



EXECUTIVE/FINANCE COMMITTEE MEETING AGENDA

Tuesday, August 21, 2017 at 3:00 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for May 25, 2017 Special Meeting (Pg. 2)

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. OLD BUSINESS

IV. ACTION ITEMS

- A. Draft/Proposed Board Agenda (Pg. 4) S. Knobl

V. DISCUSSION ITEMS

- A. Draft/Proposed Employee Handbook (Pg. 7) S. Knobl
- B. Draft/Proposed Strategic Plan (Pg. 8) S. Knobl
- C. Budget Report (Pg. 9) S. Knobl/S. Costner

VI. ADJOURNMENT

UPCOMING MEETINGS

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

UPCOMING EVENTS

ELCHC Community Book Garden Ribbon Cutting- Thursday, August 24, 2017

Read for the Record- Thursday, October 19, 2017



EXECUTIVE/FINANCE COMMITTEE SPECIAL MEETING UNAPPROVED MINUTES

Thursday, May 25, 2017 at 11:00 am
6800 N. Dale Mabry, Suite 158
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

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

Committee Members Absent:

ELCHC Staff:

Steve Costner and Kelley Minney

Other Attendees:

*indicates attendance by phone

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 11:00 am.

Approval of May 8, 2017 Executive/Finance Committee meeting minutes.

Dr. Shawn Robinson made a motion to approve the May 8, 2017 Executive/Finance Committee meeting minutes. Scott Barrish made a second. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

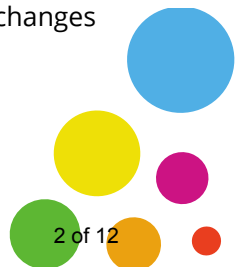
OLD BUSINESS

There was no Old Business

ACTION ITEMS

CEO Employment Contract Benefits Package

Dr. Shawn Robinson stated that Dr. Steve Knobl had requested that the Executive/Finance Committee grant him the option to enroll in a PPO family plan, and that the insurance premium would be covered 100% by the Coalition. Dr. Robinson stated that specifics on benefits had not been covered under last year's contract, and that the open enrollment deadline to make changes to the insurance policy was June 2, 2017.



Steve Costner, Chief Fiscal Officer, stated that the Coalition, currently, covered premiums for staff at 85%. The Committee requested that Mr. Costner provide a report that would detail the difference in cost for the coalition to cover Dr. Knobl and his family at 100% under a PPO plan and to provide a comparison of the cost for a staff member. The Committee requested that Mr. Costner contact similar sized Coalitions to request the benefit packages they offer their Chief Executive Officers. The Committee agreed to present the requested information to the full board for approval at the June 12th Board of Directors meeting.

Salary Increase

Dr. Robinson stated that an annual salary increase to match staff increases had been omitted from contract, and that the recommendation was to tie Dr. Knobl's annual salary increases to that of the staff.

Dr. Shawn Robinson made a motion to tie Dr. Knobl's annual salary increases to that of the staff. Joe McElroy made a second. The motion carried unanimously.

DISCUSSION ITEMS

There were no Discussion Items.

ADJOURNMENT

Citing no further business, Scott Barrish made a motion to adjourn the meeting at 11:30 am. Dr. Shawn Robinson made a second. The motion carried unanimously.

ELCHC Executive/Finance Committee Meeting – August 21, 2017

DISCUSSION

ITEM V.A.

ISSUE:	Draft/Proposed Board of Directors Agenda
FISCAL IMPACT:	Not applicable
FUNDING SOURCE:	Not applicable
RECOMMENDED ACTION:	Approval of the draft Board agenda for the September 18, 2017 Board of Directors meeting.

NARRATIVE:

Please see the attachment.

(Attachment)



Monday, September 18, 2017 at 3:00 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33610
Call-in: 866-866-2244
Access Code: 5194796

Draft/Proposed

I. CALL TO ORDER

A. Patel

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

IV. CONSENT AGENDA (Pg. **)

The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.

