



## EXECUTIVE/FINANCE COMMITTEE MEETING AGENDA

Monday, October 16, 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 August 21, 2017 Executive/Finance Committee 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

- A. Board Retreat (Pg. 4) S. Knobl

### IV. ACTION ITEMS

- A. Draft/Proposed Board Agenda (Pg. 5) S. Knobl
- B. Quality Initiatives Budget Amendment (Pg. 7) S. Costner
- C. Contract Amendment with the School Board of Hillsborough County (Pg. 8) B. Davis

### V. DISCUSSION ITEMS

- A. Budget Report (Pg. 9) J. McElroy//S. Costner

### VI. ADJOURNMENT

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#### UPCOMING MEETINGS

**Board Retreat-** Monday, November 13, 2017 from 12:00 pm to 2:30 pm

**Board of Directors Meeting-** Monday, November 13, 2017 at 3:00 pm

**Executive/Finance Committee Meeting-** Monday, January 22, 2018 at 3:00 pm

#### UPCOMING EVENTS

**Read for the Record-** Thursday, October 19, 2017



## EXECUTIVE/FINANCE COMMITTEE

### UNAPPROVED MINUTES

Monday, August 21, 2017 at 3:00 pm.  
6800 N. Dale Mabry, Suite 134  
Tampa, Florida 33614

#### MEETING ATTENDANCE

**Facilitator:** Aakash Patel, Chair

**Committee Members Present:**

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

**Committee Members Absent:**

Dianne Jacob and Sandra Murman

**ELCHC Staff:**

Steve Costner, Dr. Steve Knobl, Kelley Minney, Liza Normandia, Karen Perkins, and Helen Sovich

\*Indicated attendance by phone.

#### CALL TO ORDER

**Quorum Verification**

Noting a quorum had been established, Chair Patel called the meeting to order at 3:00 pm.

**Approval of May 25, 2017 Executive/Finance Committee Meeting Minutes**

*Scott Barrish made a motion to approve the August 25, 2017 Executive/Finance Committee meeting minutes. Lynne Hildreth made a second. The motion carried unanimously.*

#### PUBLIC COMMENT

There was no Public Comment.

#### OLD BUSINESS

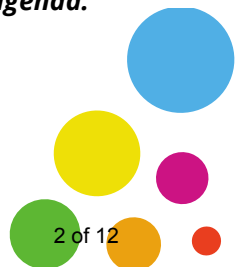
There was no Old Business.

#### ACTION ITEMS

**Approval of Draft/Proposed Board Agenda**

The Committee discussed the draft/proposed Board agenda. Dr. Knobl stated that the final Board agenda would include Action Items, and that the packet would be released one week prior to the Board meeting.

*Scott Barrish made a motion to approve the draft/proposed September 18, 2017 Board agenda. Joe McElroy made a second. The motion carried unanimously.*



## **DISCUSSION ITEMS**

### **Draft/Proposed Employee Handbook**

Dr. Knobl stated that the Leadership team had reviewed the ELCHC Employee Handbook and had made a few adjustments prior to hiring Helen Sovich, Human Resources Manager. Dr. Knobl stated that Ms. Sovich was in the process of reviewing the document and that an update would be given at the September Board meeting.

### **Draft/Proposed Strategic Plan**

Dr. Knobl shared that the Leadership team had created a one page draft of the ELCHC strategic plan, and that the plan captured the organization's activities around the four identified strategic priorities:

1. Organizational Excellence
2. Parent Support and Education
3. High Quality Early Learning
4. Public Engagement

Dr. Knobl stated that each department's action plans and strategies would help achieve the organization's strategic plan. The Committee requested the addition of metrics to the strategic plan's objectives and outcomes and to indicate each department that is tied to the goals. Dr. Knobl requested that Committee members send him any additional feedback or suggestions regarding the strategic plan within the next two weeks.

Dr. Knobl provided an update on the Lean Six Sigma projects and new ELCHC team members.

Dr. Knobl informed the Committee that the Children's Board had moved Quality funding to the School Readiness (SR) match contract to help reduce the SR waitlist. Dr. Knobl added that the reallocation of funds would approximately remove 190 children from the SR waitlist.

### **Budget Report**

Steve Costner reported on the School Readiness (SR) budget analysis, VPK budget analysis, and the Coalition budget. Joe McElroy stated that a comparison of the top 5 Coalition budgets and allocations could be added to the budget report, if the Committee was interested in the additional information. The Committee requested the additional information, and, also requested the identification of contracts within the ELCHC School Readiness budget.

### **Hillsborough Day/Elected Officials at Board Meetings**

Chair Patel shared that Hillsborough Day at the Capitol would be January 17, 2018 and that he would appreciate more Board participation at next year's event. Chair Patel made a recommendation to invite elected officials to the ELCHC Board meetings. The Committee discussed that a Board meeting would not be the best venue, and recommended the option of an open house or a Board retreat. Dr. Knobl stated that he would survey the Board to find out their level of interest in scheduling a retreat.

