



**BOARD OF DIRECTORS  
MEETING AMENDED  
AGENDA**

Monday, April 16, 2018 at 3:30 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**

A. Patel

**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. 3-14)**

*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 February 12, 2018 Board Meeting Minutes (Pg. 3)
- B. Approval of February 28, 2018 Board Meeting Minutes-Special (Pg. 8)
- C. Approval of April 16, 2018 Board of Directors Agenda
- D. Approval of School Readiness Sliding Fee Scale (Pg. 11)
- E. Approval of Media Policy (Pg. 14)

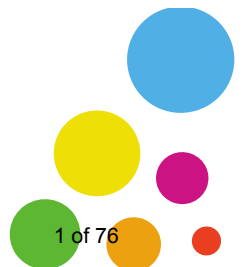
**V. EXECUTIVE REPORTS**

- A. Chair Report A. Patel
- B. CEO Report G. Gillette
  - i) 90-day plan
  - ii) Waitlist update
  - iii) House Bill 1091
- C. CFO/Treasurer Report (Pg. 15) S. Costner/J. McElroy
  - i) FY 2016-2017 Independent Audit Report Moore Stephens Lovelace PA
- D. Provider Services Updates Provider Services Team

**VI. OLD BUSINESS**

**VII. ACTION ITEMS**

- A. Approve Allocation of Funds with School Board of Hillsborough County for



- School Readiness Services (Pg. 18) B. Davis
- B. Approve Allocation of Funds with Early Childhood Council (ECC) (Pg. 19) B. Davis
- C. Approve Allocation of Funds with Hillsborough County Child Care Licensing (Pg. 20) B. Davis
- D. Approval of Revised Board Membership Application (Pg.21) G. Gillette

**VIII. COMMITTEE REPORTS**

- A. Executive/Finance Committee A. Patel
- B. Communications & Outreach Committee (Pg. 25) D. Jacob
- C. Governance Committee (Pg. 34) A. Patel
  - i) 2018-2019 Annual forms
- D. Legislative Affairs Committee S. Murman
- E. Waitlist Elimination Committee L. Buzard
- F. Service Delivery & Efficiency Committee (Pg. 51) A. Chowning

**IX. DISCUSSION ITEMS**

**X. INFORMATION ITEMS**

- A. FY 2016-2017 Independent Audit Report (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 February 12, 2018 Board Meeting**

Task	Owner	Date Completed
Name and define unallocated School Readiness funds on the budget report.	S. Costner	3/26/18

**UPCOMING MEETINGS**

- Service Delivery & Efficiency Committee Meeting-** Thursday, May 3, 2018 at 2:00 pm
- Executive/Finance Committee Meeting-** Monday, May 21, 2018 at 9:00 am\*
- Board Retreat-** Monday, May 21, 2018 from 10:00 am to 3:00 pm\*
- Board of Directors Meeting-** Monday, June 11, 2018 at 3:00 pm.

**UPCOMING EVENTS**

- Provider Appreciation Event-** Saturday, May 5, 2018

\*Indicates change in schedule



Monday, February 12, 2018 at 3:00 pm.  
6800 N. Dale Mabry Highway, Suite 134  
Tampa, Florida 33614

**MEETING ATTENDANCE**

**Facilitator:** Aakash Patel, Chair

**Board Members Present:**

Scott Barrish\*, Tracye Brown, Luke Buzard\*, Marie Caracciola, Angela Chowning, Dr. Daphne Fudge, Mary Hancock, Dianne Jacob\*, Dr. Jacquelyn Jenkins, Jennifer Kuhn\*, Sandra Murman, Kelley Parris, Aakash Patel, & Dr. Shawn Robinson

**Board Members Absent:**

Carlos Del Castillo, Jill Hammond, Lynne Hildreth, Dr. Douglas Holt, Joe McElroy, Brian McEwen, Jody Toner, and Liz Welch

**ELCHC Staff:**

Sally Aliff, Tracie Cardwell, Bobbi Davis, Stacey Francois, Lorinda Gamson, Tracy Knight, Nancy Metsker, Kelley Minney, Abby Perez, Karen Perkins, Helen Sovich, Janet Stutzman, & Steve Costner

**Other Attendees:**

Marina Harkness and Sandy Show

**CALL TO ORDER**

**Quorum Verification**

Chair Patel called the meeting to order at 3:00 pm. A quorum was established at 3:02 pm.

The Board and those in attendance recited the Pledge of Allegiance.

**PUBLIC COMMENT**

There was no Public Comment.

The following items were included under Consent Agenda:

- A. Approval of November 13, 2017 Board Meeting Minutes
- B. Approval of January 18, 2018 Board Meeting Minutes- Special
- C. Approval of Revised Bylaws

***Dr. Shawn Robinson made a motion to approve the Consent Agenda. Angela Chowning made a second. The motion carried unanimously.***

**EXECUTIVE REPORTS**

**Board Chair's Report**

Chair Patel reported that on January 18, 2018 a Board conference call was held to approve preferred candidate, Gordon Gillette, for the role of ELCHC Chief Executive Officer, but on

February 9, 2018, Mr. Gillette had withdrawn his candidacy. Chair Patel stated that the interview process would reopen, and that Katherine Young with Young Search Partners, LLC would continue the search for a qualified candidate until the position was filled, as stated in the search firm's contract. Chair Patel requested names of qualified candidates for the CEO position be sent to Helen Sovich or Kelley Minney.

Kelley Parris recommended that the Board revisit the CEO Job description. Dr. Shawn Robinson requested that Board members send their changes to the CEO Job description to Helen Sovich or Kelley Minney.

Chair Patel stated that the Early Learning Association of Chairs (ELAC) meeting was held on January 25, 2018. Chair Patel added that the movement to reduce the number of Coalitions was discussed at the meeting.

Chair Patel reviewed the following Early Learning bills:

1. Senate Bill 1254
2. House Bill 1091
3. Senate Bill 1532
4. House bill 1175

Chair Patel encouraged Board members to contact legislators regarding the bills.

Chair Patel reported that he had attended the ELCHC Celebrate Literacy Florida! event, which was located at the ELCHC Book Garden on January 23, 2018. WFTS/ABC Action News had donated over 3,000 books and held a media event that featured their donation to the Book Garden.

### **Interim CEO Report**

Karen Perkins, ELCHC Interim CEO highlighted the following items in her report:

1. All Coalition policies and procedures were approved by the Office of Early Learning (OEL).
2. Nancy Metsker, ELCHC Data Administrator, and team were working diligently to train providers on the Provider Services Portal. The team has provided 17 trainings with a total of 320 providers currently trained on the portal.
3. President Trump signed a Bipartisan agreement that included 5.8 billion dollar increase for child care.
4. House Bill 1091/Senate Bill 1254, required to provide an evaluation tool in classrooms & would restore local flexibility in determining School Readiness eligibility.
5. House Bill 1175/Senate bill 1532, would allow ELC's to refuse to contract with a provider for School Readiness if the provider has been cited for a class I violation.
6. 2574 children currently on School Readiness wait list
7. 1738 children offered School Readiness services and of 1738 children; 673 children had been determined eligible from waitlist, 774 children were in process, and 291 children were determined ineligible.
8. Reviewed, by month (July 17-January 18), the number of children on wait list , number of waitlist applications submitted, number of children added to the wait list, number of children invited off wait list, and number of children termed or ineligible.
9. The Provider Services team will deliver a presentation at the April 23, 2018 Board meeting.

## **Family Services Update**

Abby Perez, ELCHC Family Services Coordinator delivered a presentation about the Family Services Team. The following are key points from the presentation:

1. Family Services Team oversees the Voluntary Pre-Kindergarten (VPK) program, Child Care Resource & Referral (CCR&R) program, and the management of the School Readiness (SR) Wait List.
2. The Family Services team operates under a blended service model where each team member collaborates to help the families. The teams consists of:
  - a. One (1) Family Services Coordinator
  - b. 10 Family Services Specialists that completed OEL CCR&R certification process:  
Two (2) Specialists completed CCR&R coordinator certification, and 8 completed CCR&R Specialist certification.
3. Family Services Specialists help families locate quality childcare and connect families to resources & information about parent support groups, social service organizations, and School Readiness Financial Assistance.
4. Family Services Specialists assist families with the VPK application process in the OEL Family Portal, provide information to parents about VPK options, review & approve VPK applications, issue the Certificate of Eligibility (COE), and enrollments.
5. School Readiness onsite support for families who wish to apply for the SR wait list, review all SR applications, determine eligibility for the wait list, revalidate wait list applications,
6. Reviewed Family Services Statistics and community collaborations.

## **OLD BUSINESS**

There was no Old Business.

## **ACTION ITEMS**

**Contract Amendment Three to the School Readiness Contract with the School Board of Hillsborough County.**

***Commissioner Sandra Murman made a motion to approve Contract Amendment Three. Dr. Shawn Robinson made a second. Tracye Brown and Marie Caracciola abstained. The motion carried.***

**Contract Amendment One with the School Board of Hillsborough County.**

***Commissioner Sandra Murman made a motion to approve Contract Amendment One. Dr. Shawn made a second. Tracye Brown and Marie Caracciola abstained. The motion carried.***

## **Budget Parameters**

There was a discussion regarding budget parameters. Steve Costner, ELCHC Chief Fiscal Officer, clarified that the 3% proposed salary increase for FY 2019 was not performance based, but that salary increases would be performance based moving forward. Mr. Costner stated that the 3% proposed salary increase matched Hillsborough County. Commissioner Murman requested that the proposed unallocated School Readiness funds be renamed and defined. Mr. Costner stated that a board workshop regarding budget parameters would immediately follow the March 26, 2018 Executive/Finance Committee meeting.

***Dr. Shawn Robinson made a motion to approve the Budget Parameters as submitted. Commissioner Murman made a second. Kelley Parris abstained. The motion carried.***

## **COMMITTEE UPDATES**

### **Governance Committee**

Dr. Shawn Robinson reported on the following items:

1. The statutory revisions to the ELCHC Bylaws,
2. Revisions to the Board Membership application, which include removing gender, age, veteran, and disability, ethnicity, and changes to the statement of interest that are more specific and make the application more direct. Dr. Robinson stated that a draft of the revised application would go before the board for approval at the next meeting.
3. Three board members had terms ending in 2018; Aakash Patel, Jill Hammond, and Scott Barrish.

### **Communications & Outreach Committee**

Dianne Jacobs reported that the ELCHC had finally received a check from the Lightning Provider Appreciation Night fundraiser, which was held last February, on January 29, 2018.