- A. Approval of June 12, 2017 Board Meeting Minutes

V. EXECUTIVE REPORTS

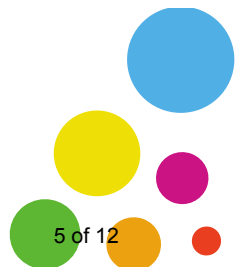
- A. Chair's Report A. Patel
- B. CEO Report S. Knobl
- C. CFO/Treasurer Report Steve Costner/Joe McElroy

VI. OLD BUSINESS

VII. ACTION ITEMS

VIII. COMMITTEE REPORTS

- A. Executive/Finance Committee A. Patel
- B. Governance Committee S. Robinson
- C. Communications and Outreach Committee D. Jacob
- D. Legislative Affairs Committee S. Murman
- E. Service Delivery & Efficiency A. Chowning



IX. DISCUSSION ITEMS

- A. Draft/Proposed Strategic Plan
- B. Draft/Proposed Employee Handbook

X. INFORMATION ITEMS

- A. Dashboard

XI. PUBLIC COMMENT II

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.

XII. ADJOURNMENT

Board/Staff Tasks & Assignments Completed from June 12, 2017 Board Meeting

Task	Owner	Date Completed

UPCOMING MEETINGS

Executive/ Finance Committee Meeting – Monday, October 16, 2017 at 3:00 pm

UPCOMING EVENTS

Read for the Record- Thursday, October 19, 2017

ELCHC Executive/Finance Committee Meeting – August 21, 2017

DISCUSSION

ITEM V.A.

ISSUE:	Draft/Proposed Employee Handbook
FISCAL IMPACT:	Not applicable
FUNDING SOURCE:	Not applicable
RECOMMENDED ACTION:	To review and offer input on the ELCHC Draft Proposed Employee Handbook

NARRATIVE:

The proposed Employee Handbook has been revised to reflect updates in human resource practices and internal ELCHC changes. The newly hired ELCHC Director of Human Resource will continue to refine and update the components of the Employee Handbook where needed and utilize the new Handbook with all ELCHC employees.

The ELCHC is required by the Office of Early Learning to have ELCHC Board approval for the Employee Handbook. If approved by the ELCHC Board, the updated Employee Handbook will be implemented immediately.

DISCUSSION

ITEM V.B.

ISSUE:	Draft/Proposed Strategic Plan
FISCAL IMPACT:	Not applicable
FUNDING SOURCE:	Not applicable
RECOMMENDED ACTION:	To review and offer input on the ELCHC Proposed Strategic Plan

NARRATIVE:

The attached proposed Strategic Plan will provide the ELCHC a roadmap for operations during the next three to five years. ELCHC staff will continue to refine the components, establish baseline measures where needed and present a reporting component for the Board at regular intervals. The Strategic Plan will also connect to each of the ELCHC’s Departments’ Annual Plans and the Business Tracker.

ELCHC Executive/Finance Committee Meeting – August 21, 2017

DISCUSSION

ITEM V.C.

ISSUE:	Budget Report
FISCAL IMPACT:	Not applicable
FUNDING SOURCE:	Not applicable
RECOMMENDED ACTION:	To review and offer input on the new ELCHC budget report

NARRATIVE:

The attached budget report has been revised to provide more program and compliance related information.

(attachment)