## **ADJOURNMENT**

***Citing no further business, Dr. Shawn Robinsom made a motion to adjourn the meeting at 4:00 pm. Scott Barrish made a second. The motion carried unanimously.***

**ISSUE:** **Board Retreat**

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At the August 21, 2017 Executive/Finance Committee meeting, Dr. Knobl stated that he would poll the Committee to find out if they had in interest in holding a Board Retreat. Kelley Minney emailed the Committee members on August 21, 2017 and 7 out of the 8 Committee members responded that they would be interested in holding a retreat.

The Board Retreat will be held on Monday, November 13, 2017 from 12:00 pm to 2:30 pm; preceding the 3:00 pm Board meeting. A light lunch will be provided, but Board members will be asked to cover the cost of their lunch.

Staff is currently working on an agenda.



**BOARD OF DIRECTORS  
MEETING AGENDA**

Monday, November 13, 2017 at 3:00 pm  
6800 N. Dale Mabry Highway, Suite 134  
Tampa, Florida 33614  
**Call-in: 866-866-2244**  
**Access Code: 5194796**

**I. CALL TO ORDER**

A. Patel

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT I**

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**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. Approval of September 18, 2017 Board Meeting Minutes
- B. Quality Initiatives Budget Amendment
- C. Purchasing Policy
- D. Disbursement Policy
- E. Contract Amendment with the School Board of Hillsborough County

**V. EXECUTIVE REPORTS**

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

**VI. OLD BUSINESS**

**VII. ACTION ITEMS**

**VIII. COMMITTEE REPORTS**

- A. Executive/Finance Committee
- B. Legislative Affairs Committee
- C. Service Delivery & Efficiency
- D. Waitlist Elimination Committee

A. Patel  
S. Murman  
A. Chowning  
A. Patel



## IX. DISCUSSION ITEMS

### 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

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### Board/Staff Tasks & Assignments Completed from September 18, 2017 Board Meeting

Task	Owner	Date Completed
Schedule a Waitlist Elimination Committee meeting.	K. Minney	10/2/17
Send an email regarding provider payment concerns to K.Minney to be distributed to Board members.	M. Hancock	9/21/17

### UPCOMING MEETINGS

**Executive/Finance Committee Meeting-** Monday, January 22, 2018 at 3:00 pm

**Board of Directors Meeting-** Monday, February 12, 2018 at 3:00 pm

### UPCOMING EVENTS

ACTION	ITEM IV.B.
<b>ISSUE:</b>	<b>Quality Initiatives Budget Amendment</b>
<b>FISCAL IMPACT:</b>	Unallocated funds: \$2,448,428 Less: \$562,062 Unallocated remaining: \$1,886,366
<b>FUNDING SOURCE:</b>	School Readiness Unallocated Funds
<b>RECOMMENDED ACTION:</b>	Approve the allocation of \$562,062 in School Readiness funds to support the Early Learning Coalition of Hillsborough County's Quality Counts Quality Initiative.

**NARRATIVE:** Currently, thirty-nine (39) states operate state-wide Quality Rating & Improvement Systems (QRIS) to assess, improve and communicate the level of quality in early care and education settings. A QRIS is similar to other consumer rating systems, in that they “rate” goods or services to provide customers with a better understanding about the quality of that item. Florida is one of three (3) states that operate QRIS on a local or regional level.

Quality Counts, which began in 2004, was the second QRIS implemented in Florida. Funds to support the initial implementation were awarded by the Children’s Board of Hillsborough County (CBHC). In 2012, ELCHC reapplied for funding for the program and was awarded funding by CBHC to support the project.

In July, ELCHC staff was notified that the CBHC funds that had been used to support Quality Counts were being allocated to the School Readiness Match Contract (slots). Staff is recommending that \$562,062 of unallocated School Readiness funds be allocated to support the Quality Counts Program to ensure the continuation of the program.

<b>ISSUE:</b>	<b>Contract Amendment with the School Board of Hillsborough County</b>
<b>FISCAL IMPACT:</b>	\$1,500,000
<b>FUNDING SOURCE:</b>	Unallocated School Readiness Funds
<b>RECOMMENDED ACTION:</b>	Authorize staff to execute a contract amendment with the School Board of Hillsborough County in the amount of \$1,500,000 to utilize unallocated funds.

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**NARRATIVE:**

In order to increase the number of children served (direct services) in the School Readiness program, staff recommends increasing the contract with the School District of Hillsborough County to utilize unallocated funds.