Ms. Jacobs stated that the ELCHC team conducted a large scale quarterly provider meeting on January 6, 2018, and that the meeting was attended by approximately 200 providers, including Board member, Mary Hancock. The meeting highlighted the Office of Early Learning (OEL) Provider Portal, and guest speakers from MyOn Reader and Florida KidCare. Ms. Jacobs added that one provider had won an iPad that was donated by MyOn.

Ms. Jacobs reported that WLLD 91.1 Orlando's Holiday Toy Drive Tower (A Beasley Media Station) conducted a holiday fundraiser to benefit the Children's Home Society. Ms. Jacobs added that the ELCHC gathered 1000 books from the ELCHC Book Garden, at a value of approximately \$5,000, and donated the books to the toy drive tower. Ms. Jacobs added that the Communications team and Dr. Steve Knobl were invited to climb the tower and were given radio time.

Ms. Jacobs stated that Day of Play would be held on February 25, 2018 from 10:00 am to 2:00 pm at Al Lopez Park and encouraged all Board members to attend the event.

### **Legislative Affairs Committee**

Commissioner Sandra Murman reported that Hillsborough Day at the Capitol was January 17, 2018. The event was attended by Board members Commissioner Sandra Murman, Aakash Patel, and staff member, Bobbi Davis. Bobbi Davis, ELCHC Director of Development, added that they had met with Senator Young while in Tallahassee regarding a local funding initiative, and that the initiative was still in the House and Senate.

### **Wait List Elimination Committee**

Luke Buzard reported that the Committee had met on January 19, 2018 to review the requested data from the last meeting. Mr. Buzard recommended that the Board review the waitlist on a more regular basis, siting, the wait list as a critical component for the ELC and School District. Mr. Buzard identified the following challenges with the wait list:

1. Administrative and programmatic challenges

## 2. Financial challenges

There was a discussion regarding the capacity of School Readiness slots in Hillsborough County and the recruitment of corporate support. Mr. Buzard recommended the continuation of the Wait List Elimination Committee.

### **Service Delivery & Efficiency Committee**

Angela Chowning reported that the Service Delivery & Efficiency Committee had met on January 30, 2018 to discuss the Voluntary Pre-Kindergarten Progressive Enforcement Procedures, the School Readiness Progressive Enforcement Procedures, and School Readiness Fraud.

Mary Hancock expressed concern about the new testing requirements for Kindergarten entry and that new testing requirements could potentially affect provider's performance scores.

### **DISCUSSION ITEMS**

There were no Discussion Items.

### **INFORMATION ITEMS**

#### **Licensing Update**

Angela Chowning delivered a presentation about Licensing Updates.

### **ADJOURNMENT**

***Citing no further business, Mary Hancock made a motion to adjourn the meeting at 4:32 pm. Kelley Parris made a second. The motion carried unanimously.***



## BOARD OF DIRECTORS UNAPPROVED MINUTES

Special Meeting

Monday, February 28, 2018 at 3:00 pm.  
6800 N. Dale Mabry Highway, Suite 134  
Tampa, Florida 33614

### MEETING ATTENDANCE

**Facilitator:** Aakash Patel, Chair

**Board Members Present:**

Scott Barrish\*, Tracye Brown\*, Luke Buzard\*, Marie Caracciola\*, Angela Chowning\*, Mary Hancock\*, Lynne Hildreth\*, Dianne Jacob\*, Dr. Jacquelyn Jenkins\*, Sandra Murman\*, Aakash Patel\*, Dr. Shawn Robinson\*, and Jody Toner\*

**Board Members Absent:**

Carlos Del Castillo, Dr. Daphne Fudge, Jill Hammond, Dr. Douglas Holt, Jennifer Kuhn, Joe McElroy, Brian McEwen, Kelley Parris, and Liz Welch

**ELCHC Staff:**

Tracie Cardwell, Steve Costner, Bobbi Davis, Kelley Minney, Karen Perkins, and Helen Sovich

**Other Attendees:**

Gordon Gillette, Steve Lee\*, Cynthia Rodriguez, and Katherine Young\*

\*indicated attendance by phone.

### CALL TO ORDER

**Quorum Verification**

Noting a quorum had been established, Chair Patel called the meeting to order at 3:11 pm.

Chair Patel thanked ELCHC staff, Katherine Young with Young Search Partner, LLC, and Attorney Steve Lee for their assistance in the CEO search process.

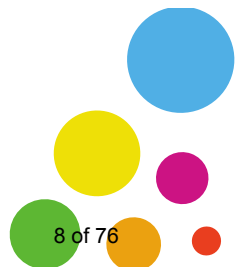
### PUBLIC COMMENT

Cynthia Rodriguez with Kid's Clubhouse, Inc. made a Public Comment regarding her concerns about the CEO compensation package.

Gordon Gillette made a Public Comment regarding his deliverables if selected as the CEO of the Early Learning Coalition of Hillsborough County.

### OLD BUSINESS

There was no Old Business.



**ACTION ITEMS**

**Revised CEO Offer Letter & Employment Agreement**

Chair Patel recapped the CEO search process. Chair Patel stated that he and Dr. Shawn Robinson had independently met and interviewed candidates that were recommended by Katherine Young with Young Search Partners, LLC, and selected two different candidates to move forward in the interview process. The two candidates were interviewed by members of the Executive/Finance Committee and Governance Committee on January 11, 2018, which resulted in the committee’s unanimous decision to select Gordon Gillette as the preferred CEO candidate and to move forward with the offer letter. Chair Patel added that after contract negotiation, the Executive/Finance Committee had met on February 23, 2018, and voted to make the recommendation to the full board to offer Gordon Gillette the position of the Early Learning Coalition of Hillsborough County Chief Executive Officer (CEO).

***Commissioner Sandra Murman made a motion to approve the contract. Dr. Shawn Robinson made a second.***

***Lynne Hildreth moved to amend the motion on the floor to make an offer to Mr. Gillette under the original offer terms, including the original salary, the original PTO accrual, the original full time status, and the original 401K matching that was previously agreed upon. There was no second, therefore the motion died.***

There was a discussion regarding the CEO compensation package. Lynne Hildreth expressed her concerns with the compensation package. Ms. Hildreth stated that the salary offered in the compensation package was substantial for a Coalition that was meant to serve people living below the poverty line, and expressed her disappointment with the negotiation process. Ms. Chowning expressed her concerns with the negotiation process.

Commissioner Murman stated, and Dr. Shawn Robinson reiterated, that it would be the responsibility of the ELCHC Board of Director’s to work together to hold Mr. Gillette accountable to accomplish the goals of the Board, and in being transparent in regard to the operations of the organization.

Luke Buzard stated that Mr. Gillette would bring a level of expertise to the ELCHC that no other Coalition would have the luxury to have, and that the compensation package matched Mr. Gillette’s experience.

Mary Hancock stated that the private provider community did not have a clear understanding of the role of the CEO, but that they had trust and confidence in the board to move the organization forward.

***A roll call vote was conducted.***

- |                  |  |   |
|------------------|--|---|
| Scott Barrish    | <input checked="" type="checkbox"/> In favor | <input type="checkbox"/> Opposed            |
| Trayce Brown     | <input checked="" type="checkbox"/> In favor | <input type="checkbox"/> Opposed            |
| Luke Buzard      | <input checked="" type="checkbox"/> In favor | <input type="checkbox"/> Opposed            |
| Marie Caracciola | <input checked="" type="checkbox"/> In favor | <input type="checkbox"/> Opposed            |
| Angela Chowning  | <input type="checkbox"/> In favor            | <input checked="" type="checkbox"/> Opposed |

Mary Hancock	<input checked="" type="checkbox"/> In favor	<input type="checkbox"/> Opposed
Lynne Hildreth	<input type="checkbox"/> In favor	<input checked="" type="checkbox"/> Opposed
Dianne Jacob	<input checked="" type="checkbox"/> In favor	<input type="checkbox"/> Opposed
Dr. Jacquelyn Jenkins	<input type="checkbox"/> In favor	<input checked="" type="checkbox"/> Opposed
Sandra Murman	<input checked="" type="checkbox"/> In favor	<input type="checkbox"/> Opposed
Aaskash Patel	<input checked="" type="checkbox"/> In favor	<input type="checkbox"/> Opposed
Dr. Shawn Robinson	<input checked="" type="checkbox"/> In favor	<input type="checkbox"/> Opposed
Jody Toner	<input checked="" type="checkbox"/> In favor	<input type="checkbox"/> Opposed

**10 votes in favor and 3 votes opposed. The motion carried.**

Chair Patel stated that Monday, March 12, 2018 would be Gordon Gillette’s first official day of employment with the ELCHC.

**DISCUSSION ITEMS**

There were no Discussion Items.

**ADJOURNMENT**

***Citing no further business, Dr. Shawn Robinson made a motion to adjourn the meeting at 3:40 pm. a second was made. The motion carried unanimously.***



**ELCHC BOARD MEETING – APRIL 16, 2016**

**Consent**

**ITEM IV.D.**

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

**NARRATIVE:** Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update the poverty guidelines at least annually, adjusting them on the basis of the Consumer Price Index for All Urban Consumers (CPI-U). The poverty guidelines are used as an eligibility criterion by the Florida Office of Early Learning as well as a number of Federal programs. On January 18, 2018 the Department of Health and Human Services posted these revisions in the Federal Register.

**2018 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES  
AND THE DISTRICT OF COLUMBIA**

2018 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE
For families/households with more than 8 persons, add \$4,320 for each additional person.	
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380

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The Office of Early Learning requires Coalitions to amend their coalition plan each year by May 15<sup>th</sup> 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 2018 federal poverty guidelines. It should be noted that staff is not recommending any changes to the current parent co-payment structure. If approved, the planned change will be implemented July 1, 2018.

