy or dispute arising in connection with or relating to this Employment Agreement of the CEO's employment with the Coalition shall be submitted to mediation or other mutually agreeable alternative dispute resolution prior to the commencement of any action under this Agreement. The parties agree to negotiate in good faith toward a resolution of such controversy or dispute. If after completion of such mediation or other dispute resolution, the parties have failed to reach resolution, venue shall lie in Hillsborough County, Florida, on any court action brought under this Agreement.

13. Entire Agreement and Notices

This document contains the entire agreement of the Coalition and the CEO. It may not be changed orally but only by an agreement in writing signed by the Coalition and the CEO. This Agreement supersedes and cancels all previous agreements between the Coalition and the CEO. Any notices or other communications required or permitted to be given under this Agreement shall be deemed to have been duly given if in writing and delivered personally, or sent by registered or certified mail, return receipt requested, to the party at the address of the

CEO on file at the office of the Coalition and to the Coalition at 6800 N. Dale Mabry Highway, Suite 158, Tampa, Florida 33614.

14. Successors

This Agreement is binding upon the Coalition and the CEO, their heirs, executors, administrators, successors, and assigns. Except as may be provided in policies approved by the Coalition Board or policies required by the State of Florida agency responsible for administering the School Readiness and Voluntary Pre-Kindergarten programs, the CEO will not assign or delegate any part of the CEO's rights or responsibilities under this Agreement unless the Executive Committee of the Coalition agrees in writing to the assignment or delegation. In the event dissolution of the Coalition, this Agreement will continue in force through the then-current period of employment. In the event of any merger, consolidation or reorganization involving the Coalition, this Agreement becomes an obligation of any legal successor or successors to the Coalition.

15. Choice of Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

This Agreement is effective as of July 1, 2017.

BY: _____ DATE: _____
Board Chair

DATE: _____
Chief Executive Officer

ACTION ITEMS

ITEM IV.B.

ISSUE:	Approval of 2017-2018 Board and Executive/Finance Meeting Schedule
FISCAL IMPACT:	N/A
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Approval of 2017-2018 Board and Executive/Finance Meeting Schedule

NARRATIVE:

The attached document outlines the proposed FY 2017-2018 Board and Executive/Finance Committee Meeting Schedule for the Board's review.

Please note that the Board and Executive/Finance meetings are proposed to be held on a Monday afternoon at 3:00 pm.

(Attachment)

FY 2017-2018 MEETING SCHEDULE

EXECUTIVE/FINANCE COMMITTEE MEETING SCHEDULE

Monday, August 21, 2017

Monday, October 16, 2017

Monday, January 22, 2018

Monday, March 26, 2018

Monday, May 21, 2018

All meetings of the Early Learning Coalition of Hillsborough County Executive/Finance Committee are held at **3:00 pm** until the conclusion of business at 6800 N. Dale Mabry Hwy, Suite 134, Tampa, FL 33614 unless otherwise publicly noticed and/or noted above.

BOARD OF DIRECTORS MEETING SCHEDULE

Monday, September 18, 2017

Monday, November 13, 2017

Monday, February 12, 2018

Monday, April 23, 2018

Monday, June 11, 2018

All meetings of the Early Learning Coalition of Hillsborough County Board of Directors are held at **3:00 pm** until the conclusion of business at 6800 N. Dale Mabry Hwy, Suite 134, Tampa, Florida 33614, unless otherwise publicly noticed and/or noted above.

PLEASE NOTE: *This meeting schedule is posted on the ELCHC website located at <http://www.elchc.org>. Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340. 4/18/17km*

ACTION		ITEM IV.C.
ISSUE:	School Readiness Sliding Fee Schedule	
FISCAL IMPACT:	Not applicable	
FUNDING SOURCE:	Not applicable	
RECOMMENDED ACTION:	Approve the School Readiness Sliding Fee Schedule	

NARRATIVE: Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update the poverty guidelines at least annually, adjusting them on the basis of the Consumer Price Index for All Urban Consumers (CPI-U). The poverty guidelines are used as an eligibility criterion by the Florida Office of Early Learning as well as a number of Federal programs. On January 31, 2017 the Department of Health and Human Services posted these revisions in the Federal Register (Vol. 80, No. 14 pp.3236-3237).

**2017 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES
AND THE DISTRICT OF COLUMBIA**

Persons in family/household	Poverty guideline
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320
For families/households with more than 8 persons, add \$5,230 for each additional person.	

The Office of Early Learning requires Coalitions to amend their coalition plan each year to reflect the most recent federal poverty guidelines since eligibility for school readiness services for certain client groups must be determined based on family income in relation to the federal poverty level. In addition, the federal poverty level is used to determine each family's co-payment for school readiness services.

This attached schedule increases the family income guidelines for family size to conform to the 2017 federal poverty guidelines. The minor adjustments have been made to the parent fee for ease of implementation. For example, the parent fee for families below 100% of the federal poverty level has changed from \$1.84 per day to \$1.90 per day which is still within the guidelines established by the Office of Early Learning.

If approved, the planned change will be implemented July 1, 2017.