**DISCUSSION**

**ITEM V.A.**

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

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**NARRATIVE:**

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

*(attachment)*

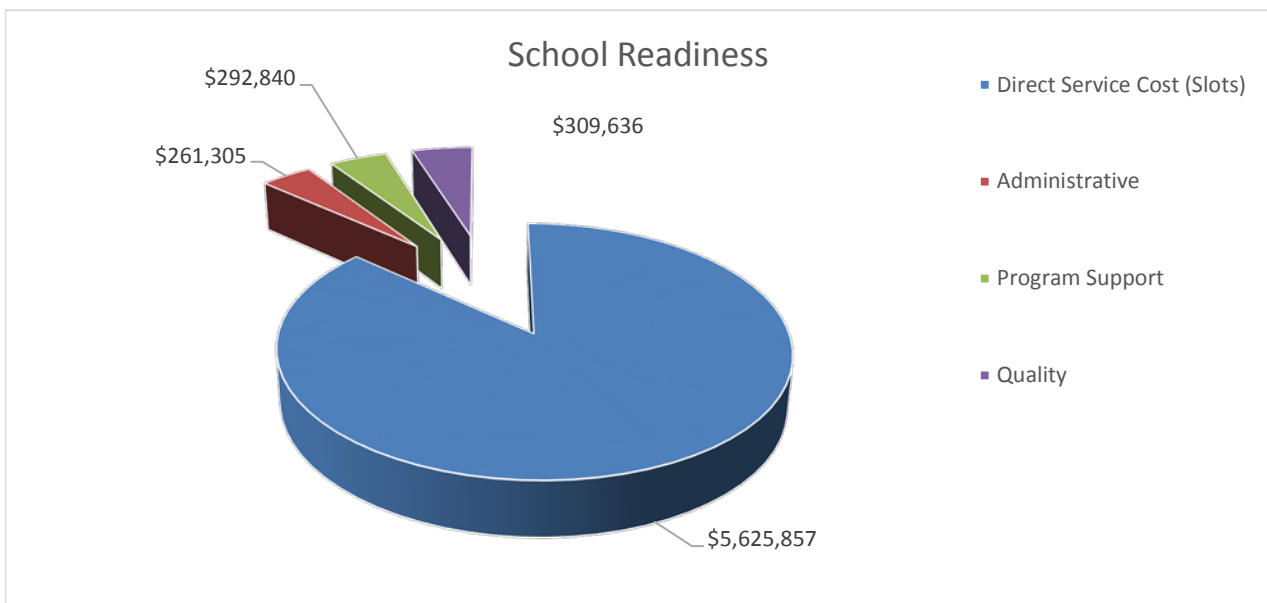


## School Readiness Budget Analysis As of 8/31/17

Category	FY 17-18 Award	Actual thru 8/31/17	Restrictions
<b>Direct Services</b>			
Direct Service Cost (Slots)	<b>\$35,864,665</b>	<b>\$5,625,857</b> <b>86.69%</b>	Minimum 78%
<b>Operating</b>			
Administrative	\$2,240,299	\$261,305    4.03%	Maximum 5%
Program Support	\$5,824,776	\$292,840    4.51%	
Quality	\$1,792,239	\$309,636    4.77%	Minimum 4%
<b>Total Operating</b>	<b>\$9,857,314</b>	<b>\$863,781</b> <b>13.31%</b>	Maximum 22%
<b>Total Direct Services and Operating</b>	<b>\$45,721,979</b>	<b>\$6,489,638</b>	