*(Attachment)*

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

DAILY FEE		----- Annual Gross Income - Number of persons in Family -----															
Full-Time	Part-Time	FPL as indicated unless exceeds	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.90	0.95	85% SMI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		up to 50%	6,070	8,230	10,390	12,550	14,710	16,870	19,030	21,190	23,350	25,510	27,670	29,830	31,990	34,150	36,310
4.30	2.15	FPL	6,071	8,231	10,391	12,551	14,711	16,871	19,031	21,191	23,351	25,511	27,671	29,831	31,991	34,151	36,311
			12,140	16,460	20,780	25,100	29,420	33,740	38,060	42,380	46,700	51,020	55,340	59,660	63,980	68,300	72,620
5.10	2.55	85% SMI	12,141	16,461	20,781	25,101	29,421	33,741	38,061	42,381	46,701	51,021	55,341	59,661	63,981	68,301	72,621
		130% FPL	15,782	21,398	27,014	32,630	38,246	43,862	49,478	55,094	60,710	66,326	71,942	77,558	83,174	88,790	94,406
5.50	2.75	85% SMI	15,783	21,399	27,015	32,631	38,247	43,863	49,479	55,095	60,711	66,327	71,943	77,559	83,175	88,791	94,407
		150% FPL	18,210	24,690	31,170	37,650	44,130	50,610	57,090	63,570	70,050	76,530	83,010	89,490	95,970	102,450	108,930
6.40	3.20	85% SMI	18,211	24,691	31,171	37,651	44,131	50,611	57,091	63,571	70,051	76,531	83,011	89,491	95,971	102,451	108,931
		170% FPL	20,638	27,982	35,326	42,670	50,014	57,358	64,702	72,046	79,390	86,734	94,078	101,422	108,766	116,110	123,454
6.80	3.40	85% SMI	20,639	27,983	35,327	42,671	50,015	57,359	64,703	72,047	79,391	86,735	94,079	101,423	108,767	116,111	123,455
		185% FPL	22,459	30,451	38,443	46,435	54,427	62,419	70,411	78,403	86,395	94,387	102,379	110,371	118,363	126,355	134,347
7.40	3.70	85% SMI	22,460	30,452	38,444	46,436	54,428	62,420	70,412	78,404	86,396	94,388	102,380	110,372	118,364	126,356	134,348
		200% FPL	24,280	32,920	41,560	50,200	58,840	67,480	76,120	84,760	93,400	102,040	110,680	119,320	127,960	136,600	145,240
10.20	5.10	85% SMI	24,281	32,921	41,561	50,201	58,841	67,481	70,413	78,405	86,397	94,389	102,381	110,373	118,365	126,357	134,349
			30,181	39,467	48,753	58,039	67,326	76,612	78,353								

2018 Poverty Level (FPL) effective January 26, 2018  
 LIHEAP IM 2017-03 State Median Income Estimates

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

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 highest fee is applied to the youngest child. Siblings receive a 50% discount for full-time care; for part-time care siblings 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
- (3) Describe at what points during the year school age schedules are adjusted. For example, beginning of summer, end of summer, spring break, etc. Fees are changed at the beginning of summer and at the end of summer.

CONSENT AGENDA

ITEM IV.E.

**ISSUE:** Communications and Media Policy

**FISCAL IMPACT:** Not Applicable

**FUNDING SOURCE:** Not Applicable

**RECOMMENDED ACTION:** It is recommended by the ELCHC Communications Committee that the ELCHC Board of Directors approve the proposed Communications and Outreach Communications and Media Policy as presented.

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**NARRATIVE:**

In planning for and responding to a new direction and paradigm regarding ELCHC communications efforts, the attached Media Communications Policy has been developed. The purpose of the policy is to consistently promote the Early Learning Coalition mandate and mission with key stakeholders in the media. The Coalition's media audiences are primarily local and statewide, in the community, and within the ELCHC and the local early learning community. The role of the Communications Department is to ensure that media communications and all related activities enhance ELCHC's image and reputation and are supported with an effective, comprehensive, consistent, and relevant media communications program. The policy, if approved by the Board, will become effective immediately. \*

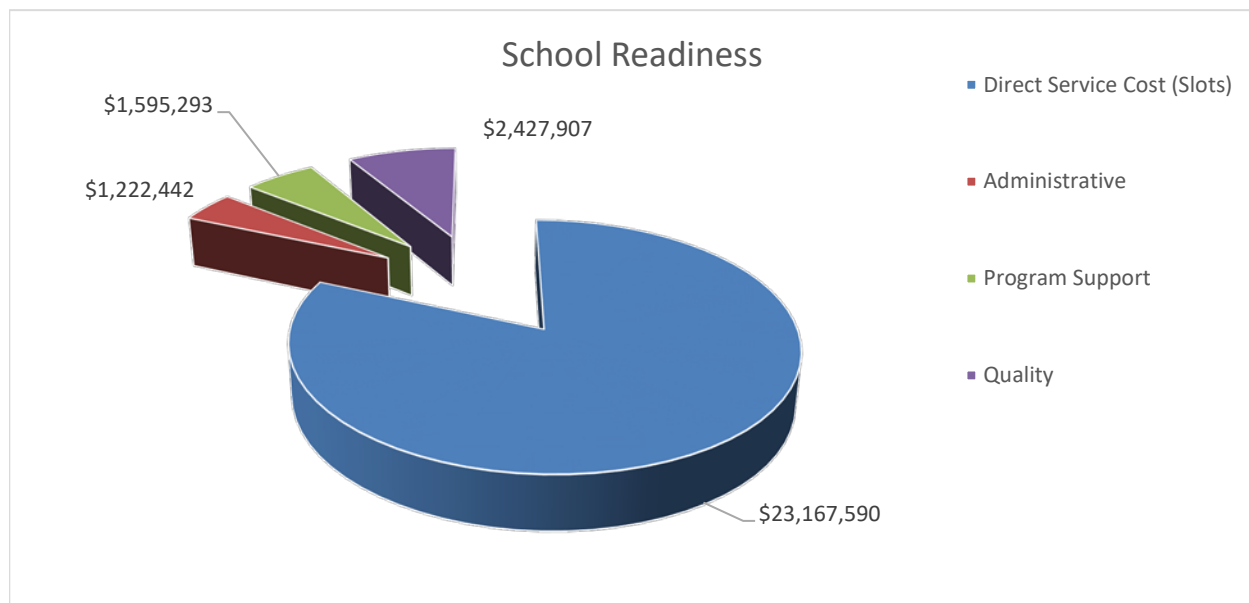
*\*SUPPORTING DOCUMENTS TO FOLLOW*

## School Readiness Budget Analysis As of 02/28/18

Category	FY 17-18 Award	Actual thru 02/28/18		Restrictions
<b>Direct Services</b>				
Direct Service Cost (Slots)	<b>\$35,864,665</b>	<b>\$23,167,590</b>	<b>81.54%</b>	Minimum 78%
<b>Operating</b>				
Administrative	\$2,240,299	\$1,222,442	4.30%	Maximum 5%
Program Support	\$5,824,776	\$1,595,293	5.61%	
Quality	\$1,792,239	\$2,427,907	8.54%	Minimum 4%
<b>Total Operating</b>	<b>\$9,857,314</b>	<b>\$5,245,641</b>	<b>18.46%</b>	Maximum 22%
<b>Total Direct Services and Operating</b>	<b>\$45,721,979</b>	<b>\$28,413,231</b>		

Includes subcontracts with:

School District of Hillsborough County	\$40,945,171
Child Care Licensing	\$1,058,904
Early Childhood Council	\$49,500

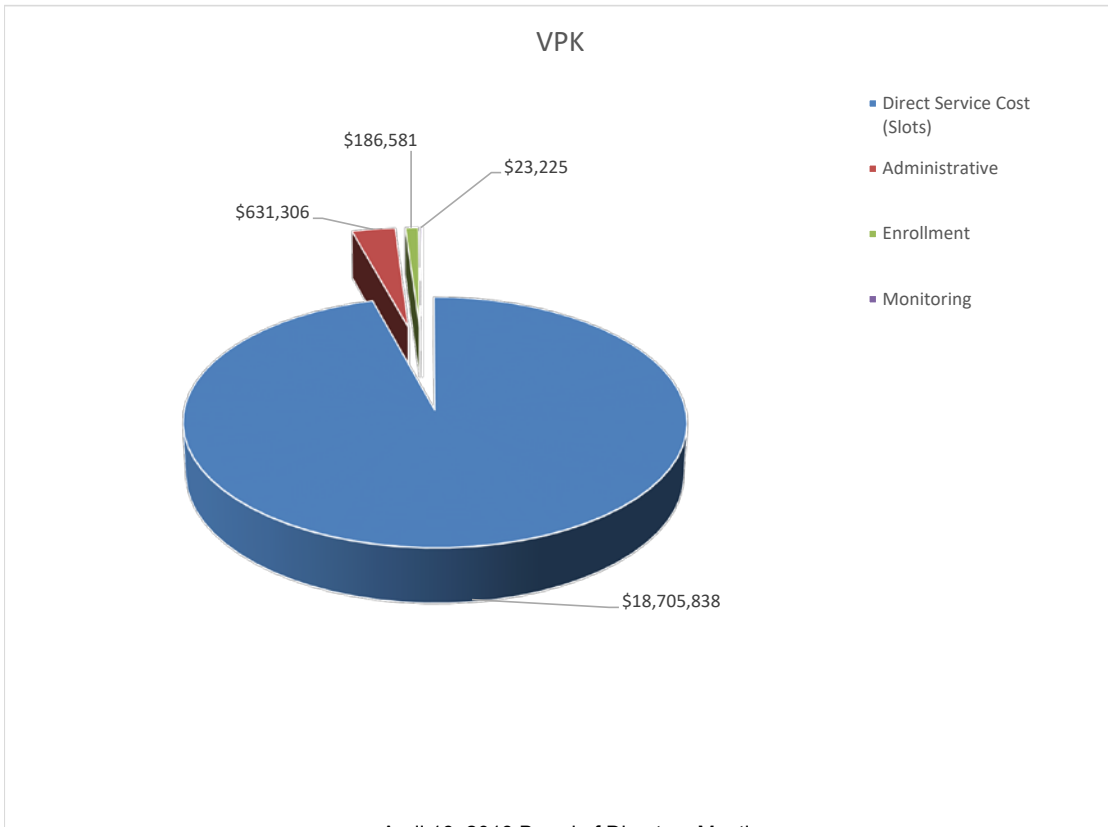


**VPK Budget Analysis  
As of 02/28/18**

<b>Category</b>	<b>FY 17-18 Award</b>	<b>Actual thru 02/28/18</b>	<b>Restrictions</b>
<b>Direct Services</b>			
Direct Service Cost (Slots)	<b>\$28,569,388</b>	<b>\$18,705,838</b>	<b>95.81%</b>
<b>Administrative and Enrollment</b>			
Administrative	\$834,226	\$631,306	3.23%
Enrollment	\$308,549	\$186,581	0.96%
<b>Total Administrative and Enrollment</b>	<b>\$1,142,775</b>	<b>\$817,887</b>	<b>4.19%</b>
<b>Outreach, Awareness and Monitoring (OAMI)</b>			
Outreach and Awareness	\$33,964		
Monitoring	\$35,474	\$23,225	
<b>Total OAMI</b>	<b>\$69,438</b>	<b>\$23,225</b>	
<b>Total VPK Expenditures</b>	<b>\$29,781,601</b>	<b>\$19,523,725</b>	

