



**BOARD OF DIRECTORS
MEETING AMENDED
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

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 (Pg. 3)
- B. Disposal of Surplus Equipment (Pg. 8)
- C. 2017-2018 Board and Executive/Finance Meeting Calendar (Pg. 17)
- D. Revisions to Sliding Fee Scale for Parent Co-payment (Pg. 19)
- E. Anti-Fraud Plan (Pg. 22)

V. EXECUTIVE REPORTS

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

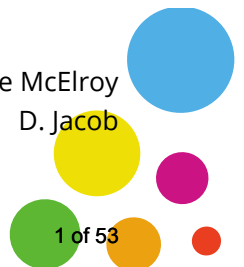
VI. OLD BUSINESS

VII. ACTION ITEMS

- A. Nomination and Election of Board Officers (Pg. 30) A. Patel
- B. Approval of FY 2017-2019 CEO Employment Contract (Pg. 31) S. Robinson

VIII. COMMITTEE REPORTS

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



- C. Governance Committee S. Robinson
 - i) 2017-2018 Board Annual Meeting Forms Packet (Pg. 36)
 - (1) Annual Conflict of Interest Statement
 - (2) Annual Related Party Declaration and Disclosure Form
 - (3) Annual Code of Ethics
- D. Legislative Affairs Committee S. Murman
- E. Service Delivery & Efficiency A. Chowning

IX. DISCUSSION ITEMS

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

X. INFORMATION ITEMS

- A. Dashboard (Pg. 52)

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

Children’s Day at Tampa Convention Center- July 23, 2017 from 10:00 am to 3:00 pm

Toddler Takeover at Glazer Children’s Museum- August 14-31, 2017

Back to School Fair- Saturday, August 5, 2017

Quarterly Provider Meeting- Saturday, July 29, 2017 at 9:00 am

Monday, April 17, 2017 at 3:30 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Board Members Present:

Scott Barrish, Tracye Brown, Marie Caracciola, Angela Chowning, Dr. Daphne Fudge, Mary Hancock, Lynne Hildreth, Dr. Douglas Holt*, Dianne Jacob, Dr. Jacquelyn Jenkins*, Jennifer Kuhn, Joe McElroy, Brian McEwen, Sandra Murman, Kelley Parris*, Aakash Patel, Dr. Shawn Robinson, and Liz Welch.

Board Members Absent:

Luke Buzard, Carlos Del Castillo, Jill Hammond, and Edward Peachey

ELCHC Staff:

Dr. Steve Knobl, Steve Costner, Bobbi Davis, Jessica Diaz-Montes, Lorinda Gamson, Yarima Hernandez Tamayo, Tracy Knight, Kelley Minney, Liza Normandia, Karen Perkins, Abby Perez, Janet Stutzman, and Tracie White Cardwell

Other Attendees:

Cynthia Chipp, Margaret Price, Renaye Howell, Steve Lee, Marina Harkness, Jeff Geolsh, Rebecca Lopez, Robert Buesing, Hunant Sharma, Tonia Williams, Julie Cole, and Drew Valenti.

*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.

The Board recited the Pledge of Allegiance.

The following item was included under Consent Agenda:

- A. February 13, 2017 Board of Directors Minutes

Dianne Jacob made a motion to approve the Consent agenda. Dr. Shawn Robinson made a second. The motion carried unanimously.

Board Chair's Report

- Chair Patel recognized family child care home provider, Cynthia Chipp, for her work delivering quality early learning opportunities to children. Ms. Chipp was given a certificate and a framed piece of children's art that was donated by the Ecopia Day School.

- Chair Patel recognized Julie Cole of *MyOn* for their donation to the 1st Annual ELCHC/Lightning Teacher Appreciation Night on January 12, 2017. Ms. Cole was given a certificate and a framed piece of children's art that was donated by the Ecopia Day School.
- Chair Patel recognized Drew Valenti, Lightning Jr. Community Hero recipient for his donation of \$25, 000 to the Early Learning Coalition of Hillsborough County. Mr. Valenti stated that the donation would be used to start a book garden at the ELCHC that would provide over 10, 000 books to the children of Hillsborough County. Mr. Valenti was given a certificate and a framed piece of children's art that was donated by the Ecopia Day School.
- Chair Patel recognized Laura Burn of Tampa Bay Parenting Magazine.
- Chair Patel recognized Luke Buzard on his gubernatorial re-appointment to the ELCHC Board of Directors.
- Chair Patel reported that Hillsborough Day at the Capitol on March 23, 2017 went well. Chair Patel stated that he was joined by Dr. Steve Knobl, Bobbi Davis, and Scott Barrish and that they had met with several legislators regarding VPK funding while in Tallahassee.

CEO Report

Dr. Steve Knobl reported that his community outreach and media efforts in March included the AELC Leadership Symposium in Orlando, IECF grand re-opening on February 28, 2017, Tampa preschool partnership meeting at Conn Memorial Foundation, Circle C Ranch tour, Early Learning Florida, ELC of Big Bend board meeting, Hillsborough Day at the Capitol on March 2, 2017, the Early Learning Council's Spring luncheon, and the HCC Ybor Community Forum, guest panelist on WEDU, and ABC News *Morning Blend* segment highlighting the Day of Play event.

Dr. Knobl stated that he had visited Safteyland Day Nursery and Kindergarten and Helping Hand Day Nursery in March and that he was joined by Chair Patel, Lynne Hildreth, DCF Secretary Mike Carroll, and Kathleen Cowan. Dr. Knobl added that he had read to the children at both centers and that the team had given each center a book and gifts to help in their study of nature.

Dr. Knobl discussed operational goals for the ELCHC and that several community partner meetings and trainings had been held at IECF since its reopening.

Dr. Knobl stated that *Week of the Young Child* was April 24, 2017 through April 28, 2017. Dr. Knobl added that a team had identified two centers to visit for each themed day of the week with the times of the visits as well as the coach that would be present. Dr. Knobl requested that board members email Kelley Minney no later than Wednesday, April 19, 2017, if interested in attending any of the sites.

Dr. Knobl stated that the ELCHC "Provider Appreciation Day" open house would be held on May 11, 2017 from 4:00 pm to 7:00 pm in recognition of "National Child Care Provider Day". Dr. Knobl also added, that Commissioner Murman had volunteered to help with a proclamation for the event and encouraged board members to attend and visit with the providers.

PUBLIC COMMENT I

There was no Public Comment.

OLD BUSINESS

There was no Old Business.

ACTION ITEMS

Approval of 2017-2018 Budget

Mr. Costner reviewed the 207-2018 budget narrative that included contracts and operating expenses for the following: School Readiness (SR), Voluntary Pre-Kindergarten (VPK) program, BOCC Child Care Licensing, Early Childhood Council (ECC), unallocated funds, school readiness match, Quality Counts for Kids (QCFK) program, CCEP, and ELCHC operating expenses. Mr. Costner indicated increases in the School Readiness budget and Voluntary Pre-Kindergarten budget, and also noted, that allocations would be subject to change once the final allocation was received from the Office of Early Learning (OEL).

Mr. Costner clarified that an increase in personnel was due to the addition of four new staff positions and a 4% pay increase for all employees in 2018. Mr. Costner stated that the occupancy line item showed an increase due to the additional lease for the new space at the Institute of Childhood Professionals (IECP) and a new sub-lease with Career Source for School District office space. However, Mr. Costner noted, that the line item would actually show a cost savings of \$304,000 after the leases at North Tampa and the Brandon offices expired by June 30, 2017.

On behalf of Kelley Parris, Ms. Tonia Williams requested an explanation of the revenue under the line item community projects. Mr. Costner stated that community projects was a grant from Board of County Commissioners (BOCC) and included revenue generated by activity from IECP.

Dr. Knobl added, that page 17 of the agenda packet was an early analysis of the transition of services from the School District to the ELCHC.

Dr. Shawn Robinson made a motion to accept the 2017-2018 budget. Scott Barrish made a second. Marie Caracciola, Dr. Shawn Robinson, Trayce Brown, and Angela Chowning abstained. The motion carried.