EARLY LEARNING

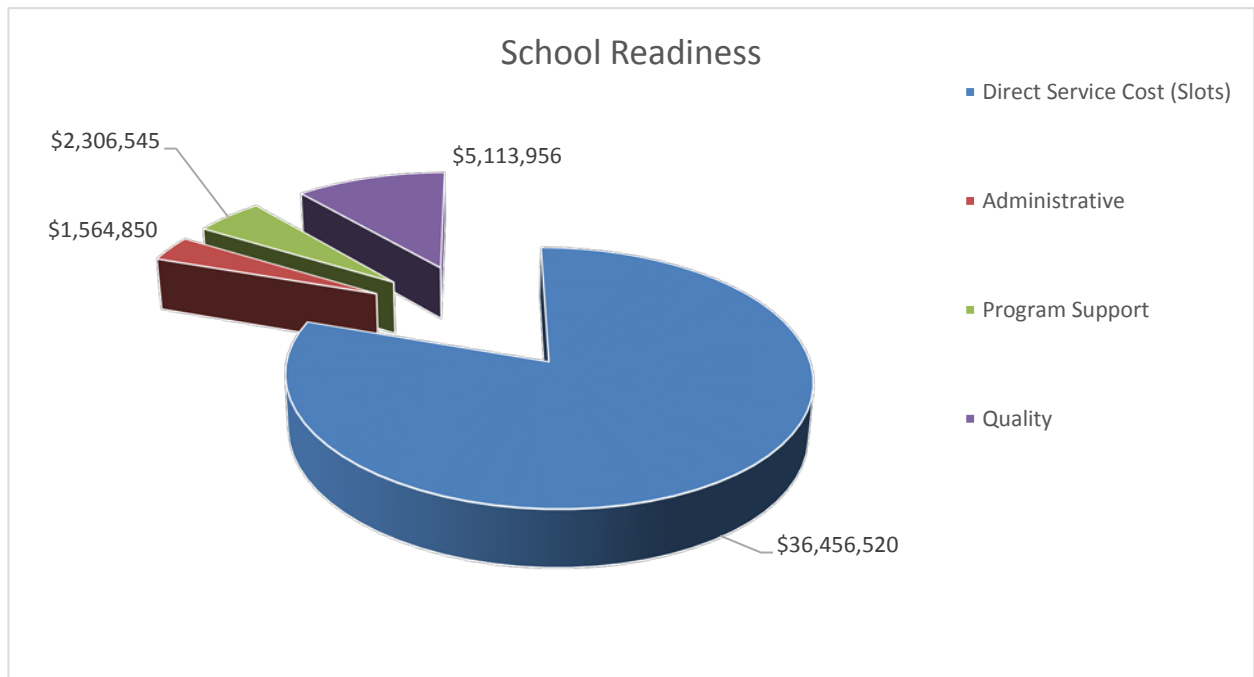
COALITION OF HILLSBOROUGH COUNTY

School Readiness Budget Analysis

As of 6/30/17

Preliminary Figures

Category	FY 16-17		Restrictions
	Award	Actual thru 6/30/17	
Direct Services			
Direct Service Cost (Slots)	\$35,586,346	\$36,456,520	80.23% Minimum 78%
Operating			
Administrative	\$2,217,073	\$1,564,850	3.44% Maximum 5%
Program Support	\$5,764,391	\$2,306,545	5.08%
Quality	\$1,773,659	\$5,113,956	11.25% Minimum 4%
Total Operating	\$9,755,123	\$8,985,351	19.77% Maximum 22%
Total Direct Services and Operating	\$45,341,469	\$45,441,871	