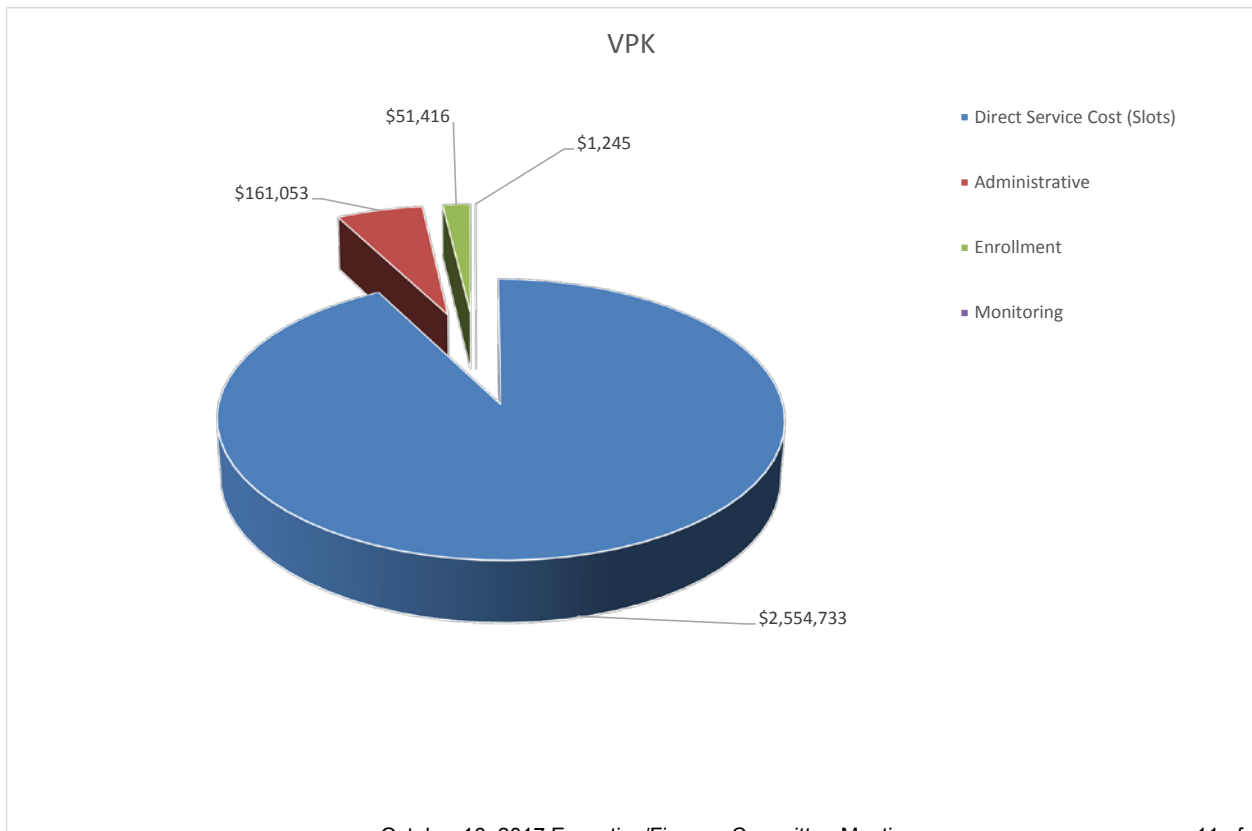
Includes subcontracts with:

School District of Hillsborough County	\$39,245,171
Child Care Licensing	\$1,058,904
Early Childhood Council	\$49,500



**VPK Budget Analysis  
As of 8/31/17**

<b>Category</b>	<b>FY 17-18 Award</b>	<b>Actual thru 8/31/17</b>	<b>Restrictions</b>
<b>Direct Services</b>			
Direct Service Cost (Slots)	<b>\$28,569,388</b>	<b>\$2,554,733</b>	<b>92.32%</b>
<b>Administrative and Enrollment</b>			
Administrative	\$834,226	\$161,053	5.82%
Enrollment	\$308,549	\$51,416	1.86%
<b>Total Administrative and Enrollment</b>	<b>\$1,142,775</b>	<b>\$212,469</b>	<b>7.68%</b>
<b>Outreach, Awareness and Monitoring (OAMI)</b>			
Outreach and Awareness	\$33,964		
Monitoring	\$35,474	\$1,245	
<b>Total OAMI</b>	<b>\$69,438</b>	<b>\$1,245</b>	
<b>Total VPK Expenditures</b>	<b>\$29,781,601</b>	<b>\$2,767,201</b>	
Includes subcontract with: Early Childhood Council		\$22,000	





**Budget Variance Analysis**

Operating  
As of 8/31/17

Category	Current Year	Total Budget -	Actual % of	% of Budget	Over/Under %	Variance Notes*
	Actual	Original	Year			
Personnel	511,671	3,642,327	17%	14.05%	-3%	
Occupancy	88,697	389,757	17%	22.76%	6%	
Professional Fees	5,228	59,642	17%	8.77%	-8%	
Travel & Training	4,474	57,606	17%	7.77%	-9%	
Quality Action Grants	0	200,000	17%	0.00%	-17%	With the redesign of the Quality Counts program, staff are processing new applications for grants/stipends.
Insurance	0	22,025	17%	0.00%	-17%	Insurance is paid in the month of October each year.
Technology	37,320	229,613	17%	16.25%	0%	
Educational Supplies	9,988	53,565	17%	18.65%	2%	
Office Supplies	8,615	35,294	17%	24.41%	8%	
Outreach	12,880	89,000	17%	14.47%	-2%	
Printing/Binding	9,007	37,980	17%	23.72%	7%	
Other Operating	31,922	75,536	17%	42.26%	26%	Annual Association of Early Learning Coalitions dues paid in August. Also the MyOn Reader annual subscription is paid in July.
<b>Total Coalition Operating Expenditures</b>	<b><u>719,802</u></b>	<b><u>4,892,345</u></b>		<b><u>14.71%</u></b>		

\* All variances over or under by 10% or more are explained.