Contract Allocation for Sub-recipients

There was a discussion regarding the contract allocation for sub-recipients. Marie Caracciola noted that there was a discrepancy with School Readiness dollars on page 13 and 18 of the budget narrative. Mr. Costner clarified that \$40,618,840 shown on page 13 of the budget narrative had included Performance Funding Project dollars and contracted slots and that the \$39,245,171 on page 18 was from the original contract allocation.

There was a discussion regarding the need for a local licensing authority in Hillsborough County. Angela Chowning stated that she would provide information to the board, by May 1, 2017 about the value of Child Care Licensing in Hillsborough County.

Dianne Jacob made a motion to approve the allocation of funds to the School District of Hillsborough County, Child Care Licensing, and Early Childhood Council for FY2017-FY2018. Lynne Hildreth made a second. Tracye Brown, Marie Caracciola, and Angela Chowning abstained. The motion carried.

Lease Agreement with Career Source

Mr. Costner reported that the lease for the School Readiness (SR) offices at the North Tampa location expired on March 31, 2017 and that the SR offices relocated to Career Source Center. The new sub lease with Career Source resulted in a cost savings of \$106, 261.

Joe McElroy made a motion to approve the allocation of funds to the Career Source for FY 2017-2018. Liz Welch made a second. Tracye Brown, Marie Caracciola, and Angela Chowning abstained. The motion carried unanimously.

Provider Contract Progressive Enforcement Policy

Ms. Perkins reported that the Service Delivery & Efficiency Committee developed contract enforcement policies that would inform providers of what was expected of them when they had not adhered to the terms and conditions of the SR contract. Ms. Perkins added that Attorney Steve Lee had reviewed the proposed enforcement policies and indicated that the policies were aligned with rule and statute. Ms. Perkins added that Attorney Steve Lee recommended the addition of language that would allow the Coalition the right to take additional action based on the severity or number of non-compliances.

Liz Welch made a motion to approve the Service Delivery & Efficiency Committee's recommended enforcement actions. Scott Barrish made a second. The motion carried unanimously.

COMMITTEE UPDATES

Executive/Finance Committee

Joe McElroy reported that he had accepted the audit on behalf of the Board, and reminded the Board that they had passed a motion on April 13, 2015 that appointed the Treasurer as the delegate Board member to accept the annual audit on behalf of the Board of Directors.

The auditors, Moore, Stephens, and Lovelace presented their report to the board.

Communications & Outreach Committee

Dianne Jacob reported that Hillsborough Day of Play was a success. Ms. Jacob stated that the event consisted of 50 vendors who conducted activities to children ages birth to 12 years old and approximately 2000 children and families had been in attendance.

Ms. Jacob also reported on the IECF grand reopening that was held on February 28, 2017, Hot 101.5 FM VPK Landing Page outreach effort, and the Inclusion Retreat presentation.

Governance Committee

Dr. Shawn Robinson reported that the Governance Committee had met on March 31, 2017 and discussed the Interim CEO evaluations, Board self-evaluations, board policies, CEO contract, Executive/Finance Committee composition, Vice Chair vacancy, and the 2017-2018 draft board calendar.

Dr. Robinson stated that the overall rating of Dr. Knobl's performance was excellent and that the Committee had agreed that his focus needed to turn to internal activities such as restructuring, policies and procedures, and Human Resources. Dr. Robinson added that the Committee had

discussed expanding the Executive/Finance committee to include Committee chairs and the removal of the member at large seat.

Chair Patel stated that Vice Chair Robert Buesing's term had expired and recommended Dr. Shawn Robinson as Vice Chair. Dr. Robinson accepted the nomination.

Aakash Patel made a motion to recommend Dr. Shawn Robinson as ELCHC vice chair. Liz Welch made a second. The motion carried unanimously.

Legislative Affairs Committee

Commissioner Murman reported on Hillsborough Day at the Capitol, March 23, 2017.

Commissioner Murman thanked Aakash Patel, Scott Barrish, Dr. Steve Knobl, and Bobbi Davis for attending the event and meeting with delegation members.

Chair Patel recommended that the Board invite at least three State Representatives to each board meeting to discuss early childhood education and funding. Commissioner Murman requested that the Committee decide the best course of action in inviting Representatives to the ELCHC and recommended an informal reception after summer.

Chair Patel recommended that Dr. Knobl hold special office hours for Board members to meet with him on a weekly basis. Dr. Knobl indicated he would consider the recommendation.

DISCUSSION ITEMS

There were no Discussion items.

ADJOURNMENT

Citing no further business, Liz Welch made a motion to adjourn the meeting at 5:00 pm. Scott Barrish made a seconded. The motion carried unanimously.

ELCHC BOARD OF DIRECTORS MEETING– JUNE 12, 2017

CONSENT AGENDA

ITEM IV.B

ISSUE:	Disposal of Equipment
FISCAL IMPACT:	\$0
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Approve disposal of property per Office of Early Learning Fiscal Guidance 240.02.

NARRATIVE:

The Office Of Early Learning's (OEL) Fiscal Guidance 240.02 requires approval from the governing board prior to disposing of any tangible personal property purchased with federal and state funds. The attached is a list of property for disposal.

The coalition is required to advertise the availability of such equipment to all other coalitions. Once advertised, the coalition is required to hold the property for 10 days before final disposition. After 10 days, if no other coalition expresses interest in the equipment, it will be donated to child care providers. Equipment that is not in working condition will be donated to a local nonprofit.

Coalition staff are requesting approval from the board to dispose of the equipment on the attached list, once the 10 day notification period has expired.

FLORIDA OFFICE OF EARLY LEARNING
SURPLUS PROPERTY FORM

To: Florida's Office of Early Learning
250 Marriott Drive
Tallahassee, FL 32399

From: Learning Coalition Of Hillsborough County
Yarima Hernandez Tamayo
6800 N Dale Mabry Hwy, Suite 158
Tampa, FL 33614

Date: 06/01/2017

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical location of property being made surplus	Condition*	Serial Number	Comments
10813	Dell Latitude E6500 Laptop docking station	Coalition Office	F	77JFTK1	
10780	HP Laserjet CP4525 Printer	Coalition Office	F	JPBCC460LB	
10807	Lenovo Think Pad	Coalition Office	F	Not Visable	
10838	Lenovo Think Pad	Coalition Office	F	Not Visable	
10839	Lenovo Think Pad	Coalition Office	F	Not Visable	
10883	HP Laserjet CP4525 Printer	IECP	F	JPBCC460LB	
10982	HP OfficeJet 6500	IECP	F	TH04J21859	
10891	Brother MFC - 9970 CDW Color Laser All in One Wireless	IECP	F	111917914	
10990	HP Color LaserJet Printer	IECP	F	CNCC8DQ0TN	
10881	Dell Latitude E5420 Laptop	IECP	F	59LWKQ1	
10831	Dell Latitude D820 Laptop/Docking Station	IECP	F	GOROQB1	
10895	Samsung Series NP900x3A-BO1 13.3 Inch Laptop	Coalition Office	F	HLVG93G8A00093	
10907	Dell Latitude D830 Laptop PC	Coalition Office	F	63H27H1	
10833	Dell Latitude D820 Laptop/Docking Station (Karen's Old one)	IECP	F	42RGYB1	
10817	Dell Precision M6300 Laptop Only / REMOVED Docking Station	IECP	F	BK06JH1	
Not Visable	HP Laser jet 1300	Coalition Office	F	Not Visable	
10980	HP OfficeJet 6500	IECP	F	TH04J21854	
10829	Pitney Bowes DI200 Sorter/Folding Machine/Extra Tray	IECP	F	3306098/4404352	
10837	Brother Intellifax 4100E High Speed Laser Fax	IECP	F	Not Visable	
10827	HP LaserJet 2300 dtn Printer	IECP	F	CNBFC48482	
Not Visable	Canon K 430	Coalition Office	F	Not Visable	
Not Visable	Muratek F-525	Coalition Office	F	Not Visable	
10984	Lenovo Desktop Computer	IECP	F	1S10AS002JUSPB0095N1	
Not Visable	Dell Latitude D-420	Coalition Office	F	Not Visable	
10510	Fellowes 480C Shredder	Coalition Office	F	1725.123.2501239795	
10388	Fellowes 480C Shredder	Coalition Office	F	1725.123.2501239815	
10988	Ativa V2705 Shredder	Coalition Office	F	31017886	
11019	HP 5550DN Color Laser Printer	Coalition Office	F	JPSCBDH0JQ	
10342	Ricoh Aficio 1015 Desktop Copier	Coalition Office	F	JP9046302592	
10289	Canon 9000L Fax Machine	Coalition Office	F	UYS74806	
10998	HP 9040 Laser Printer	Coalition Office	F	JPRCC20195	
10349	HP 4650 Color Laser Printer	Coalition Office	F	JPHMC63730	
10460	Ricoh Aficio 1015 Desktop Copier	Coalition Office	F	J9056300521	
10753	HP 4015 Laser Printer	Coalition Office	F	CND4275423	
10745	Ativa V2705 Shredder	Coalition Office	F	310117887	
10754	HP 4015 Laser Printer	Coalition Office	F	CNDY275423	
10987	Ativa V2705 Shredder	Coalition Office	F	310117887	