Includes subcontract with:  
Early Childhood Council

\$22,000





**Budget Variance Analysis**  
Coalition Operating Expenditures  
As of 02/28/18

Category	Current Year	Total Budget -	Actual % of	% of Budget	Over/Under %	Variance Notes*
	Actual	Revised	Year			
Personnel	2,355,832	3,642,327	67%	64.68%	2%	
Occupancy	250,102	389,757	67%	64.17%	2%	
Professional Fees	62,497	59,642	67%	104.79%	-38%	Payments were made to Young Search Partners during November, December, and February 2018 for services rendered in CEO search. Initial payment was made to Moore Stephens Lovelace for Audit of Financial Statements & prepare Form 990 for year ended June 30,
Travel & Training	40,555	57,606	67%	70.40%	-4%	
Quality Action Grants	19,700	200,000	67%	9.85%	57%	The 3rd quarter grant stipends are being reviewed and processed by staff and are expected to be awarded on or before April 30, 2018.
Insurance	21,595	22,025	67%	98.05%	-31%	Annual renewal of insurance took place in October and December.
Technology	149,843	229,613	67%	65.26%	1%	
Educational Supplies	59,898	74,565	67%	80.33%	-14%	Teaching Strategies Gold Online assessments purchased annually during the month of September. Performance Funding Pilot MMCI participant kits purchased during the months of October 2017 and January 2018 for trainings. Books were purchased for Read for the Record event during July 2017. The revised budget includes \$21,000 budgeted for the Lightning HERO book garden.
Office Supplies	25,381	39,294	67%	64.59%	2%	The revised budget includes \$4,000 budgeted for furniture for the Lightning HERO book garden.
Outreach	40,722	89,000	67%	45.76%	21%	Planned events will take place by June 30, 2018.
Printing/Binding	23,701	37,980	67%	62.40%	4%	
Other Operating	64,540	75,536	67%	85.44%	-19%	The yearly MyOn reader subscription was paid in July 2017. The annual Association of Early Learning Coalitions dues were processed in August 2017. The yearly subscription for Learning Management System was paid in September 2017.
<b>Total Operating Expenditures</b>	<b>3,114,366</b>	<b>4,917,345</b>	<b>67%</b>	<b>63.33%</b>		

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

**ELCHC BOARD OF DIRECTORS MEETING – April 16, 2018**

**ACTION** **ITEM VII.A.**

**ISSUE:** **Approve allocation of funds with School Board of Hillsborough County**

**FISCAL IMPACT:** \$41,435,448

**FUNDING SOURCE:** Office of Early Learning, School Readiness

**RECOMMENDED ACTION:** Approve the allocation of funds to the School Board of Hillsborough County in the amount of \$41,435,448 for FY 2018-2019.

**NARRATIVE:**

Allocation for the FY 18-19 agreement with the School Board of Hillsborough County for School Readiness Services including eligibility and enrollment; provider reimbursement; and training and technical assistance for childcare providers.

<b>School District of Hillsborough County</b>	<b><u>FY 17-18</u></b>	<b><u>FY 18-19</u></b>
<b>School Readiness total contract amount</b>	39,245,171	<b>41,435,448</b>



**ELCHC BOARD OF DIRECTORS MEETING – April 16, 2018**

**ACTION** **ITEM VII.B.**

**ISSUE:** **Approve allocation of funds with Early Childhood Council**  
**FISCAL IMPACT:** \$71,500  
**FUNDING SOURCE:** Office of Early Learning, School Readiness (\$49,500) and VPK (\$22,000)  
**RECOMMENDED ACTION:** Approve the allocation of funds to the Early Childhood Council in the amount of \$71,500 for FY 2018-2019.

**NARRATIVE:**

Allocation for the FY 18-19 agreement with the Early Childhood Council for Inclusion Services.

<b>Early Childhood Council</b>	<b><u>FY 2017-18</u></b>	<b><u>FY 2018-19</u></b>
<b>School Readiness total contract amount</b>	49,500	<b>49,500</b>
<b>VPK</b>	22,000	<b>22,000</b>

**ELCHC BOARD OF DIRECTORS MEETING – April 16, 2018**

**ACTION** **ITEM VII.C.**

**ISSUE:** **Approve allocation of funds with Hillsborough County Child Care Licensing**

**FISCAL IMPACT:** \$1,058,904

**FUNDING SOURCE:** Office of Early Learning, School Readiness

**RECOMMENDED ACTION:** Approve the allocation of funds to Hillsborough County Child Care Licensing of \$1,058,904 for FY 2018-2019.

**NARRATIVE:**

Allocation for the FY 18-19 agreement with Hillsborough County Child Care Licensing for licensing and inspection services for childcare providers.

<b>Child Care Licensing</b>	<b><u>FY 2017-18</u></b>	<b><u>FY 2018-19</u></b>
<b>School Readiness total contract amount</b>	1,058,904	<b>1,058,904</b>

## ELCHC BOARD OF DIRECTORS MEETING – April 16, 2018

### ACTION

### ITEM VII.D.

**ISSUE:** **Approval of Revised Board Membership Application**

**RECOMMENDED ACTION:** Approval of Revised Board Membership Application

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**NARRATIVE:**

At the March 19, 2018 Governance Committee meeting, the Committee approved the revised Board Membership application and recommended that the application move forward to the full board for approval. The following revisions were made to the application:

1. Remove gender, age, veteran status, and disability
2. Remove ethnicity
3. Change Statement of Interest to be more specific and make application more direct:
  - a. Include three references,
  - b. Educational background
  - c. Experience working with young children and families
  - d. How the Coalition would benefit from their involvement on the Board
  - e. Which Committees of interest
  - f. Does 5% of income come from early child care

*See attachment*



*Please type or print clearly*

### PERSONAL INFORMATION

\_\_\_\_\_  
Last Name First Name Middle

\_\_\_\_\_  
Employer/Affiliation Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Phone Mobile Fax

Email Address: \_\_\_\_\_

Are you a parent?  Y  N If yes, ages of Children \_\_\_\_\_

Is your employer  a private, for-profit enterprise,  a community based non-profit organization

Other (please specify): \_\_\_\_\_

### COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

What is your educational background?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What experience do you have working with young children and families?

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How would the ELCHC benefit from your involvement on the Board?

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Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the Office of Early Learning (OEL), Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

No  Yes      If yes, please explain:

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On which committees would you be interested in serving?

- Governance                       Communications & Outreach     Legislative Affairs  
 Service Delivery & Efficiency     Waitlist Elimination

Please list three (3) or more references:

Name	Phone Number	Email	Professional/Personal

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

## COMMITMENT AND OPERATIONAL STATEMENTS

**Time Commitment:** Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

**Employment:** The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

**Conflict of Interest:** Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

**Government in the Sunshine:** The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

**My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.**

---

Applicant Signature

---

Date

Application forms may be completed in full and submitted to:

Kelley Minney, Executive Administrator/Board Clerk  
Early Learning Coalition of Hillsborough County  
6800 N. Dale Mabry Highway, Suite 158  
Tampa, FL 33614  
Email: [kminney@elchc.org](mailto:kminney@elchc.org)  
Website: [www.elchc.org](http://www.elchc.org)  
Telephone: (813) 867-0753  
Fax: (813) 435-2299

**ISSUE:** **Communications & Outreach Committee Report**

**NARRATIVE:**

**90 DAY PLAN COMMUNICATIONS GOALS AND STRATEGIES**

As the ELCHC plans its next steps under new leadership, Communications staff has spent time drafting communications and outreach goals that directly support the goals outlined in ‘Option A’ of CEO Gillette’s 90-Day Plan for ELCHC. The themes and goals were presented and discussed at the Communications & Outreach Committee meeting were broad based and mindful of our currently developing balanced scorecard priorities.

Communications with stakeholders – both within and outside the Coalition – is a key and crucial focus during this period of very significant industry and organizational change. Regardless of the final direction determined by the ELCHC Board of Directors, it is through thoughtful and planned engagement, that ELCHC can better understand the perspectives of our diverse partners, lessen the potential for misunderstanding and create opportunities for *collaborative* communication within the early learning community that will harness collective motivation for change that benefits the children and families we serve.

Preliminary Proposed Goals

The goals of the communications and outreach strategy are to fuel a collective effort that:

- That results in Hillsborough County recognizing and supporting early childhood as an important segment of the overall education continuum and act to support policies and investments promoting high quality early childhood care and education for all children.
- Educates and builds relationships to broaden and strengthen the base of support for early learning and thus, the ELCHC
- Educates and builds relationships to broaden and strengthen engagement
- Position the ELCHC as a channel through which new conversations about early childhood care and education are sparked
- Promotes opportunities for community conversations about early childhood care and education
- Expands beyond the Coalition’s current network to reach new audiences and potential champions

Identified/Proposed Messaging Strategies

Despite the many agencies, programs and services available to families in Hillsborough County, an opportunity exists to leverage our common areas of focus (*learning and development, health and well-being, and family support and education*) to advance a framework that embraces and promotes the value and importance of early childhood. This is an opportunity for the ELCHC to communicate and convene under a broad umbrella effort in which the ELCHC and any and all community partners, advocates and constituents may play a role. This effort will:

- Leverage all existing efforts to amplify early childhood awareness, maximize reach and strengthen engagement across all audiences.

- 
- Attract more cross-sector early childhood champions
  - Create messages that are integrated for the whole early learning community
  - Create messages that are in strategic alignment of early learning partners to reach more constituents
  - Create messages that tell the ELCHC and broad early learning story

With these preliminary goals and messaging strategies in mind, the Communications and Outreach Committee invites all Board members to engage in discussion and brainstorming about how we will advance the goals outlined in the CEO Gillette's 90 Day plan using communications tools.

### **2018 DAY OF PLAY**

On February 25, 2018, the Early Learning Coalition of Hillsborough County hosted Hillsborough County's biggest play date—*Day of Play*. The event was held at Al Lopez Park from 10 am to 2 pm and highlighted the importance of play as a vital component of early childhood development and learning. Activities were geared toward healthy brain development and enhancing social and cognitive skills for ages birth through 12.

The event planning committee, which was comprised of representatives from 10 local early learning organizations as well as local businesses, met on a monthly basis beginning in September of 2017 to plan this large annual event. The ELCHC includes the event in its annual budget in the amount of \$15,000, however, this year's event had a premier sponsorship from PNC Bank in the amount of \$10,000. Staywell/Wellcare was also a sponsor for a second year in a row, contributing \$500. Actual expenditures for the event totaled \$12,090.

