



EXECUTIVE/FINANCE COMMITTEE MEETING AGENDA

Monday, May 21, 2018 at 9:00 am.
Hillsborough Education Foundation
TECO Hall-2306 N. Howard Avenue
Tampa, Florida 33607

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for March 26, 2018 Executive/Finance Committee Meeting (Pg. 2)

II. PUBLIC COMMENT I

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

III. OLD BUSINESS

IV. ACTION ITEMS

- A. June 11, 2018 Draft/Proposed Board Agenda (Pg. 7) G. Gillette
- B. Approval of FY 2018-2019 Executive/Finance & Board Meeting Schedule (Pg. 9) G. Gillette

V. DISCUSSION ITEMS

- A. Budget Report (Pg. 11) J. McElroy/S. Costner

VI. ADJOURNMENT



**EXECUTIVE/FINANCE
COMMITTEE
UNAPPROVED MINUTES**

Monday, March 26, 2018 at 3:00 pm
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Scott Barrish, Angela Chowning, Lynne Hildreth*, Dianne Jacob, Joe McElroy, Sandra Murman, & Aakash Patel

Committee Members Absent:

Dr. Shawn Robinson

Board Members Present:

Marie Caracciola, Dr. Daphne Fudge*, and Kelley Parris

ELCHC Staff:

Tracie Cardwell, Steve Costner, Bobbi Davis, Gordon Gillette, Nancy Metsker, Kelley Minney, Liza Normandia, Abby Perez, Karen Perkins, and Helen Sovich

Other Attendees:

Jerel Fussell, Jeff Goolsby, Marina Harkness, and Sandy Show

CALL TO ORDER

Quorum Verification

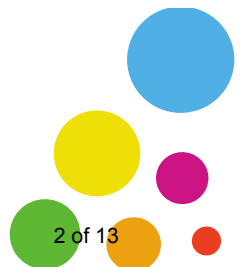
Noting a quorum had been established, Chair Patel called the meeting to order at 3:00 pm.

**Approval of minutes for January 11, 2018 Executive/Finance Committee Special Meeting-
Panel Interviews**

Dianne Jacob made a motion to approve the minutes for January 11, 2018 Executive/Finance Committee special meeting/panel interviews. Scott Barrish made a second. The motion carried unanimously.

Approval of minutes for January 22, 2018 Executive/Finance Regular Meeting.

Scott Barrish made a motion to accept the minutes for January 22, 2018 Executive/Finance Regular Meeting. Dianne Jacob made a second. The motion carried unanimously.



Approval of minutes for February 23, 2018 Executive/Finance Committee Special Meeting.

Scott Barrish made a motion to approve the minutes for February 23, 2018 Executive/Finance Committee Special Meeting. Dianne Jacob made a second. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment

OLD BUSINESS

There was no Old Business.

ACTION ITEMS

April 16, 2018 Draft Proposed Board Agenda

Dianne Jacob made a motion to approve the April 16, 2018 Draft Proposed Board Agenda. Scott Barrish made a second. The motion carried unanimously.

Approve Allocation of Funds with Hillsborough County Child Care Licensing.

Bobbi Davis reported that Child Care Licensing was responsible for annual inspections of all family child care homes and centers in Hillsborough County, which included inspections of all exempt sites. Ms. Davis stated that the allocation was the same amount as the current fiscal year.

Steve Costner reported that the Board of County Commissioners (BOCC) grant budget for FY 2018-2019 was in the amount of \$421,000. Mr. Costner added, that \$204,000 would be used towards teacher stipends and to offset funds not received through the Child Care Education Partnership (CCEP) match.

Scott Barrish made a motion to approve the allocation of funds with Hillsborough County Child Care Licensing. Sandra Murman made a second. Angela Chowning Abstained. The motion carried.

Approve Allocation of Funds with Early Childhood Council.

Bobbi Davis reported that the Early Childhood Council (ECC) contract offered inclusion support services to families through the ECC's Warm Line, that was a requirement by OEL for the Coalition to provide. Ms. Davis added that the allocation was the same amount as the current fiscal year.

Sandra Murman made a motion to approve the allocation of funds with Early Childhood Council. Scott Barrish made a second. The motion carried unanimously.

Approve Allocation of Funds with School Board of Hillsborough County for School Readiness services.

Bobbi Davis reported that the allocation was for the School District to continue to perform intake and eligibility duties, technical assistance, training, and coaching for school readiness programs.

Sandra Murman made a motion to approve the allocation of funds with School Board of Hillsborough County. Scott Barrish made a second. The motion carried unanimously.

Approve FY 16-17 Independent Annual Audit.

Steve Costner introduced the recommended action to approve the FY 16-17 Independent Annual Audit, completed by Moore Stephens Lovelace P.A. Jeff Goolsby, CPA representative for Moore Stephens Lovelace, highlighted the following items in the Independent Audit report:

1. Financial audit and compliance audit resulted in a clean report.
2. Single audit resulted in a clean report.
3. Financial Statements during 2017.
4. Trend Program Expenses.
5. New Not-For-Profit Reporting Standards.
6. Cash on Hand.
7. Observation of other comparable Coalitions in State of Florida.

There was a discussion regarding an internal audit to ensure that internal operations are performed correctly and efficiently. Gordon Gillette stated that he had included an internal audit as an action item within his 90-day plan.

Sandra Murman made a motion to approve the FY 16-17 Independent Annual audit. Scott Barrish made a second. The motion carried unanimously.