Address Location:

6800 N Dale Mabry Hwy
Tampa, FL 33614

Custodian Delegate:

Yarima Hernandez Tamayo

Telephone Number:

(813) 515-2340

Fax Number:

(813) 435-2299

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10746	Ativa V270C Shredder	Coalition Office	F	290183370	
10301	Fellowes 480C Shredder	Coalition Office	F	1725.123.2501422645	
10461	HP 4650 Color Laser Printer	Coalition Office	F	JPGD34822	
10999	HP 9040 Laser Printer	Coalition Office	F	JPRCC20162	
11018	HP 5550DN Color Laser Printer	Coalition Office	F	JPDCBH0GF	
10991	Ricoh MP6001 Copier	Coalition Office	F	V6914901287	
10020	HP 4650 Color Laser Printer	Coalition Office	F	JPKA034818	
M94194	Muratec F315 Fax	Coalition Office	F	DA739390093012	
M77867	Muratec F525 Fax	Coalition Office	F	DA739590016030	
M25009	HP P2015 Laser Printer	Coalition Office	F	CNB1R22667	
M86358	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V1Q	
M25089	HP 1740 Flat Panel	Coalition Office	F	CND705121	
M94629	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JRG	
M25003	HP P2015 Laser Printer	Coalition Office	F	CNB1N09098	
M71024	HP 6000 Desktop Computer	Coalition Office	F	2UA016062Q	
M25071	HP 1740 Flat Panel	Coalition Office	F	CND70514R9	
N/A	HP P2035 Laser Printer	Coalition Office	F	VNB3B83056	
J13903	Samsung TV/VCR 19"	Coalition Office	F	3CBR100390N	
N/A	HP P2035 Laser Printer	Coalition Office	F	VNB3B83055	
N/A	Muratec F315 Fax	Coalition Office	F	DA739390093012	
N/A	HP P2035 Laser Printer	Coalition Office	F	VNB3B83055	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29711	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29714	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29786	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29709	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29717	
N/A	HP 1751 Flat Panel	Coalition Office	F	CNC145NPDQ	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J32186	
N/A	HP 1740 Flat Panel	Coalition Office	F	3CQ9471Q98	
N/A	HP P2035 Printer	Coalition Office	F	CNB9J31251	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29715	
M68924	Muratec F525 Fax Machine	Coalition Office	F	DA738390062017	
M94627	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JRB	
M94630	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JRC	
N/A	HP 1751 Flat Panel	Coalition Office	F	3CQ0113WDQ	
M94631	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JR8	
M25010	HP P2015 Laser Printer	Coalition Office	F	CNB1R22476	

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Tampa, FL 33614

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ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical location of property being made surplus	Condition*	Serial Number	Comments
M70061	HP Z210 Desktop Computer	Coalition Office	F	2UA0080B69	
M44225	HP P2015 Laser Printer	Coalition Office	F	CNB2527876	
J83077	27" Panasonic TV	Coalition Office	F	C5AA40068	
N/A	HP 5590 Flatbed Scanner	Coalition Office	F	CN353WH04P	
M77866	Muratec F525 Fax	Coalition Office	F	DA739590016008	
M94626	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JR7	
M70049	HP 6000 Desktop Computer	Coalition Office	F	2UA01009Q1	
M94632	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JR7	
M25090	HP 1740 Flat Panel	Coalition Office	F	CND7051YR7	
M25006	HP P2015 Laser Printer	Coalition Office	F	CNB1R22661	
M25109	HP 1740 Flat Panel	Coalition Office	F	CND7051Z1G	
M71020	HP 6000 Desktop Computer	Coalition Office	F	2UA0160700	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29707	
M25004	HP P2015 Laser Printer	Coalition Office	F	CNB1422669	
M44226	HP P2015 Laser Printer	Coalition Office	F	CNB2R01300	
M25002	HP P2015 Laser Printer	Coalition Office	F	CNB1R22675	
M44219	HP P2015 Laser Printer	Coalition Office	F	CNB2R01296	
N/A	HP P2035 Laser Printer	Coalition Office	F	VNB3B830053	
N/A	HP 1751 Flat Panel	Coalition Office	F	CNC205P2Y2	
NT-M94621	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JR9	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29705	
N/A	HP 1751 Flat Panel	Coalition Office	F	CNC145NRRT	
M94633	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JRL	
N/A	HP 1751 Flat Panel	Coalition Office	F	3CQ0471Z9B	
M71016	HP 6000 Desktop Computer	Coalition Office	F	2UA016062N	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9B04615	
N/A	HP 5590 Flatbed Scanner	Coalition Office	F	CN353NH04Y	
M44227	HP P2015 Laser Printer	Coalition Office	F	CNB2R01293	
M94628	HP 6000 Desktop Computer	Coalition Office	F	2UA210JRM	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29687	
M25728	HP 1740 Flat Panel	Coalition Office	F	CNC6481HXF	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29684	
M94619	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JRM	
N/A	HP 1740 Flat Panel	Coalition Office	F	CNC145NRS5	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9B04625	
M94634	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JRM	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J31262	

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Date: 06/01/2017

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical location of property being made surplus	Condition*	Serial Number	Comments
N/A	HP 1751 Flat Panel	Coalition Office	F	CNC145NRBY	
M25094	HP 1740 Flat Panel	Coalition Office	F	CNC7060512	
M25011	HP P2015 Laser Printer	Coalition Office	F	CNB1R22676	
M60575	Muratec F525 Fax	Coalition Office	F	DA783390029009	
M86228	Muratec F525 Fax	Coalition Office	F	DA739590030027	
M86227	Muratec F525 Fax	Coalition Office	F	DA739590031014	
N/A	HP 1751 Flat Panel	Coalition Office	F	3CQ0113W1W	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9J29597	
M94625	HP Z210 Desktop Computer	Coalition Office	F	2UA210JRD	
N/A	HP 1751 Flat Panel	Coalition Office	F	3CQ0113W1P	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9B04624	
N/A	HP 1751 Flat Panel	Coalition Office	F	3CQ9471Q6Z	
M25008	HP P2015 Laser Printer	Coalition Office	F	CNB1R22660	
N/A	HP P2035 Laser Printer	Coalition Office	F	CNB9C04651	
J13904	Samsung 19" TV/VCR	Coalition Office	F	3CBNB02777	
M86364	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V1V	
M70063	HP 6000 Desktop Computer	Coalition Office	F	2UA00080863	
M86366	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V1X	
M86341	HP 6000 Desktop Computer	Coalition Office	F	2UA11200H2	
M71026	HP 6000 Desktop Computer	Coalition Office	F	2UA01606ZK	
M86361	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V29	
M70062	HP 6000 Desktop Computer	Coalition Office	F	2UA0080B62	
M70045	HP 6000 Desktop Computer	Coalition Office	F	2UA0080LTY	
M86362	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V25	
M94624	HP Z210 Desktop Computer	Coalition Office	F	2UA2110JRF	
M86374	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V20	
J44537	HP 1300 Laser Printer	Coalition Office	F	CNBID32905	
M86349	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V1B	
M86344	HP 6000 Desktop Computer	Coalition Office	F	2UA11200H1	
M86375	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V23	
M86373	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V28	
M86365	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V22	
M86372	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V26	
M86343	HP 6000 Desktop Computer	Coalition Office	F	2UA11200H7	

FLORIDA OFFICE OF EARLY LEARNING
SURPLUS PROPERTY FORM

To: Florida's Office of Early Learning
250 Marriott Drive
Tallahassee, FL 32399

From: Learning Coalition Of Hillsborough County
Yarima Hernandez Tamayo
6800 N Dale Mabry Hwy, Suite 158
Tampa, FL 33614

Date: 06/01/2017

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical location of property being made surplus	Condition*	Serial Number	Comments
M86376	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V27	
M86369	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V2B	
M86363	HP 6000 Desktop Computer	Coalition Office	F	2UA1111V1Z	
M60574	Muratec F525 Fax	Coalition Office	F	DA78390029012	

* CONDITION OF PROPERTY: E= EXCELLENT, G= GOOD, F= FAIR, P= POOR, S= SCRAP

I HEREBY CERTIFY THIS PROPERTY AS SURPLUS.