The event offered 42 exhibitors from various sectors of the community, all of whom presented different interactive play activities. This year's new feature was "Click-a-tip" feature which introduced parents to understanding the learning domain that each activity addressed as well as how to reproduce the activity in the home for little to no cost. Event attendees also enjoyed a full slate of family-friendly, youth-centered local entertainment such as the Sulphur Springs Community School Drummers, the Grupo Folklorico Mahetzi Mexican Dance Troop, Clogging for a Cause dance and acrobatic group, and a youth rock band called Roadblocks.

City of Tampa City of Tampa Parks and Recreation personnel reported that 2,000 + families arrived to enjoy the event. Informal survey of families in attendance revealed that they were impressed by the array and quality of activities offered at the event and stunned at the amount of information regarding youth services that was offered and available throughout the Hillsborough community.

The planning group closed out the event with a Plus/Delta session on the event and selected Sunday, March 3, 2019, 11 am to 3 pm as the date and time for next year's event. Al Lopez Park will remain the event's location as well.

### **ELCHC COMMUNITY BOOK GARDEN UPDATE**

The Early Learning Coalition Community Book Garden officially opened its doors on August 24, 2017 with a grant from the Tampa Bay Lightning Foundation. Since its opening, the ELCHC has distributed more than 7,000 books and is on target to exceed the first-year goal of distributing 10,000 new, age and culturally appropriate books to children in Hillsborough County. Since its opening, the ELCHC has secured additional resources to sustain the Book Garden through generous book donations from:



- 
- ABC Action News/WFTS employees - Donated 3,000 new books valued at \$8,000
  - Molina Foundation – Donated over 5,500 new books
  - Bess the Book Bus – Donation of 500 infant books
  - Anonymous Donor – Donation of 10,000 books
  - Grant under Consideration – Amount of anticipated grant is \$10,000

The ELCHC has also implemented partnerships with Scholastic and First Book to ensure our supply high quality, age appropriate affordable books for both English and Spanish speaking early learners. We anticipate receiving another large book donation in the near future via a partnership with a private individual and have an additional grant under consideration for new funding to maintain our current level of distribution. Our initial experience and early success has demonstrated to us that once donors see and feel the impact of the actual Book Garden, we are able to garner their support.

The Coalition also used some of the initial funding to develop a set of literacy tip brochures that are specific to parents of babies, toddlers and preschoolers. ELCHC is in the process of translating the Literacy Tips to Spanish and expanding the print quantity. Tips are routinely distributed to parents when their child selects a book from the Book Garden.

It is ELCHC's goal to sustain and expand on Drew Valenti's founding vision for the Book Garden. We are exploring ideas to extend the reach of the Book Garden beyond its current physical location and take it out to the community with the assistance of current and potential partners, specifically targeting at-risk children in identified areas of need throughout Hillsborough County.

A collaborative team has been formed and charged with developing a comprehensive plan that fully addresses the growth and sustainability of the Book Garden and supports the benchmarks of the developing Balanced Score Card (BSC).

#### **READ ACROSS AMERICA – ELCHC BOOK FAIR**

Read Across America is an annual reading motivation and awareness program that calls for every child in every community to celebrate reading on March 2, the birthday of beloved children's author Dr. Seuss. Communities across the nation often hold events during a full week to promote and highlight the program. ELCHC marked the event by conducting a week-long Book Fair that was housed at and hosted by the IECF. Staff prepared a week full of literacy events that included bilingual story sessions, special story times (*one led by Board member Luke Buzard*) literacy games and activities, as well as entertainment. The event that attracted parents, children and new partners to the IECF. The Book Fair was a complete success with IECF surpassing their sales goals. The highlight of the event was the Dr. Seuss Birthday party held on March 2.

# COMMUNICATIONS AND OUTREACH SUMMARY



## Early Learning Coalition of Hillsborough County

January 1, 2018 - March 31, 2018

### Social Media Analytics



1,393 Likes  
227 Avg. Daily Reach  
26 Avg. Daily Engagement



956 Followers  
57 ReTweets  
74 Likes



166 Followers  
28 Connected Employees  
282 Avg. Engagement



9 Videos  
16 Subscribers  
431 Avg. Views

### Website Analytics



- Most Visited Pages: VPK, SR and Provider pages
- 26,250 Total Users
- 99,290 Page Views
- 1:43 Average Time Per Page
- 1:56 Average Session Duration
- 2 Page Visits Per User

### Provider Notes Eblasts

- 25 Emails Sent
- 55% Desktop Opens
- 2,638 Recipients
- 45% Mobile
- 37% Open Rate
- 13.6% Click Rate



### Board News & Updates Eblasts

- 8 Emails Sent
- 81% Desktop Opens
- 29 Recipients
- 19% Mobile
- 55% Open Rate
- 18.4% Click Rate

## Highlights: Where we've been and what we've done.

### Media, Advocacy & Outreach

- **Hillsborough Day at the Capitol** 1/17/18 - Board Chair, Aakash Patel and ELCHC's Bobbi Davis went to Tallahassee to speak with Lawmakers to discuss the importance of early education.
- **ABC Action News and Scripps Howard Foundation Book Garden Donation** 1/23/18 - More than 3,000 books were donated to the Book Garden
- **Tracie Cardwell was a guest on The Current with Roxane Wilder (Beasley Media Group)** to discuss Day of Play and ELCHC services
- **Ads in Tampa Bay Parenting Magazine** to promote Summer VPK registration
- **Molina Foundation Book Buddies Book Donation** 3/16/18 - Molina donated more than 5,000 books to the Book Garden.

### Community Partners

- **University Area Community Development Corporation (UACDC) Partners Coalition Q1 Meeting** 1/25/18
- **Chrysalis Meeting** 2/7/18
- **UACDC Partners Lunch and Learn** 2/15/18 - An Introduction to the Prodigy Program which introduces children 7 -17 to different avenues of self-expression.
- **Pastor's and Leader's Breakfast** 3/1/18
- **Girl Scouts of West Central Florida Women of Distinction Luncheon** - attended by Tracie Cardwell and Diane Jacob 3/8/18
- **Children's Board of Hillsborough County's Community Alliance Meeting** 3/13/15
- **Arthenia Joyner Library Grand Opening Event** hosted by the UACDC 3/26/18

### Parent Outreach

- **Family Services collaborated with FDLRS/Early Childhood Council (ECC)** to attend free screening programs for children in Wimauma (1/18/18), Tampa (1/26/18 & 2/2/18) and Plant City (3/2/18) to assist more than 200 families with VPK applications, School Readiness and CCR&R services and programs.
- **Staywell/WellCare Return to School Fair** 1/31/18 - 300 were in attendance
- **Tampa Family Health Center Osborne Addition Open House Resource Fair** 2/3/18 - 150 were in attendance
- **Day of Play** 2/25/18 - More than 2,000 in attendance
- **Tampa Housing Authority Resource Fair** 3/15/18 - 50 in attendance
- **4th Annual Community Services Fair** 3/24/18
- **Concorde Career Institute Student Appreciation Event and Resource Fair** 3/29/18





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

## Community Book Garden



Children from Alphabet Learning Center received books from ABC Action News and Scripps Howard Book Garden donation



Miss Florida, Sara Zeng, and children from Kid's Clubhouse going Quackers for Read for the Record!



Drew Valenti and Board members at the Book Garden Grand Opening Ribbon Cutting Ceremony



ABC Action News Anchors, Jamison Uhler and Lindsay Logue, reading to children from Alphabet Learning Center





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

# BOOKFAIR

MONDAY, FEBRUARY 26 - SATURDAY, MARCH 3, 2018

“THE MORE THAT YOU READ, THE MORE THINGS YOU WILL KNOW. THE MORE THAT YOU LEARN, THE MORE PLACES YOU’LL GO.” -DR. SEUSS



Join us for 6 Days of Celebrating Children’s Books & Reading  
*This Is Not Your Average Book Fair!*

Parents and early childhood professionals should plan to take part in this week full of interactive, FREE literacy experiences aimed at giving parents and early ed professionals new and innovative ways to introduce books and the love of reading into the lives of young children. Adults & children are welcome.

## EVENT HIGHLIGHTS

### BILINGUAL STORY TIME/ PROGRAMA DE CUENTOS BILINGÜES

Mon., Feb. 26th @ 10 am & again at 6:30 pm (*Espanol*)  
Not your average story time! Join in for this interactive, bilingual presentation for children ages 3-5!

### PICTURE WALK & TALK

Tues., Feb., 27 @ 10 am  
During this interactive session your child will tap into their imagination as they develop their own stories based on pictures.

### DR. SEUSS’ BIG BIRTHDAY BASH!

Fri., March 2nd 5:30 pm to 7:30 pm  
Join us for a performance of *Seussical Jr.* by De’Armon CAST! Dress as your favorite Seuss character! It’s going to be a Seusstastic birthday bash!



## THIS FLYER & THE FULL EVENT SCHEDULE CAN BE DOWNLOADED AT:

<http://bit.ly/IECPBookFair>

- BOOKS FOR ALL AGES & GRADES •
- LARGE EXPANDED SELECTION • BILINGUAL EVENTS • INTERACTIVE EVENTS
- PRIZES & GIVE AWAYS • REFRESHMENTS AND MUCH MORE!

SHOP ONLINE ‘TIL MARCH 10 AT:  
[WWW.SCHOLASTIC.COM/BL/HILLSBOROUGHHEL](http://WWW.SCHOLASTIC.COM/BL/HILLSBOROUGHHEL)

The Early Learning Coalition of Hillsborough County  
Institute for Early Childhood Professionals  
6800 N. Dale Mabry Hwy., Suite 134  
Tampa, FL 33614  
(813) 280-0800 | [www.elchc.org](http://www.elchc.org)

OFFICE OF  
**Early Learning**  
LEARN EARLY. LEARN FOR LIFE.