(Attachment)

Sliding Fee Scale for Hillsborough Coalition
 Effective date 07/01/2017

**Florida's Office of Early Learning Fee Schedule
 DRAFT SIMPLIFIED SLIDING FEE SCHEDULE**

DAILY FEE		----- Annual Gross Income - Number of persons in Family -----															
Full-Time	Part-Time	FPL as indicated unless exceeds	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.90	0.95	85% SMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		up to 50%	6,030	8,120	10,210	12,300	14,390	16,480	18,570	20,660	22,750	24,840	26,930	29,020	31,110	33,200	35,290
4.30	2.15	FPL	6,031	8,121	10,211	12,301	14,391	16,481	18,571	20,661	22,751	24,841	26,931	29,021	31,111	33,201	35,291
			12,060	16,240	20,420	24,600	28,780	32,960	37,140	41,320	45,500	49,680	53,860	58,040	62,220	66,400	70,580
5.10	2.55	85% SMI	12,061	16,241	20,421	24,601	28,781	32,961	37,141	41,321	45,501	49,681	53,861	58,041	62,221	66,401	70,581
		130% FPL	15,678	21,112	26,546	31,980	37,414	42,848	48,282	53,716	59,150	64,584	70,018	75,452	80,886	86,320	91,754
5.50	2.75	85% SMI	15,679	21,113	26,547	31,981	37,415	42,849	48,283	53,717	59,151	64,585	70,019	75,453	80,887	86,321	91,755
		150% FPL	18,090	24,360	30,630	36,900	43,170	49,440	55,710	61,980	68,250	74,520	80,790	87,060	93,330	99,600	105,870
6.40	3.20	85% SMI	18,091	24,361	30,631	36,901	43,171	49,441	55,711	61,981	68,251	74,521	80,791	87,061	93,331	99,601	105,871
		170% FPL	20,502	27,608	34,714	41,820	48,926	56,032	63,138	70,244	77,350	84,456	91,562	98,668	105,774	112,880	119,986
6.80	3.40	85% SMI	20,503	27,609	34,715	41,821	48,927	56,033	63,139	70,245	77,351	84,457	91,563	98,669	105,775	112,881	119,987
		185% FPL	22,311	30,044	37,777	45,510	53,243	60,976	68,709	76,442	84,175	91,908	99,641	107,374	115,107	122,840	130,573
7.40	3.70	85% SMI	22,312	30,045	37,778	45,511	53,244	60,977	68,710	76,443	84,176	91,909	99,642	107,375	115,108	122,841	130,574
		200% FPL	24,120	32,480	40,840	49,200	57,560	65,920	74,280	82,640	91,000	99,360	107,720	116,080	124,440	132,800	141,160
10.20	5.10	85% SMI	24,121	32,481	40,841	49,201	57,561	65,921	74,281	82,641	91,001	99,361	107,721	116,081	124,441	132,801	141,161
			29,898	39,098	48,297	57,497	66,696	75,895	77,620								

0,009

Parents receiving hourly care pay up to the part time fee.

2017 Poverty Level (FPL) effective January 26, 2017

Second and all additional children pay a reduced fee.

Option C

Please answer the following questions:

- (1) If there is a sibling discount what is the percentage? Yes, the Coalition offers a sibling discount. The highest fee is applied to the youngest child. All siblings receive a 50% discount for full-time care; for part-time care the sibling is charged 50% of the part-time rate
- (2) If any family pays more than 10% of their gross income for child care, please complete and attach the justification form that explains how the fees will not limit parent access to services. N/A



**BOARD OF DIRECTORS
MEETING AGENDA**

Monday, June 12, 2017 at 3:30 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33610
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

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. April 17, 2017 Board Meeting Minutes
- B. Disposal of Surplus Equipment

V. EXECUTIVE REPORTS

- A. Chair's Report A. Patel
 - i) Recognition of Robert Buesing's Service on ELCHC Board
- B. CEO Report S. Knobl

VI. OLD BUSINESS

VII. ACTION ITEMS

- A. CEO Employment Contract S. Robinson
- B. 2017-2018 Board Calendar S. Knobl
- C. Election of Board Officers A. Patel
- D. Approval of Revisions to Sliding Fees Scales for Parent Co-payment K. Perkins

VIII. COMMITTEE REPORTS

- A. Executive/Finance Committee A. Patel/Joe McElroy
- B. Communications & Outreach Committee D. Jacob
- C. Governance Committee S. Robinson



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

S. Murman
A. Chowning

IX. DISCUSSION ITEMS

- A. The Role of Child Care Licensing in Hillsborough County

A. Chowning

X. INFORMATION ITEMS

- A. Dashboard
- B. 2017-2018 Annual Forms Packet
 - i) Annual Conflict of Interest Statement
 - ii) Annual Related Party Declaration and Disclosure Form
 - iii) Annual Code of Ethics

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 April 17, 2017 Board Meeting

Task	Owner	Date Completed	

UPCOMING MEETINGS

Executive/Finance Committee Meeting- Monday, August 21, 2017 at 3:00 pm

Board of Directors Meeting- Monday, September 18, 2017 at 3:00 pm

UPCOMING EVENTS