SUBMITTING CUSTODIAN SIGNATURE: _____

REVISED 12/11/2012

ATTACHEMENT 3

FLORIDA'S OFFICE OF EARLY LEARNING SURPLUS PROPERTY FORM

TO: Early Learning Coalition of Hillsborough From: School Readiness Programs
6800 N. Dale Mabry Hwy. 5701 E. Hillsborough Avenue Ste.
Suite 158 Tampa, FL 33610
 Tampa, FL 33614

PAGE: 1
 DATE: 4/19/17

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical location of property being made surplus	Condition*	Serial Number	Comments
10344	Ricoh E2045 Copier	9325 Bay Plaza	SCRAP	K2955102008	G61312
10989	Ricoh MP6001 Copier	" " "	SCRAP	V6914961285	G04946

ADDRESS: 5701 E. Hillsborough Ste. 2301

CUSTODIAN DELEGATE: LINDA KERN

TELEPHONE NUMBER: 813-744-8941 x246

SUNCOM NUMBER:

FAX NUMBER: 813-744-8949

*CONDITION OF PROPERTY: E = EXCELLENT; G = GOOD; F = FAIR; P = POOR; S = SCRAP

I HEREBY CERTIFY THIS PROPERTY AS SURPLUS.

SUBMITTING CUSTODIAN SIGNATURE:

**FLORIDA'S OFFICE OF EARLY LEARNING
SURPLUS PROPERTY FORM**

TO: Early Learning Coalition of Hillsborough **From:** School Readiness Programs
6800 N. Dale Mabry Hwy. 5701 E. Hillsborough Avenue Ste.
Suite 158 Tampa, FL 33610
 Tampa, FL 33614

PAGE: 1
DATE: 4/19/17

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical location of property being made surplus	Condition*	Serial Number	Comments
10317	Ricoh R3045 Copier	5701 E. Hillsborough Ave. Tampa, FL 33610	SCRAP	K9464900150	BER G68275
N/A	HP ZR24w Monitor	" " "	SCRAP	CNT01010YK	BER M70055
10764	HP 5800 Desktop Computer	" " "	SCRAP	2UA9480986	BER G90255
10195	HP UPS 2200XR	" " "	SCRAP	Y06452R33R	J83349 - BER
N/A	HP ZR24w Monitor	" " "	SCRAP	CNC6100TYM	M70041 - BER
N/A	Epson LCD Projector 17050	" " "	SCRAP	JJK4742475	M 43948 - BER
10784	HP Touchsmart	" " "	SCRAP	3CR012047	G96450 - BER
?	HP 5800 Desktop Computer	" " "	SCRAP	2UA9480980	G90245 - BER
10785	AED G3 Plus Powerheart	" " "	SCRAP	4307460	G93582 - BER
11021	HP CP5525 Printer	" " "	SCRAP	CNCC31001	Q04971 - BER

ADDRESS:
 5701 E. Hillsborough
 Ave. Ste. 2301
CUSTODIAN DELEGATE:
 LINDA KERR
TELEPHONE NUMBER:
 813-744-8941
SUNCOM NUMBER:
 x246

FAX NUMBER:
 813-744-8949

*CONDITION OF PROPERTY: E = EXCELLENT; G = GOOD; F = FAIR; P = POOR; S = SCRAP

I HEREBY CERTIFY THIS PROPERTY AS SURPLUS.

SUBMITTING CUSTODIAN SIGNATURE: 

BER - Beyond Economical Repair

**FLORIDA'S OFFICE OF EARLY LEARNING
SURPLUS PROPERTY FORM**

TO: Early Learning Coalition of Hillsborough **From:** School Readiness Programs
6800 N. Dale Mabry Hwy. 5701 E. Hillsborough Avenue Ste.
Suite 158 Tampa, FL 33610

PAGE: 2
DATE: 4/19/17

Tampa, FL 33614

ID Tag #	Description of Property (w/name, make, model # and manufacturer)	Physical location of property being made surplus	Condition*	Serial Number	Comments	
10051	Fellowes 4800 shredder	5701 E. Hillsborough Ave Ste. 2301	SCRAP	1725-128,2501239635	G66876 BER	ADDRESS: 5701 E. Hillsborough Ste. 2301 CUSTODIAN DELEGATE: LINDA KERN TELEPHONE NUMBER: 813-744-8941 x246 SUNCOM NUMBER: FAX NUMBER: 813-744-8949
10035	HP NC8230 Laptop	" " "	SCRAP	CNU5211PRO	G63063 BER	
10719	HP NC8430 Laptop	" " "	SCRAP	CNU8062644	G79118 BER	
10772	HP 2730 P Laptop	" " "	SCRAP	2CE9495362	G90127 BER	
10773	HP 2730P Laptop	" " "	SCRAP	2CE94953W4	G90176 BER	

*CONDITION OF PROPERTY: E = EXCELLENT; G = GOOD; F = FAIR; P = POOR; S = SCRAP

I HEREBY CERTIFY THIS PROPERTY AS SURPLUS.

SUBMITTING CUSTODIAN SIGNATURE: _____

ELCHC BOARD OF DIRECTORS MEETING- JUNE 12, 2017

CONSENT AGENDA

ITEM IV.C.

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 meetings and Executive/Finance Committee meetings will still be held on a Monday, but with a proposed start time of 3:00 pm instead of 5:30 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*

CONSENT AGENDA

ITEM IV.D.

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

NARRATIVE: The Executive Finance Committee approved the attached Sliding Fee Schedule at its May meeting and is recommending approval by the full Board.. 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 up to 50%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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
5.10	2.55	85% SMI 130% FPL	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
5.50	2.75	85% SMI 150% 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
6.40	3.20	85% SMI 170% FPL	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
6.80	3.40	85% SMI 185% FPL	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
7.40	3.70	85% SMI 200% 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
10.20	5.10	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
			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
			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
			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
			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	85,094	94,293	103,492	112,691	121,890	131,089	140,288	149,487	158,686

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

ISSUE: ANTI-FRAUD PLAN

FISCAL IMPACT:

FUNDING SOURCE:

RECOMMENDED ACTION: Approve the Anti-Fraud Plan

BACKGROUND: Florida Statute 1002.91 requires that each coalition adopt an anti-fraud plan addressing the detection and prevention of over payments, abuse, and fraud relating to the provision of and payment for School Readiness Program and Voluntary Prekindergarten Education Program services. The plan must be approved by the Board and submitted annually by June 30. The anti-fraud plan must include the following:

- A. A written description or chart outlining the organizational structure of the plan's personnel who are responsible for the investigation and reporting of possible overpayment, abuse, or fraud.
- B. A description of the plan's procedures for detecting and investigating possible acts of fraud, abuse, or overpayment.
- C. A description of the plan's procedures for the mandatory reporting of possible overpayment, abuse, or fraud to the Office of Inspector General within the office.
- D. A description of the plan's program and procedures for educating and training personnel on how to detect and prevent fraud, abuse, and overpayment.
- E. A description of the plan's procedures, including the appropriate due process provisions adopted by the office for suspending or terminating from the school readiness program or the Voluntary Prekindergarten Education Program a recipient who the early learning coalition believes has committed fraud.
- F. Specify that a person who commits an act of fraud as defined in this section is subject to the penalties provided in s. 414.39(5)(a) and (b).

The Coalition's plan was approved by OEL in October 2016. Since the required plan elements were included in the plan as approved, no modifications have been made to the Anti-Fraud Plan at this time. Therefore, staff is recommending approval of the attached Anti-Fraud Plan for FY 2018.