# EARLY LEARNING


COALITION OF HILLSBOROUGH COUNTY

# BOOK FAIR

MONDAY, FEBRUARY 26 - SATURDAY, MARCH 3, 2018

# EVENTSCHEDULE



MONDAY Feb. 26, 2018	TUESDAY Feb. 27, 2018	WEDNESDAY Feb. 28, 2018	THURSDAY Mar. 1, 2018	FRIDAY Mar. 2, 2018	SATURDAY Mar. 3, 2018
<b>10:00 am &amp; 6:30 pm</b>	<b>10:00 am</b>	<b>10:00 am</b>	<b>10:00 am</b>	<b>5:30 pm - 7:30 pm</b>	<b>9:00 am - 1:00 pm</b>
<b>Bilingual Story Time</b>  Bring your children, ages 3-5, to enjoy stories, action rhymes, songs and interactive activities in English and Spanish. This engaging program highlights early literacy skills and encourages reading readiness and social interaction.	<b>Picture Walk &amp; Talk</b>  Listening to stories has great benefits for children, including helping to build their language skills. During this interactive session your child will tap into their imagination as they develop their own stories based on pictures.	<b>Paws for Friendship, Inc. Reads Dr. Seuss</b>  Dogs and Dr. Seuss - OH MY! Join us and some guests from Paws for Friendship as we enjoy lively readings of some Dr. Seuss classics!   <i>Paws for Friendship will be at the Sing-A-Long on 3/1 too!</i>	<b>Sing-A-Long Story Time with myON</b>  <i>myON</i> is a collection of digital books. Here in Hillsborough we have access to 188 sing along books are perfect for young learners and emergent readers - children love reading and singing along with these books time and time again!	<b>Dr. Seuss' BIG Birthday BASH!</b>  Join us for a special presentation of <i>Seussical Jr.</i> presented by De'Armon Creative Arts School & Training  <ul style="list-style-type: none"> <li>• Dress as your favorite Dr. Seuss character!</li> <li>• Photo booth with props</li> <li>• Refreshments, food, &amp; raffle prizes!</li> </ul>	<b>SEUSSMANIA! Make n' Take Open House</b>  Early learning professionals will have the opportunity to tap into their creative spirit at this Seuss themed Make n' Take extravaganza!
<b>6:30 pm</b>	<b>6:30 pm</b>	<b>6:30 pm</b>	<b>6:30 pm</b>		
<b>Bilingual Story Time</b>  Traiga a sus hijos de 3 a 5 años para disfrutar historias, canciones de acción, canciones y actividades interactivas en inglés y español. Este interesante programa destaca las habilidades de alfabetización temprana y anima la preparación para la lectura y la interacción social.	<b>Read Between the Lines: Tips for Early Literacy Development</b>  Parents will get tips on how to foster pre-reading and writing skills in young children (birth to 2 years). Come explore the connections between exposure to books, songs and scribbling and early literacy development.	<b>Stretching to the Alphabet</b>  A fun, interactive presentation that encourages children to become aware of their bodies through stretching poses! So come join in and explore movement.	<b>Expanding tu Biblioteca usando Recursos Digitales</b>  <i>myON</i> es una colección de libros digitales. Tenemos acceso a más de 7,000 libros para niños de todas las edades. Únase a nosotros para aprender cómo acceder a los libros que están ¡perfecto para su hijo y amplíe su biblioteca personal!		



"Gidget the Therapy Dog" will be on hand on the 26th & the 2nd to make this a pleasant and 'pawsative' experience for everyone.



All Book Fair events are FREE & held at ELCHC Institute for Early Childhood Professionals, 6800 N. Dale Mabry Hwy., Suite 134, Tampa, FL 33614







**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY

# NOT Your Ordinary Book Fair







**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY

# NOT Your Ordinary Book Fair



## ELCHC BOARD OF DIRECTORS MEETING – April 16, 2018

### COMMITTEE REPORTS

### ITEM VIII.C.

**ISSUE:** **Governance Committee Report**

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**NARRATIVE:**

A Governance Committee meeting was held on March 19, 2018 at 4:00 pm. The Committee made a recommendation to move the revised board membership application to the full board for approval (Action item VII.E.)

The Committee reviewed an application for new board membership, and discussed developing a strategic approach to the Board membership selection process.

2018-2019 Annual forms are to be completed, signed, and returned to Kelley Minney by close of business on September 1, 2018.





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

## ELCHC Board of Director's Annual Forms

### 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 Kelley Minney, Executive Administrator by close of business on September 1, 2018. Documents may be submitted in person, via mail, email or fax.*

ELCHC

Kelley Minney, Executive Administrator

6800 N. Dale Mabry Hwy., Suite 158

Tampa, FL 33614

FAX: (813)435-2299

EMAIL: [kminney@elchc.org](mailto:kminney@elchc.org)



# Policies and Procedures

## CONFLICT OF INTEREST POLICY

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<b>Date:</b>	January 13, 2014	<b>Policy Number:</b>	02-06
<b>Subject:</b>	Conflict of Interest	<b>Status:</b>	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 FY2018-2019

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:

<b>Business/Organization</b>	<b>Position Held/By Whom</b>
_____	_____
_____	_____
_____	_____

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:

<b>Business/Organization</b>	<b>Position Held/By Whom</b>
_____	_____
_____	_____
_____	_____

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 18-19 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



## ELCHC BOARD OF DIRECTORS MEETING – April 16, 2018

### COMMITTEE REPORTS

### ITEM VIII.F.

**ISSUE:** **Service Delivery & Efficiency Committee Report**

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**NARRATIVE:**

The April 5, 2018 Service Delivery & Efficiency Committee meeting has been rescheduled to May 3, 2018 at 2:00 pm.

## ELCHC BOARD OF DIRECTORS MEETING – APRIL 16, 2018

### INFORMATION

### ITEM X.A.

<b>ISSUE:</b>	<b>FY 2016-2017 Independent Annual Audit</b>
<b>FISCAL IMPACT:</b>	N/A
<b>FUNDING SOURCE:</b>	N/A
<b>RECOMMENDED ACTION:</b>	final Annual Independent Audit by Moore Stephens Lovelace, P.A.

---

#### **NARRATIVE:**

The Coalition's FY 2016-2017 final Annual Independent Audit by Moore Stephens Lovelace, P.A. is enclosed for your review.

**HILLSBOROUGH COUNTY SCHOOL  
READINESS COALITION, INC.  
(d/b/a Early Learning Coalition of  
Hillsborough County, Inc.)**

**FINANCIAL STATEMENTS**

**Years Ended June 30, 2017 and 2016**

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

We have audited the accompanying statements of financial position of The Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County (the "Coalition") as of June 30, 2017 and 2016, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

## **Opinion**

In our opinion, the financial statements referred to in the first paragraph of this report present fairly, in all material respects, the financial position of the Coalition as of June 30, 2017 and 2016, and the results of its activities and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards, State Financial Assistance, and Local Awards is presented for purposes of additional analysis, as required by Title 2 *U.S. Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”), and Chapter 10.650, *Rules of the Auditor General*, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 28, 2018, on our consideration of the Coalition’s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance, and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Coalition’s internal control over financial reporting and compliance.



**MOORE STEPHENS LOVELACE, P.A.**  
Certified Public Accountants

Tampa, Florida  
March 28, 2018

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**  
**d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF FINANCIAL POSITION**

**June 30, 2017 and 2016**

	<b>ASSETS</b>	<b>2017</b>	<b>2016</b>
		<u>          </u>	<u>          </u>
<b>CURRENT ASSETS</b>			
Cash		\$ 4,490,867	\$ 711,477
Grants receivable		7,018,844	13,661,091
Other assets		-	2,724
		<u>          </u>	<u>          </u>
	<b>TOTAL ASSETS</b>	<b>\$ 11,509,711</b>	<b>\$ 14,375,292</b>
		<u>          </u>	<u>          </u>
<b>LIABILITIES AND NET ASSETS</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable and accrued expenses		\$ 1,836,859	\$ 3,019,875
Deferred revenue		-	129,744
Due to School District of Hillsborough County		7,898,935	9,815,346
		<u>          </u>	<u>          </u>
	<b>TOTAL CURRENT LIABILITIES</b>	<b>9,735,794</b>	12,964,965
<b>NET ASSETS</b>			
Unrestricted		<u>1,773,917</u>	<u>1,410,327</u>
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 11,509,711</b>	<b>\$ 14,375,292</b>
		<u>          </u>	<u>          </u>

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**  
**d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF ACTIVITIES**

**Years Ended June 30, 2017 and 2016**

	<b>2017</b>	<b>2016</b>
REVENUES AND SUPPORT		
Program support:		
Grant revenue	\$ 78,055,668	\$ 75,261,434
Other	<u>51,956</u>	<u>-</u>
TOTAL REVENUES AND SUPPORT	<b>78,107,624</b>	75,261,434
EXPENSES		
Program services:		
School Readiness	46,196,858	43,937,657
Quality Counts for Kids	1,123,885	1,729,372
Voluntary Pre-K	28,031,762	28,264,368
Other programs	<u>478,765</u>	<u>434,178</u>
TOTAL PROGRAM SERVICES	<b>75,831,270</b>	74,365,575
Supporting services:		
Management and general	<u>1,912,764</u>	<u>872,746</u>
TOTAL EXPENSES	<b>77,744,034</b>	75,238,321
CHANGE IN NET ASSETS	<b>363,590</b>	23,113
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	<u>1,410,327</u>	<u>1,387,214</u>
UNRESTRICTED NET ASSETS, END OF YEAR	<u><b>\$ 1,773,917</b></u>	<u><b>\$ 1,410,327</b></u>

The accompanying notes are an integral part of the financial statements.



**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**  
**d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF FUNCTIONAL EXPENSES**

**Year Ended June 30, 2017**

	Program Services				Total	Support Services	2017
	School Readiness	Quality Counts for Kids	Voluntary Pre-K	Other Programs		Management and General	
Salaries	\$ 1,231,751	\$ 297,354	\$ 318,253	\$ 119,761	\$ 1,967,119	\$ 460,824	\$ 2,427,943
Fringe benefits	479,141	112,096	131,111	37,003	759,351	162,752	922,103
<b>TOTAL SALARIES AND RELATED EXPENSES</b>	<b>1,710,892</b>	<b>409,450</b>	<b>449,364</b>	<b>156,764</b>	<b>2,726,470</b>	<b>623,576</b>	<b>3,350,046</b>
Payments to subrecipients	44,359,885	392,947	15,959	-	44,768,791	651,691	45,420,482
Payments to providers	-	-	27,531,795	3,275	27,535,070	-	27,535,070
Contractual services	680	162,677	29,759	191,711	384,827	27,256	412,083
Rent and utilities	54,861	54,208	-	23,230	132,299	163,271	295,570
Maintenance contracts	12,040	2,106	50	10,761	24,957	171,834	196,791
Office supplies and equipment	13,271	51,032	1,646	8,946	74,895	97,238	172,133
Accounting and auditing	-	-	-	-	-	60,681	60,681
Promotional activities	5,998	125	600	44,956	51,679	1,164	52,843
Travel	16,918	10,342	1,801	5,396	34,457	13,905	48,362
Staff training and development	6,107	4,013	-	21,922	32,042	10,071	42,113
Printing and copying	7,329	3,750	-	5,563	16,642	17,251	33,893
Books for providers	294	28,606	-	-	28,900	-	28,900
Telephone and communication	2,535	3,995	100	-	6,630	21,754	28,384
Dues and memberships	5,505	-	679	3,324	9,508	14,854	24,362
Insurance	-	-	-	-	-	22,780	22,780
Other	543	-	9	2,232	2,784	5,689	8,473
Bank charges	-	-	-	-	-	7,995	7,995
Postage and shipping	-	634	-	685	1,319	1,754	3,073
<b>TOTAL EXPENSES</b>	<b>\$ 46,196,858</b>	<b>\$ 1,123,885</b>	<b>\$ 28,031,762</b>	<b>\$ 478,765</b>	<b>\$ 75,831,270</b>	<b>\$ 1,912,764</b>	<b>\$ 77,744,034</b>