EARLY LEARNING

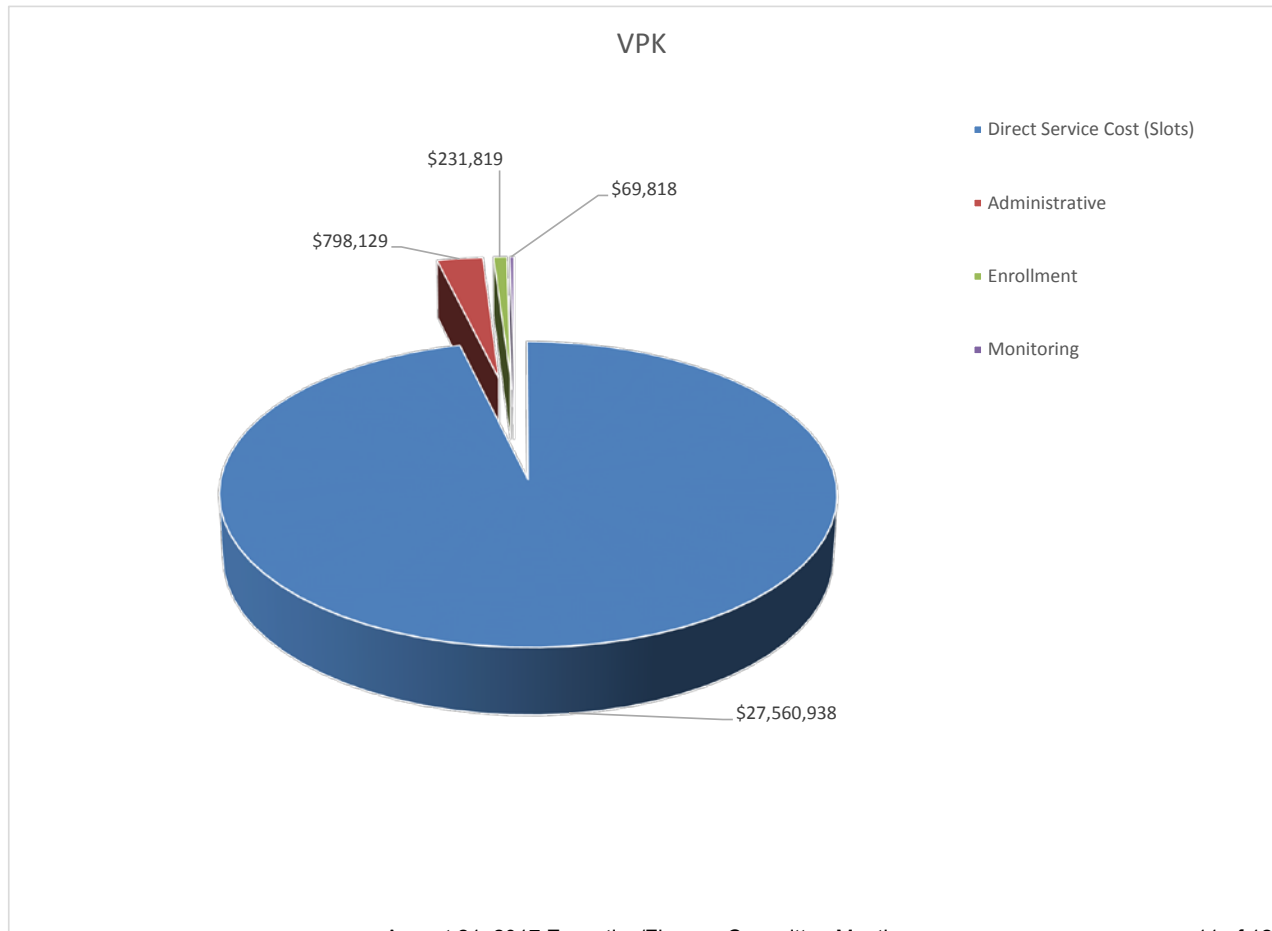
COALITION OF HILLSBOROUGH COUNTY

VPK Budget Analysis

As of 6/30/17

Preliminary Figures

Category	FY 16-17 Award	Actual thru 6/30/17	Restrictions
Direct Services			
Direct Service Cost (Slots)	\$28,087,451	\$27,560,938	96.40%
Administrative and Enrollment			
Administrative	\$820,707	\$798,129	2.79%
Enrollment	\$302,791	\$231,819	0.81%
Total Administrative and Enrollment	\$1,123,498	\$1,029,948	3.74% Maximum 4%
Outreach, Awareness and Monitoring (OAMI)			
Outreach and Awareness	\$37,720		
	\$36,861	\$69,818	Minimum of \$36,861 on monitoring
Monitoring			
Total OAMI	\$74,581	\$69,818	
Total VPK Expenditures	\$29,285,530	\$28,590,886	





EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget Variance Analysis

Preliminary Figures

7/1/2016 Through 06/30/17

Category	Current Year	Total Budget -	% of Year	% of Budget	Over/Under %	Variance Notes
	Actual	Revised				
Personnel	3,414,969	3,372,889	100%	101.25%	1%	
Occupancy	325,444	244,434	100%	133.14%	33%	Rent for new IECP location higher than budgeted
Professional Fees	109,045	68,304	100%	159.65%	60%	Assistance provided by ELC Manatee VPK transition as well as add'l fees for PEO
Travel & Training	54,413	53,236	100%	102.21%	2%	
Quality Action Grants	337,850	395,398	100%	85.45%	-15%	Funds remain from Spurlino and BOCC grant to be reallocated to 2018.
Insurance	22,780	16,261	100%	140.09%	40%	Additional staff increased liability/WC insurance
Technology	262,466	179,097	100%	146.55%	47%	With add'l staff related increase in IT managed svcs contract
Educational Supplies	18,756	125,145	100%	14.99%	-85%	Funds remain from Lightning grant. Funds to be reallocated to 2018
Office Supplies	41,470	31,686	100%	130.88%	31%	Due to higher number of staff, office supply usage was high
Outreach	53,998	89,732	100%	60.18%	-40%	Staff vacancy in communications reduced outreach activities
Printing/Binding	33,893	41,275	100%	82.12%	-18%	Staff vacancy in communications reduced outreach activities
Other Operating	103,359	55,069	100%	187.69%	88%	Higher than expected volume of background screenings for providers.
Total Coalition Operating Expenditure:	<u>4,778,443</u>	<u>4,672,526</u>		<u>102.27%</u>		