Early Learning Coalition of Hillsborough County Anti-Fraud Plan

Plan Statement

The Anti-Fraud Plan addresses the detection and prevention of overpayments, abuse, and fraud relating to the provision of and payment for the School Readiness program and Voluntary Prekindergarten program services. The Plan addresses parents or legal guardians of children enrolled in the School Readiness or VPK programs. *Note that provider fraud is a violation of the terms of the contract and addressed in the state wide contracts rules.*

The Anti-Fraud Plan serves to support organizational processes and staff in the prevention of fraud, build on employee knowledge and awareness of fraud prevention and describe the coalition's procedures for detecting and investigating possible acts of fraud, abuse of services and related over payment. Due process procedures for suspending or terminating a recipient's eligibility for School Readiness or VPK programs and the recipient's right to appeal the decision are included in the Plan.

The Plan will be submitted to the Office of Early Learning (OEL) Office of Inspector General (OIG) by the requested date annually.

Plan Definitions

Recipient - The parent or legal guardian whose child was determined eligible for School Readiness or Voluntary Prekindergarten Education Program benefits.

Fraud - An intentional deception, omission, or misrepresentation made by a person with knowledge that the deception, omission, or misrepresentation may result in unauthorized benefit to that person or another person, or any aiding and abetting of the commission of such an act. The term includes any act that constitutes fraud under applicable federal or state law.

Suspension - When services are temporarily no longer provided, however the parents do not have to go to the waiting list when their suspension is finished.

Termination - When services are ended and the recipient would have to return to the waiting list when their termination is expired.

Description of Organizational Structure with Plan Responsibilities

The Compliance Manager with Hillsborough County Public Schools (ELC of Hillsborough County's Primary Service Provider) is responsible for implementing the Coalition's School Readiness anti-fraud activities; the Coalition's Compliance Manager is responsible for implementing the Coalition's Voluntary Prekindergarten (VPK) anti-fraud activities.

The Coalition's Chief Operating Officer is responsible for reviewing an initial appeal request submitted by the recipient for decision to uphold or modify the suspension or termination.

The following positions are responsible for the daily activities related to prevention, detection, investigation, and reporting of possible over payment resulting from potential fraud or abuse:

Early Learning Coalition of Hillsborough County Staff

- Chief Operating Officer
- Family Services Coordinator
- Family Services Specialists
- Chief Financial Officer
- Financial Services Manager
- Provider Services Specialists
- Financial Services Specialists

Hillsborough County Public School Staff

- Supervisor of Coordinating Services
- Coordinating Service Specialists
- Compliance/Fraud Manager
- Reimbursement Staff

Plan Procedures

Procedures Review –The Early Learning Coalition of Hillsborough County (ELCHC) and Hillsborough County Public Schools (HCPS) will annually review job descriptions and internal processes to confirm appropriate separation of duties is in place, and review internal controls to reduce risk.

ELC Staff Education/Awareness/Training – Training will be targeted both at policy level and operational level.

- ELCHC and HCPS management staff will ensure that all staff review the following policy topics annually: Code of Conduct and Ethics, Whistleblower Policy, Record Retention Policy, Workplace Conduct, and Conflict of Interest and Business Ethics.
- Additionally all staff will be reminded of specific Internal Control policies and practices in place to prevent fraud. On a regular and routine basis, it is the responsibility of all management staff to ensure that all internal control practices, appropriate fiscal procedures and separation of duties are being followed.
- ELCHC Family Services, Provider Services and Reimbursement Services meet at least monthly to review any changes or issues that may arise.
- ELCHC Compliance Manager monitors continually throughout the year and holds meetings as needed to discuss/resolve findings.
- HCPS provides training to Client Service Specialists on interviewing techniques and resources that help identify possible fraud. The training includes “red flag” areas such as receipt of cash payments and/or client report of no income for a significant period of time, identification of altered and/or falsified documents, as well as the proper procedures for reporting of suspected fraud to the appropriate HCPS administrator.

- ELCHC and HCPS management staff complete an annual self-assessment of internal controls, policies and procedures.

SR and VPK Parent Education and Awareness

- Display fraud awareness posters at ELCHC and HCPS eligibility offices
- Include a fraud awareness statement in SR parent packets with appropriate phone number to report any suspected fraud
- SR Coordinating Service Specialists review parent responsibilities in detail during the interview process and emphasize the importance of reporting changes in their circumstances within ten (10) days. Parent are required to sign the SR Rights & Responsibilities document which contains the above information.

SR and VPK Provider Education and Awareness

- Encourage child care providers to report potential fraud to ELCHC/HCPS staff via provider communication venues such as the Provider's Focus Magazine, Provider Portal Notes and/or E-mail blasts
- Provide periodic reminders to providers about having procedures in place to prevent fraud

SR and VPK Provider Education and Awareness

- Encourage child care providers to report potential fraud to ELC or ECS staff through provider communication venues including email or portal communications, and provider group meetings
- Periodic reminders to providers about procedures in place to prevent fraud in addition to regular practices of monitoring that occur with providers that also keep providers aware of ELC's/ECS's intention to prevent and/or detect fraudulent practices
- Regular monitoring by ELCHC Provider Service Staff keeps providers aware of ELCHC's intent to prevent and/or detect fraud

Providers, Parents, employees, and Public Access to Reporting of Potential Fraud

- Statement on website with phone number to report potential fraud for parents, providers, and general public

ELC Detection and Investigation of Acts of Fraud, Abuse or Overpayment

- Monthly unannounced review of work products and follow up on questionable circumstances are conducted by appropriate ELCHC and/or HCPS staff
- Monthly review, research, and follow up of data quality edit reports generated by the Office of Early Learning by designated ELCHC and/or HCPS staff
- Documented verification of child care referrals from other organizations through periodic cross reference review of children in service
- Daily alertness of SR Coordinating Service Specialists to inconsistencies through regular operational processes with recipient(s). At initial placement and eligibility redetermination, HCPS staff reviews the recipient's information for "red flags". If the Specialist believes "red flags" exist, but cannot be confirmed, then the case is

forwarded to the SR Coordinating Services Supervisor and the Compliance/Fraud Manager for further review.

If inconsistencies are identified through any of the above means, the ELCHC or HCPS Compliance Manager will conduct a phone interview with the recipient(s) and obtain verification from parent or legal guardian within five (5) business days to resolve inconsistencies, which could include but not be limited to income, residential documentation, or household composition, and determine if situation is resolved or warrants next steps of due process provisions for termination or suspension of SR and/or VPK benefits.

If there is reasonable suspicion that a recipient has committed fraud in the receipt of SR and/or VPK services, designated ELCHC and/or HCPS staff shall calculate associated overpaid benefit amounts and follow the due process provisions for termination or suspension of SR and/or VPK benefits. If it is determined that further investigation is warranted the ELCHC and/or HCPS Compliance Manager shall report the case of potential fraud to the Florida Office of Early Learning Fraud for review.

Due Process Provisions for Termination or Suspension of School Readiness or Voluntary Prekindergarten Benefits

The Coalition and/or HCPS will provide written notice of the intended action to suspend or terminate benefits to the recipient to be affected and must clearly advise of the allegations, the basis of the allegations the intended action and the date the action is to be imposed. The written notice shall be sent at least fourteen (14) calendar days prior to the intended action. The written notice will be translated in the recipient's native language if prior communications from ELCHC/HCPS with the recipient have been translated.

The written advance notice shall include following:

- The procedure for the recipient to follow to attempt to appeal the decision.
- A statement, in bold print, that the failure to file a timely appeal waives the right to an appeal.
- Notice of the potential for repayment of improper benefits if the conclusion of fraud is upheld, including any benefits received after the receipt of the written advance notice.
- The procedure for the recipient to obtain a copy of his or her file.
- The amount of overpayment to be recovered, if applicable.
- The length of time for which the recipient's benefits are suspended or the date of the termination of benefits, if applicable.

The following general guide for penalties will be applied, however, considerations will also include the length of time proportionate to the alleged offense committed, consistent with suspensions or terminations issued to other recipients who allegedly committed comparable offenses, and may also consider prior offenses, as appropriate.