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**  
**d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF FUNCTIONAL EXPENSES**

**Year Ended June 30, 2016**

	Program Services				Support Services		
	School Readiness	Quality Counts for Kids	Voluntary Pre-K	Other Programs	Total	Management and General	2016
Salaries	\$ 785,367	\$ 368,111	\$ 213,990	\$ 83,239	\$ 1,450,707	\$ 324,791	\$ 1,775,498
Fringe benefits	304,356	145,675	86,491	11,520	548,042	107,179	655,221
<b>TOTAL SALARIES AND RELATED EXPENSES</b>	<b>1,089,723</b>	<b>513,786</b>	<b>300,481</b>	<b>94,759</b>	<b>1,998,749</b>	<b>431,970</b>	<b>2,430,719</b>
Payments to subrecipients	42,354,366	822,280	27,943,334	-	71,119,980	-	71,119,980
Contractual services	456,487	184,413	13,620	186,636	841,156	97,198	938,354
Rent and utilities	-	82,842	-	983	83,825	103,013	186,838
Office supplies and equipment	11,984	68,106	2,704	13,856	96,650	68,995	165,645
Maintenance contracts	10,468	8,845	90	50,189	69,592	57,171	126,763
Promotional activities	474	165	-	49,663	50,302	5,253	55,555
Accounting and auditing	-	-	-	31	31	44,308	44,339
Travel	2,424	20,519	2,893	11,317	37,153	3,944	41,097
Dues and memberships	5,000	5,174	-	6,993	17,167	9,221	26,388
Telephone and communication	545	8,007	682	173	9,407	13,315	22,722
Staff training and development	1,589	8,913	-	11,016	21,518	781	22,299
Printing and copying	3,840	4,704	452	1,480	10,476	11,753	22,229
Insurance	-	472	-	-	472	18,923	19,395
Postage and shipping	227	658	112	4,675	5,672	3,715	9,387
Bank charges	-	-	-	1,616	1,616	2,475	4,091
Other	530	268	-	776	1,574	711	2,285
Books for providers	-	220	-	15	235	-	235
<b>TOTAL EXPENSES</b>	<b>\$ 43,937,657</b>	<b>\$ 1,729,372</b>	<b>\$ 28,264,368</b>	<b>\$ 434,178</b>	<b>\$ 74,365,575</b>	<b>\$ 872,746</b>	<b>\$ 75,238,321</b>

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**  
**d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENT OF CASH FLOWS**

**Years Ended June 30, 2017 and 2016**

	<b>2017</b>	<b>2016</b>
<b>OPERATING ACTIVITIES</b>		
Cash received from:		
Grant Income	\$ <b>78,055,668</b>	\$ 75,261,434
Other Income	<b>51,956</b>	-
	<b>78,107,624</b>	75,261,434
<b>TOTAL CASH RECEIVED</b>	<b>78,107,624</b>	75,261,434
Cash paid for:		
Program Services	<b>72,415,470</b>	74,638,943
Administrative expenses	<b>1,912,764</b>	872,746
	<b>74,328,234</b>	75,511,689
<b>TOTAL CASH PAID</b>	<b>74,328,234</b>	75,511,689
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<b>3,779,390</b>	(250,255)
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>3,779,390</b>	(250,255)
<b>CASH - BEGINNING OF YEAR</b>	<b>711,477</b>	961,732
<b>CASH - END OF YEAR</b>	<b>\$ 4,490,867</b>	\$ 711,477

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**  
**d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**STATEMENTS OF CASH FLOWS**

**Years Ended June 30, 2017 and 2016**

	<b>2017</b>	<b>2016</b>
RECONCILIATION OF CHANGE IN NET ASSETS TO CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Change in net assets	<b>\$ 363,590</b>	\$ 23,113
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
(Increase) Decrease in grants receivable	<b>6,642,247</b>	(1,784,366)
(Increase) Decrease in other assets	<b>2,724</b>	(105)
(Increase) Decrease in accounts payable and accrued expenses	<b>(1,183,016)</b>	1,868,095
Increase (Decrease) in deferred revenue	<b>(129,744)</b>	96,745
Decrease in due to School District of Hillsborough County	<b>(1,916,411)</b>	(453,737)
	<b>\$ 3,779,390</b>	<b>\$ (250,255)</b>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<b>\$ 3,779,390</b>	<b>\$ (250,255)</b>

The accompanying notes are an integral part of the financial statements.

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**NOTES TO FINANCIAL STATEMENTS**

**Years Ended June 30, 2017 and 2016**

**NOTE 1 - NATURE OF ORGANIZATION**

Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County, Inc. (the “Coalition”) is a non-profit corporation organized under the laws of the State of Florida. The Coalition’s role is to develop and administer a comprehensive school readiness program and Voluntary Pre-Kindergarten (VPK) delivery system that prepares children to succeed in school and in life. This is an ongoing process that involves building on existing services, working in cooperation with other programs for young children, and coordinating and integrating program funding to achieve efficiency and effectiveness.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES**

**Basis of Accounting**

These financial statements, which are presented on the accrual basis of accounting, have been prepared to focus on the Coalition as a whole and to present revenue, expenses, and net assets based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

Unrestricted net assets – Net assets not subject to donor-imposed stipulations.

Temporarily restricted net assets – Net assets which are subject to donor-imposed stipulations that may or will be met by actions of the Coalition and/or the passage of time. At June 30, 2017 and 2016, there were no temporarily restricted net assets.

Revenue is reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Federal, state, and local grants are considered exchange transactions and are recorded as unrestricted revenue when earned.

Contributions received with donor-imposed restrictions that are met in the same year as received are reported as revenue of the unrestricted net asset class. Contributions are recognized when the donor makes a promise to give to the Coalition, that is, in substance, unconditional.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND PRACTICES**  
*(Continued)*

**Property and Equipment**

Equipment is stated at cost, if purchased, or at estimated fair value at the date of receipt, if acquired by gift. Depreciation is calculated using the straight-line method over the estimated useful lives of the respective assets. Major renewals and betterments are capitalized. Maintenance, repairs, and minor renewals are expensed as incurred. It is the policy of the Coalition to maintain all property and equipment in good condition.

Property acquired with governmental funds is considered to be owned by the Coalition while used in the program for which it was purchased or in future authorized programs; however, its disposition, as well as the ownership of any proceeds there from, is subject to applicable regulations.

**Deferred Revenue**

Funds received under contractual agreements are deferred until earned.

**Functional Allocation of Expenses**

Expenses are allocated between program services and management and general. Salaries are allocated based on actual time spent in these activities or administration of programs. Other expenses are allocated based on direct usage or management's estimates of the benefit derived by each activity.

**Use of Estimates**

Management of the Coalition has made a number of estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities, as well as pro rata allocations in the recording of expenditures, to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. Actual results could differ from those estimates.

**Income Taxes**

The Coalition is exempt from Federal income taxes under Section 501(c) (3) of the Internal Revenue Code and from state income taxes under similar provisions of the Florida Income Tax Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements. The Coalition is subject to the accounting standards on accounting for uncertainty in income taxes. Management does not believe it has taken any tax positions that are subject to a significant degree of uncertainty. The Coalition's income tax filings for periods after fiscal year ended June 30, 2014, remain subject to examination.

### **NOTE 3 - RELATED PARTIES**

The Coalition receives funding from the Children’s Board of Hillsborough County (“CBHC”) for operation of the Quality Counts for Kids program. The Coalition also receives funding from the CBHC for the local match in the School Readiness program.

The Coalition provides funding to the School District of Hillsborough County (“SDHC”) to assist eligible children and families with access to scholarship and school readiness services.

The Coalition also provides funding to the Hillsborough County Board of County Commissioners (“BOCC”) Child Care Licensing program. This program ensures compliance with Hillsborough County’s local child care licensing ordinance.

Certain members of the Board of Directors are mandated in the State of Florida School Readiness Act. The related party members include three personnel from the School District of Hillsborough County, the Executive Director of the CBHC, the BOCC county commissioner, and the general manager of the BOCC Child Care Licensing program.

The amounts of approximately \$40,304,000 and \$69,649,000 were paid by the Coalition during the year for services provided by the SDHC and the BOCC, respectively.

### **NOTE 5 - DEFERRED COMPENSATION PLAN**

The Coalition sponsors a 401k Deferred Compensation Plan (the “Plan”) and makes both Employer Safe Harbor and Employer Profit Sharing Contributions to the Plan.

The Employer Safe Harbor portion of the Plan provides that the employer matches 100% on the first 4% contributed by the employee. Vesting is simultaneous with the contribution. Employees are allowed to contribute on a pre-tax basis not to exceed amounts dictated by U.S. Treasury Regulations.

The Employer Profit Sharing portion of the Plan provides that the Coalition contribute 6% of an employee’s salary for the fiscal year ended June 30, 2017. Vesting is 100% after 6 years of employment with the Coalition with a 20% increase in vesting for each year of employment.

### **NOTE 6 - CONCENTRATIONS**

Approximately 95% and 94% of the Coalition’s revenue for the years ended June 30, 2017 and 2016, respectively, is provided by the State of Florida Office of Early Learning (“FOEL”).

**NOTE 7 - OPERATING LEASE**

The Coalition leases its office space under an operating lease that expires in fiscal year 2021. Additionally, the Coalition had a lease for a training facility that expired in January 2017 and was not renewed. Total rent expense was approximately \$280,000 and \$169,000 for the years ended June 30, 2017 and 2016, respectively.

Future minimum lease payments under operating leases that have remaining terms in excess of one year as of June 30, 2017, are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2018	\$ 315,156
2019	322,338
2020	325,284
2021	330,709
	<u>\$ 1,293,487</u>

The Coalition has the option to cancel their office space lease if more than 25% of the Coalition’s primary funding is eliminated from the FOEL with no less than six months prior written notice. The Coalition also has the option to cancel the training facility lease upon written notification if government funding is not appropriated or allocated to the Coalition. The funding has been approved by FOEL through June 30, 2018.