Penalties Guidelines

- First determination of fraud, eligibility is suspended for the longer of six months or restitution of overpaid benefits.
- Second determination, eligibility is terminated the longer of one year or restitution of overpaid benefits.
- Third and subsequent determinations, eligibility is terminated the longer of five years or restitution of overpaid benefits.

The recipient has a right to challenge within fourteen (14) business days; if the challenge is before benefits are terminated or suspended, then benefits remain in place for the duration of initial challenge. However, if the decision is upheld, any services received during that timeframe will be included with the overpayment amount.

A suspension or termination shall not be applied against recipients with a valid at-risk referral.

Recipient Right to Challenge Decision

Pre appeal Resolution Procedure

If recipient believes that the conclusion of fraud was made in error, the recipient should first seek to resolve the matter by contacting ELCHC/HCPS and providing the necessary documentation to resolve the issue. The Chief Operating Officer will consider all statements, review all documents and may request any additional evidence or information if it is necessary and relevant to the review. The recipient will be notified in writing of the determination within ten (10) days of the parent review. The C.E.O. of the Coalition shall not be involved in the pre-appeal resolution of the issue.

If the recipient believes that the issue was not resolved during the pre-appeal resolution procedure, the appeal procedure is outlined in *Florida Rule 6M-9-400 Early Learning Coalition Anti-Fraud Plan, subsection (e) and (f) as follows:*

Appeal Resolution Procedure:

If the recipient believes that the issue was not resolved by the coalition/ECS, the recipient may file a formal written appeal for review by the C.E.O. of the Coalition, using the following procedure:

1. Submit a written appeal to the C.E.O. or other executive staff person as designated by the coalition board. The appeal must fully describe the nature of the error the recipient believes has been made and shall contain any documentation which supports the recipient's claim.
2. The appeal shall be postmarked or emailed before the date of the intended action. The recipient who fails to file a timely appeal waives the right of appeal.
3. If the recipient files a timely appeal, he or she will not be suspended or terminated from the program until the written decision of the C.E.O. or the original date of the intended action, whichever is later.

4. The C.E.O. of the coalition or other executive staff person designated by the coalition board must respond to the recipient, in writing, within thirty (30) days of receiving the appeal with a decision as to whether the suspension or termination will be upheld or modified.
5. The recipient who wishes to appeal the decision of the C.E.O. of the Coalition or other executive staff person designated by the Coalition board may request further review by an appeals committee in accordance with subsection (e) of this rule. The request for further review by an appeals committee must be submitted to the Coalition in writing within ten (10) calendar days of the date of the C.E.O. or other executive staff person designated by the-Coalition board's written response to the recipient's formal written appeal.

The recipient shall be given the opportunity to defend his or her position in an orderly proceeding of the appeals committee. When the meeting of the appeals committee is scheduled, the recipient shall be notified of the date of the appeals committee, informed that it is a public meeting, and informed that any information presented may be used by other state agencies.

1. The appeals committee shall be selected by the Chairman of the Board of the coalition and a chair of the appeals committee shall be named.
2. The appeals committee shall be convened within forty-five (45) calendar days of receipt of the recipient's request for an appeal.
3. The recipient shall be provided up to thirty (30) minutes to present their position and any information they wish the appeals committee to consider.
4. The Coalition staff, excluding the Executive Director or other executive staff person designated by the coalition board shall be available to provide any information requested by the committee.
5. The appeals committee will consider all statements, review all documents and may request any additional evidence or information from the parties if an appeals committee member believes it is necessary and relevant to the decision making. The required final determination letter will be tolled for the length of time given to provide the additional information.
6. The appeals committee shall select or appoint a member of the coalition, excluding the C.E.O. the coalition or other executive staff person designated by the coalition board to memorialize the events of the appeals committee proceeding and the final determination including the basis for the decision.
7. The appellant shall be notified in writing of the appeals committee's determination within ten (10) days of the date of the meeting.
8. The determination of the appeals committee shall be final.

For criminal prosecution with restitution, the ELCHC/HCPs will follow the ruling from the court regarding restitution plan

Monthly Reporting Process to OEL

The ELCHC's Compliance Manager will submit an electronic report monthly reporting the parents and providers terminated from services as a result of fraud, per Rule 6M.9.400 subsection (b).

Process for Mandatory Reporting Fraud and Abuse through the OEL Fraud Referral System

HCPS's Compliance/Fraud Manager is the designated administrator for the Office of Early Learning's Fraud Referral System. Contact information is as follows:

Kathy Kaa
Program Manager Compliance and Fraud
Hillsborough County Public Schools
Kathy.Kaa@sdhc.k12.fl.us
813-744-8941 X380

At the point when potential fraud has been communicated to the recipient, The Compliance Manager will make the mandatory referral for potential fraud or abuse investigation using Office of Early Learning *Fraud Referral System*. The referral includes the recipient information, amount of overpayment, discovery date and a brief summary of the allegations, and notification of any evidencing documents available that substantiate the allegations. At this time, the Compliance Manager also notifies the Office of Early Learning's Inspector General's office that a fraud referral has been submitted.

Note the coalition's fraud investigation and appeals procedures outlined in this plan will complement the OEL referral process to Department of Financial Services through the *Fraud Referral System*. If the recipient appeals the decision through the Coalition appeals process, the Compliance Manager will update the referral information in the *Fraud Referral System* as appeal decisions are made throughout the appeal process.

ELCHC BOARD OF DIRECTORS MEETING- JUNE 12, 2017

ACTION ITEM

ITEM VII.A.

ISSUE:	Election of Board Officers for FY 17-18
FISCAL IMPACT:	\$0
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Nominate and Elect Board Officers

NARRATIVE:

As is stated in the corporation Bylaws:

The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect. All officers of the Corporation must also be directors of the Corporation.

The Executive Committee is made up of the Board Chair, the Board Vice-Chair, the Board Secretary and the Board Treasurer and one (1) other member of the Board. The Executive Committee may act on behalf of the Board between regular Board meetings except they are not permitted to do the following: amend the articles or bylaws; dissolve the corporation; dismiss or elect new Board members or officers; hire or fire the chief executive; enter into major contracts or sue another entity; approve Board budget in excess of their existing authority; or, adopt or eliminate major programs.

It is recommended that Executive Committee members not include any Directors that would potentially be faced with a conflict of interest or the perception of a conflict of interest in any of the aforementioned situations.

The Governance Committee is recommending the following slate of officers to serve on the ELCHC Board of Directors for FY17-18, with the exception of the member at large, but, in addition to, each Committee Chair. If deemed by the Board, the following slate may be amended by the larger Board recommendation.

1. Dr. Shawn Robinson, Vice-Chair
2. Lynne Hildreth, Secretary
3. Joe McElroy, Treasurer

Committee Chairs

1. Angela Chowning-Service Delivery & Efficiency Committee Chair
2. Dianne Jacob- Communications & Outreach Committee Chair
3. Sandra Murman- Legislative Affairs Committee Chair
4. Scott Barrish- Provider Review Hearing Committee Chair

If approved, the ELCHC Bylaws would be amended to reflect the change.

ELCHC BOARD OF DIRECTORS MEETING- JUNE 12, 2017

ACTION ITEM

ITEM VII.B.

ISSUE:	Approval of CEO Employment Agreement for FY 2017-2019
FISCAL IMPACT:	\$4,206.50
FUNDING SOURCE:	School Readiness
RECOMMENDED ACTION:	Approval of CEO Employment Agreement for Fiscal Year 2017-2018

NARRATIVE:

The Governance Committee met and made the following recommendations to the Executive Finance Committee regarding the draft CEO Employment Agreement for FY 2017-2019 for the Board's review:

1. The term "Executive Director" was changed to "Chief Executive Officer" or "CEO" throughout the agreement for a more consistent document. 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 stated, "otherwise the Executive Director reports to the appointed Chair of the Board."
2. The Governance Committee made a recommendation to the Executive/Finance Committee that the term of contract change to a two year term that would start this year. Section 1 of the contract was revised to 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..." The Executive/Finance Committee accepted the recommendation from the Governance Committee for a two year rolling contract during the May 8, 2017 Committee meeting.
3. The Executive/Finance Committee approved to tie Dr. Knobl's annual salary increases to that of the staff. The staff increase for 2017-2018 was approved at 4% by the Board on April 17, 2017.
4. The Coalition will cover all premiums related to medical insurance.

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

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, 2019. Thereafter the Agreement shall automatically renew for periods of two (2) years 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 annual increase in base salary will be consistent with employee annual pay increases, as approved by the board of directors. 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 pay 100% of the cost of health, dental and vision insurance premiums, as provided under the Coalition plan. The Coalition shall provide the CEO with profit sharing plan and contributions to a 401(k) account consistent with all other salaried employees of the Coalition. 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 full 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

Chief Executive Officer DATE: _____



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

ELCHC Board of Director's Annual Meeting

Monday, September 18, 2017

Documents Checklist

- Conflict of Interest (p. 2)
- Annual Related Party Declaration and Disclosure (p. 10)
- Code of Ethics (p. 14)

Please review and sign all enclosed documents and return to Katherine Javier, Executive Assistant by close of business on September 1, 2015. Documents may be submitted in person, via mail, email or fax to:

Kelley Minney, Executive Administrator

6800 N. Dale Mabry Hwy., Suite 158

Tampa, FL 33614

FAX: (813)435-2299

EMAIL: kminney@elchc.org



Policies and Procedures

CONFLICT OF INTEREST POLICY

Date:	January 13, 2014	Policy Number:	02-06
Subject:	Conflict of Interest	Status:	Approved 01/13/2014

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

SECTION 1. PURPOSE:

The Early Learning Coalition of Hillsborough County is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of the Early Learning Coalition of Hillsborough County as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the Early Learning Coalition of Hillsborough County and its Board, officers, management employees, and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The Board, officers, and management employees have the responsibility of administering the affairs of the Early Learning Coalition of Hillsborough County honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Early Learning Coalition of Hillsborough County. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Early Learning Coalition of Hillsborough County or knowledge gained therefrom for their personal benefit. The interests of the Early Learning Coalition of Hillsborough County must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of the Early Learning Coalition of Hillsborough County. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the Early

Learning Coalition of Hillsborough County.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to the Early Learning Coalition of Hillsborough County.
2. Persons and firms from whom the Early Learning Coalition of Hillsborough County leases property and equipment.
3. Persons and firms with whom the Early Learning Coalition of Hillsborough County is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the Early Learning Coalition of Hillsborough County.
6. Agencies, organizations, and associations that affect the operations of the Early Learning Coalition of Hillsborough County.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the Early Learning Coalition of Hillsborough County
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the Early Learning Coalition of Hillsborough County Receiving remuneration for services with respect to individual transactions involving.
3. Using Early Learning Coalition of Hillsborough County's personnel, equipment, supplies, or good will for other than the Early Learning Coalition of Hillsborough County approved activities, programs, and purposes.
4. Receiving personal gifts or loans from third parties dealing or competing with the Early Learning Coalition of Hillsborough County. Receipt of any gift is disapproved except gifts

of a value less than \$25, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the Early Learning Coalition of Hillsborough County.

However, it is the policy of the Board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is completed. It shall be the continuing responsibility of the Board, officers, and management employees to analyze their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest does not participate in the discussion or vote upon the measure which would inure to his or her special gain or loss. The term "participate" means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction;
3. A competitive bid or comparable valuation exists; and
4. The Board has determined that the transaction is in the best interest of the organization.

Disclosure of conflicting interest should be made to the chief executive officer (or if she or he is the one with the conflict, then to the Board Chair), who shall bring the matter to the attention of the Board. Disclosure involving directors should be made to the Board Chair, (or if she or he is the one with the conflict, then to the Board Vice-Chair) who shall bring these matters to the Board.

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

CONFLICT OF INTEREST DISCLOSURE STATEMENT

***Preliminary note:** In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:*

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2. CAPACITY: _____ board of directors _____ executive committee _____ officer _____ committee member _____ staff (position): _____

3. Have you or any of your affiliated persons provided services or property to the Early Learning Coalition of Hillsborough County in the past year?

_____ YES _____ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from the Early Learning Coalition of Hillsborough County in the past year?

_____ YES _____ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Early Learning Coalition of Hillsborough County was or is a party?

_____ YES _____ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to the Early Learning Coalition of Hillsborough County at any time in the past year (other than travel advances or the like)?

_____ YES _____ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Early Learning Coalition of Hillsborough County or as a result of your relationship with the Early Learning Coalition of Hillsborough County, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the Early Learning Coalition of Hillsborough County?

_____ YES _____ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Early Learning Coalition of Hillsborough County?

____ YES ____ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Early Learning Coalition of Hillsborough County's [board or a duly constituted committee thereof] in accordance with the terms and intent of the Early Learning Coalition of Hillsborough County conflict of interest policy?

____ YES ____ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HERBY CONFIRM that I have read and understand the Early Learning Coalition of Hillsborough County's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the Chief Executive Officer or Board Chair immediately.

Signature

Date

**EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY
GIFT POLICY AND DISCLOSURE FORM**

As part of its conflict of interest policy, the Early Learning Coalition of Hillsborough County requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the Early Learning Coalition of Hillsborough County or are a competitor of the Organization. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. "Responsible Person" is any person serving as an officer, employee or a member of the board of directors of the Early Learning Coalition of Hillsborough County.

Section 2. "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Early Learning Coalition of Hillsborough County is not a "contract" or "transaction."

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his designee or for gifts of a value less than \$25 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

- a) Does or seeks to do business with the Early Learning Coalition of Hillsborough County or,
- b) Does or seeks to compete with the Early Learning Coalition of Hillsborough County or,
- c) Has received, is receiving, or is seeking to receive a Contract or Transaction with the Early Learning Coalition of Hillsborough County.

GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Signature

Date



Annual Conflict of Interest Statement FY2017-2018

I, _____ have read and understand the provisions of the Early Learning Coalition of Hillsborough County *Conflict of Interest Policy*. I hereby affirm that the following affiliations may represent a potential conflict of interest and *Form 8b Memorandum of Voting Conflicts* must be submitted.

Business and professional affiliations in which I or an immediate family member hold as an owner, office, board member, partner, employee or other beneficiary position at some point:

Business/Organization

Position Held/By Whom

_____	_____
_____	_____
_____	_____
_____	_____

Other not-for-profit organization with which a family member or I are associated and which might reasonably expect to apply for a grant or funding from the Early Learning Coalition of Hillsborough County:

Business/Organization

Position Held/By Whom

_____	_____
_____	_____
_____	_____
_____	_____

Other activities that may produce a potential conflict of interest:

Signature

Date



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Early Learning Coalition of Hillsborough County FY 17-18 Annual Related Party Declaration and Disclosure Form

Name: _____ Title: _____

Relationship: Board of Director Coalition Employee

Original or Update Form: Annual Declaration Updated Declaration

Ownership: Ownership interest in any corporation, partnership, trust, joint venture, and every other business interest, including land used for income which you or a relative(s) own or have owned within the preceding 12 months. Ownership of intellectual property, e.g. patents, royalties, and copy rights is also included.

Are there any ownership interests you have or a member of your family has which meet this criteria and could an independent observer conclude that they appear to influence or potentially conflict with any of your work/board responsibilities with Coalition?

No Yes

If you marked "Yes" above please complete the following:

**Business Name and
Address:** _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest? You Spouse Other

Your % of Ownership/Interest? _____

Compensation: Receipt of salary, anything of value, or economic benefit conferred within the past 12 months in return for services rendered or to be rendered from any one entity.

Have you or your family received or do you expect to receive compensation as defined above and could an independent observer conclude that said compensation influences or potentially conflicts with any of your work/board responsibilities?

No Yes

If you marked "Yes" above, please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest?:

You Spouse Other

Your % of Ownership/Interest? _____

Office: A position of director, officer, associate, partner or proprietor in any outside entity.

Do you or does a member of your family hold an office as defined above which an independent observer could conclude significantly affects or is affected by your work/board responsibilities with the Coalition?

No Yes

If you marked "Yes" above please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest Held: _____

Who Holds the Interest?

You Spouse Other

Fees and Commissions: Receipt of fees or commissions from one or more outside entity.

Do you or a member of your family receive fees/commissions as defined above which meet the criteria which an independent observer could conclude might present potential conflicts of interest with any of your work or board responsibilities with the Coalition?

No Yes

If you marked "Yes" above please complete the following:

Business Name and

Address: _____

Type of Business: _____

Description of Interest

Held: _____

Who Holds the Interest?