**NOTE 8 - COMMITMENTS AND CONTINGENCIES**

The Coalition may be subject to audit examination by funding sources to determine compliance with grant conditions. In the event that expenditures would be disallowed, repayment could be required. Management believes the Coalition is in compliance with the terms of its grant agreements.

**NOTE 9 - SUBSEQUENT EVENTS**

The Coalition has evaluated events and transactions for potential recognition or disclosure in the financial statements through March 28, 2018, which is the date the financial statements were available to be issued.



**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS,  
STATE FINANCIAL ASSISTANCE, AND LOCAL AWARDS**

**Year Ended June 30, 2017**

<u>Federal Agency/State Agency/Pass-Through Grantor/ Program Title</u>	<u>Grant Period</u>	<u>Federal CFDA #</u>	<u>Contract #</u>	<u>Federal Expenditures</u>	<u>Transferred to Subrecipient</u>
<b>FEDERAL AWARDS</b>					
<b>U.S. Department of Health and Human Services:</b>					
<b>Child Care Development Fund (CCDF) Cluster:</b>					
<i>Passed through State of Florida Office of Early Learning</i>					
Child Care Development Block Grant	7/1/16-6/30/17	93.575	SR 257	\$ 24,805,869	\$ 21,188,708
Child Care Development Block Grant	7/1/16-6/30/17	93.596	PP257	169,769	169,769
Child Care Development Block Grant	7/1/16-6/30/17	93.575	PP257	314,495	280,439
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	7/1/16-6/30/17	93.596	SR257	3,356,132	3,356,132
<b>Total Child Care Development Fund (CCDF) Cluster</b>				<u>28,646,265</u>	<u>24,995,048</u>
<i>Passed through State of Florida Office of Early Learning</i>					
Social Services Block Grant	7/1/16-6/30/17	93.667	SR 257	7,101	7,101
Temporary Assistance for Needy Families	7/1/16-6/30/17	93.558	SR 257	8,320,277	8,320,277
<b>Total Expenditures of Federal Awards</b>				<u>36,973,643</u>	<u>33,322,426</u>
	<u>Grant Period</u>	<u>State CSFA #</u>	<u>Contract #</u>	<u>State Expenditures</u>	<u>Transferred to Subrecipient</u>
<b>STATE FINANCIAL ASSISTANCE</b>					
<b>State of Florida Office of Early Learning</b>					
Voluntary Pre-K	7/1/16-6/30/17	48.108	SV 257	28,528,859	15,959
<b>Total Expenditures of State Financial Assistance</b>				<u>28,528,859</u>	<u>15,959</u>
	<u>Grantor/Pass-Through Grantor Program Title</u>	<u>Grant Period</u>		<u>Local Expenditures</u>	<u>Transferred to Subrecipient</u>
<b>STATE MATCHING AND LOCAL FUNDS</b>					
<b>Florida Office of Early Learning</b>					
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	7/1/16-6/30/17	93.596	SR 257	5,379,119	5,379,119
Temporary Assistance for Needy Families	7/1/16-6/30/17	93.558	SR 257	3,285,770	3,285,770
<b>Hillsborough County Board of County Commissioners</b>					
Match for School Readiness Funding and Quality Community Development Block Grant	7/1/16-6/30/17			362,012	181,448
Match for School Readiness Funding	10/1/16-9/30/17	14.218		77,425	-
<b>Children's Board of Hillsborough County, Inc.</b>					
Quality Counts for Kids Program and Operating	10/1/16-9/30/17			1,290,853	392,947
Match for School Readiness Funding	10/1/16-9/30/17			1,816,604	1,816,604
<b>Total State Matching and Local Funds</b>				<u>12,211,783</u>	<u>11,055,888</u>
<b>Total Federal Awards, State Financial Assistance, and Local Funds</b>				<u>\$ 77,714,285</u>	<u>\$ 44,394,273</u>

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL,  
STATE, AND LOCAL AWARDS**

**Year Ended June 30, 2017**

**(1) General:**

The accompanying Schedule of Expenditures of Federal Awards, State Financial Assistance, and Local Awards include the grant activity of the Coalition and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”), and the Rules of the Executive Office of the Governor of the State of Florida. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in, the preparation of the basic financial statements.

Indirect cost rate is dictated by federal and state contract terms. The 10-percent de Minimis indirect cost rate, as allowed under the Uniform Guidance, is not in effect nor is it available under these contracts.

**(2) Other State Financial Assistance Received:**

The Coalition received funding from the FOEL that was not subject to Section 215.97, Florida Statutes, as follows:

<u>Florida’s Office of Early Learning</u>	<u>Contract Number</u>	<u>Current Year Expenditure</u>
<b>A. Matching Funds for Federal Programs:</b>		
State Matching Funds - 93.596 School Readiness CCDF Mandatory and Matching	SR 257	\$ 8,735,251
State Matching Funds - 93.558 Temporary Assistance for Needy Families	SR 257	<u>3,285,770</u>
Total State Funds awarding for Matching		<u>\$ 12,021,021</u>

**(3) Reconciliation to Statewide School Readiness Data and Reporting System:**

The Coalition performs reconciliations of its financial reports to the Statewide School Readiness Data and Reporting System in a timely and satisfactory manner.



Certified Public Accountants

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

We have audited the accompanying financial statements of The Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County (the “Coalition”), as of and for the year ended June 30, 2017, and have issued our report thereon dated March 28, 2018. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Coalition’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Coalition’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Coalition’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Coalition's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Moore Stephens Lovelace, P.A.*

**MOORE STEPHENS LOVELACE, P.A.**

Certified Public Accountants

Tampa, Florida  
March 28, 2018



## **INDEPENDENT AUDITOR'S MANAGEMENT LETTER**

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

### **Report on the Financial Statements**

We have audited the financial statements of The Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County (the "Coalition") as of and for the fiscal year ended June 30, 2017, and have issued our report thereon dated March 28, 2018.

### **Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; Title 2 *U.S. Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"); and Chapter 10.650, *Rules of the Auditor General*.

### **Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*, Independent Auditor's Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control Over Compliance in Accordance with the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated March 28, 2018, should be considered in conjunction with this management letter.

### **Additional Matters**

Section 10.654(1)(e), *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements or state project amounts that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

**Purpose of the Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Board of Directors, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moore Stephens Lovelace, P.A.*

**MOORE STEPHENS LOVELACE, P.A.**  
Certified Public Accountants

Tampa, Florida  
March 28, 2018



Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE AND CHAPTER 10.650, RULES OF THE AUDITOR GENERAL**

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.  
Tampa, Florida

**Report on Compliance for Each Major Federal Program and State Project**

We have audited the compliance of The Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County (the "Coalition") with the types of compliance requirements described in the U.S. Office of Management and Budget ("OMB") Compliance Supplement, and the requirements described in the Department of Financial Services' State Projects Compliance Supplement, that could have a direct and material effect on each of its major federal programs and state project for the year ended June 30, 2017. The Coalition's major federal programs and state project are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs and state project.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the Coalition's major federal programs and state project based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the audit requirements of Title 2 *U.S. Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"); and Chapter 10.650, *Rules of the Auditor General*. Those standards, the Uniform Guidance, and Chapter 10.650, *Rules of the Auditor General*, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about the Coalition's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion. However, our audit does not provide a legal determination on the Coalition's compliance with those requirements.

To the Board of Directors of  
The Hillsborough County School Readiness Coalition, Inc.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.

### **Opinion on Each Major Federal Program and State Project**

In our opinion, the Coalition complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs and state project for the year ended June 30, 2017.

### **Report on Internal Control over Compliance**

The management of the Coalition is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs and the state project. In planning and performing our audit, we considered the Coalition's internal control over compliance with the requirements that could have a direct and material effect on a major federal program or state project to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Coalition's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with the type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and results of that testing based on the requirements of the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*. Accordingly, this report is not suitable for any other purpose.



**MOORE STEPHENS LOVELACE, P.A.**  
Certified Public Accountants

Tampa, Florida  
March 28, 2018



**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Year Ended June 30, 2017**

**Section I - Summary of Independent Auditor's Results**

***Financial Statements***

Type of Auditor's Report Issued:

**Unmodified Opinion**

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_ Yes       X  No
- Significant deficiency(ies) identified? \_\_\_ Yes       X  None reported
- Noncompliance material to financial statements noted? \_\_\_ Yes       X  No

***Federal Awards***

Internal control over major programs:

- Material weakness(es) identified? \_\_\_ Yes       X  No
- Significant deficiency(ies) identified? \_\_\_ Yes       X  None reported

Type of report issued on compliance for major federal program:

**Unmodified Opinion**

Any audit findings disclosed that are required to be reported in accordance with Section 200.516 of the Uniform Guidance? \_\_\_ Yes       X  No

Identification of Major Federal Programs:

**CFDA Numbers**

**Name of Federal Program or Cluster**

93.575, 93.596

Child Care Development Fund Cluster

Dollar threshold used to distinguish between Type A and Type B programs:

\$1,109,209

Auditee qualified as low-risk auditee?

\_\_\_ Yes       X  No

**HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.  
d/b/a Early Learning Coalition of Hillsborough County, Inc.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)**

**Year Ended June 30, 2017**

**Section I - Summary of Independent Auditor's Results (Continued)**

***State Financial Assistance***

Internal control over major project:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified?  Yes  None reported

Type of report issued on compliance for major state project: **Unmodified Opinion**

Any audit findings disclosed that are required to be reported in accordance with Rules of the Auditor General, Chapter 10.656?  Yes  No

Identification of Major State Project:

<u>CSFA Number</u>	<u>Name of State Project</u>
48.108	Voluntary Pre-Kindergarten Education Program

Dollar threshold used to distinguish between Type A and Type B projects: \$855,866

FOEL's grant terms require auditors to test and report on whether the Coalition's monthly reconciliation of its financial records to the statewide School Readiness data and reporting system was completed in an accurate and timely manner. Based on our testing, we confirm that the Coalition completed the required monthly reconciliations in a timely and satisfactory manner.

**Section II - Findings Related to the Financial Statement Audit, as Required to be Reported in accordance with *Government Auditing Standards***

None reported.

**Section III - Findings and Questioned Costs for Federal Awards and State Financial Assistance Reported in accordance with the Uniform Guidance and *Rules of the Auditor General, Chapter 10.650***

None reported.

**Section IV - Prior Year Audit Findings**

None reported.