You Spouse Other

Identification of Possible Conflict

Identify the relevant activities that may be affected by one or more the potential conflicts you marked "Yes".

DECLARATION

I, **x** _____ (*print name*), declare that this declaration for related party has been examined by me and to the best of my knowledge and belief is a true and complete statement. Any changes to this statement must be reported with 15 days.

x _____

Signature

Date

Verification:

I have reviewed the (potential) conflicts of interest with the above named individual, and a plan has been implemented to manage the (potential) conflict. As implemented this plan should ensure that none of the above referenced conflicts or potential conflicts will interfere with the performance of the individual's duties as employee or board member.

- No conflict Exist
- A potential conflict exists and a plan has been developed to manage it, which is attached

Chief Executive Officer

Date

Statement of Commitment

“In establishing policy for and on behalf of the Early Learning Coalition of Hillsborough County’s members, I am a custodian in trust of the assets of their organization. The members recognize the need for competent and committed elected board members to serve their organization and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.”

“Therefore, as a board member of the Early Learning Coalition of Hillsborough County, I acknowledge and commit that I will observe a high standard of ethics and conduct as I deliver my best efforts, skills and resources in the interest of the Early Learning Coalition of Hillsborough County and its members. I will perform my duties as board member in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of the Early Learning Coalition of Hillsborough County are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.”

Ethical Guidelines

General

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the board any suggestions of ways to improve the organization’s policies, standards, practices or ethics.
4. I will not abuse my position as a board member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of the organization.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.
6. If the board decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion I understand that the board’s decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.
7. No Board member may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Board.
8. All board members shall read, sign and submit the Code of Ethics statement, which shall be kept on file by the Executive Director.

Information

9. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board member, and that is not generally available to membership
10. I will be alert to information which the organization can use to develop improved policies and strategies
11. I will protect the organizations information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it
12. I will maintain confidentiality of all information that the board deems ought to be kept confidential.

Resources

13. I will be mindful of resources which are in my trust on behalf of the organization, and will help establish policies which ensure the maximization of secure and protected resources.

Gifts and Hospitality

14. Should business associates or others offer me hospitality, gifts, favors, or benefits on a personal basis because of the business the organization does with them, I will recognize that such offers may be an effort to secure advantage from me, and I will reject such offers on the basis that it is against the organization's policy to accept gifts from business contacts. The most I will accept will be normal promotional handouts of a nominal value.

Representing the Organization

15. As part of my duties as a board member, I represent the organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. In my duties I will preserve and enhance the good reputation of the organization and will avoid behavior which might damage its image.

Interpretation

16. The chairperson of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

Enforcement

17. The chairperson is ultimately responsible for immediate interpretation, application and enforcement of the board members' code of ethics policy. All complaints concerning a possible code of ethics violation shall be made in writing to or by the chairperson with a copy provided to the complainant.

The Chairperson shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

If this initial attempt at resolution is not successful, the Chairperson shall appoint an ad-hoc committee composed of three board members to investigate the complaint. The ad-hoc committee is required to investigate as required and submit a written report to the chairperson within 30 days. The chairperson will render his/her decision within ten days of receiving the ad-hoc committee's report.

The Chairperson's decision may be appealed in writing to the full Board for consideration the board's next regular meeting at the organization's next regular scheduled meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant.

Delegation and Penalties

18. Should the chairperson be the subject of a written complaint, the vice chair shall perform the duties normally assigned to the chair in this matter.

19. Penalties imposed for breach of the code of ethics may include, but are not limited to, the following:

- Excluding the board member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
- Censure of the member, in private, in public, or both, and/or
- Removal of the member from office by a resolution passed by a vote of two-thirds of the members voting at an annual or special general meeting of the not-for-profit organization's Board of Directors, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept the Early Learning Coalition of Hillsborough County's Code of Ethics.

Date _____

Signature of Board Member

ISSUE: Dashboard Amendment

School Readiness Waiting List
June 2, 2017

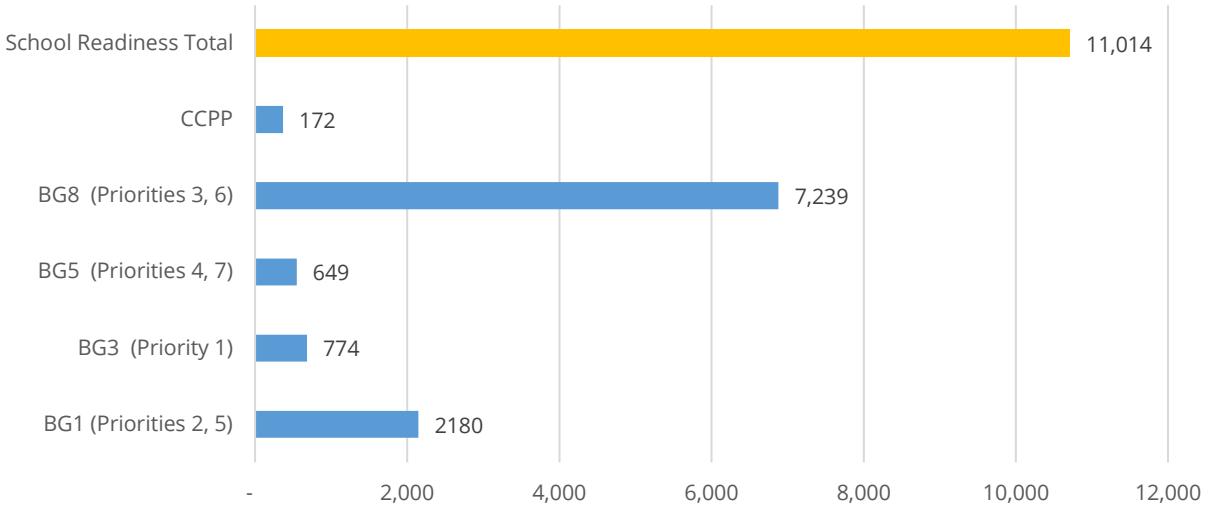
SR Waiting List	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Ager	Total Children
BG8-ECON - Priority 3	96	420	479	397	332	83	459	2266
BG8-ECON - Priority 6							676	676
Totals	96	420	479	397	332	83	1135	2942

Currently there are 2,942 children on the School Readiness Waiting List (SR WL) in the state OEL Family Portal. This is a 34% overall increase in children on the SR WL since the last board report. The Early Learning Coalition temporarily opened up funding between (March and May) for the School Readiness Waiting list offering child care to 816 families and 1,277 children. These families were processed by the School District to determine eligibility for services and were either enrolled in care or termed off the waiting list.

The Office of Early Learning Priorities for School Readiness Children on the Waiting List.

- **Priority 1** is given to children with families receiving TANF cash assistance (BG3 TANF) younger than 13 years old.
- **Priority 2** is given to Protective Service children (BG1 At-Risk) younger than 9 years of age.
- **Priority 3** is given to children with families Economically Disadvantaged (BG8) Children from birth to the beginning of the school year for Kindergarten have priority over their school age siblings, dependent on local revenues the coalition can fund the siblings of preschoolers.
- **Priority 4** is given to children of families no longer receiving TANF (BG5 – TCC) from birth to the beginning of the school year for Kindergarten.
- **Priority 5** is given to the protective services children (BG1 At-Risk) from 9 to younger than 13 years old.
- **Priority 6** is given to the children of families economically disadvantaged (BG8) in school with the priority of children with preschool siblings.
- **Priority 7** is given to the children of families no longer receiving TANF (BG5 – TCC) school age younger than 13
- **Priority 8** is given to the children with special needs not younger than 3.
- **Priority 9** is given to the children who is also enrolled concurrently in federal Head Start (HS) or the Voluntary Prekindergarten Education Program (VPK)

Active School Readiness Children Enrolled on 6/5/2017
11,014 Unduplicated Children



Economically Disadvantaged (BG8) children apply for the School Readiness on the Office of Early Learning’s Family Portal. When children are placed off the School Readiness Waiting List they are placed into the BG8 Billing group. When there is match funding in the Child Care Purchasing Pool (CCPP), some BG8 children can be rolled out of BG8 funding to use up CCPP funding as shown in the chart below.