DISCUSSION ITEMS

Budget Report

Steve Costner reported on the School Readiness Budget, which included subcontracts with the School District of Hillsborough County, Child Care Licensing, and Early Childhood Council, the Voluntary Pre-Kindergarten Budget, which included a subcontract with Early Childhood Council, and the Coalition Operating Budget. Mr. Costner stated that, in totality, he was not expecting to be over budget by the end of the grant year.

CEO Report

Gordon Gillette explained his 90-day plan. The following items were highlighted:

1. The state of the organization
2. Strategic options; choosing the right path for the organization
3. Senior staff perspective
4. Existing operations
5. Strategic priorities
6. Board Governance

Mr. Gillette stated that he would make a recommendation on a strategic option at the May 21, 2018 Board retreat, and requested that, at that time, the Board provide him a direction moving forward.

Karen Perkins provided an update on the School Readiness waitlist. Ms. Perkins stated that 3531 children were on the waitlist in October 2017, but as of Friday, March 23, 2018, there were 2,228 children on the waitlist. She indicated that School Readiness services had been offered to 2,247 children since October, and of that number, 1,043 children were determined eligible, 875

applications are being processed, and 329 children were determined ineligible. Ms. Perkins stated that approximately 30% of families did not respond or were not eligible for services, and that families who applied in November were currently being called off the waitlist. Ms. Perkins added that the Omnibus Spending Bill was passed, and that Florida's portion of the \$2.4 billion in additional child care funding, would be approximately \$139 million.

Gordon Gillette provided a legislative summary on House Bill 7055 and House Bill 1091, and highlighted the following items:

1. House Bill 7055
 - a. would allow Coalitions to refuse to contract with a provider or revoke a provider's eligibility if they receive a class I violation.
2. House Bill 1091
 - a. could provide more flexibility with funding,
 - b. a payment differential of up to 15% for providers who meet certain standards,
 - c. Coalitions would set the priority order of serving children based on a community needs assessment.

Health Benefits and Retirement Savings Plan Update

Helen Sovich, Human Resources Manager, reported on options for bringing health benefits administration and retirement savings plan (401 K) in-house. Ms. Sovich stated that the insurance and risk management company, Arthur J. Gallagher, had been contacted to go to market for the ELCHC, and to help negotiate premiums and wellness initiatives. Ms. Sovich added, that health benefits in-house would help resolve compliance issues, and bring an annual cost savings of approximately \$40,000 to the ELCHC. Ms. Sovich stated that bringing the retirement savings plan in-house would reduce fees and allow employees easier access to their individual accounts. Steve Costner added, that Arthur J. Gallagher & Company released a Request for Proposal (RFP) for the retirement savings plan, and that payroll would be brought in-house as well.

Sandra Murman recommended that staff explore partnering with other government contracts for health benefits administration and human resources. Mr. Gillette stated that staff would have a recommendation by the next Board meeting.

Media Policy Update

Tracie Cardwell stated that a draft media policy would be presented to the Communications & Outreach Committee during the April 3, 2018 Committee meeting.

ADJOURNMENT

Citing no further business, Sandra Murman made a motion to adjourn the meeting at 4:33 pm. a second was made. The motion carried unanimously.

BUDGET WORKSHOP

Steve Costner presented the ELCHC operating budget for Fiscal Year ending, June 30, 2019, for School Readiness, Voluntary Pre-Kindergarten, and the General fund. Mr. Costner noted that the final budget would be presented to the full board at the June 11, 2018 Board of Director's meeting.

School Readiness (SR):

1. Revenue comes from Florida's Office of Early Learning.
2. Administers and implements the local School Readiness services, and requires local funds to be used as match, which, are currently and primarily funded by the Children's Board of Hillsborough County, with a small portion funded by the Board of County Commissioner's (BOCC) grant.

Voluntary Pre-Kindergarten (VPK):

1. Revenue comes from Florida' Office of Early Learning.
2. 100% state funded.
3. Administers and implements the VPK program.

General Fund:

1. Any revenue not received from the State of Florida. Includes only local grants, such as Tampa Bay Lightning Hero, ELCHC Book Garden, and BOCC. The funds provide additional support to enhance quality care for children, such as teacher stipends and match to offset CCEP.

The contracts for School District, Early Childhood Council, and Child Care Licensing have not been completed, and are subject to change.

There was a discussion regarding teacher stipends. Ms. Perkins stated that teacher stipends are offered to teachers to help them attend trainings. Ms. Perkins added that trainings for teachers are held throughout Hillsborough County.

Kelley Parris and Sandra Murman requested the following action steps from staff:

1. The number of teachers that are trained at the ELCHC or at an outside entity.
2. Personnel: School District and Coalition FTE dollars and dollars per child served.
3. Breakout travel and training on the proposed operating budget.

Mr. Costner reviewed the personnel, occupancy, professional fees, travel and training, educational supplies, provider quality supports, insurance, technology, Office supplies, & outreach line items.

Angela Chowning requested the following action item from staff:

1. The number of providers that utilize the background screening services offered at the ELCHC.

Tracie Cardwell stated that background screening services are also offered to the private sector and to the agencies that are housed at the North Park building complex.

The workshop concluded at 5:38 pm.



BOARD OF DIRECTORS MEETING AGENDA

Monday, June 11, 2018 at 3:00 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

Draft/Proposed

I. CALL TO ORDER A. Patel

II. PLEDGE OF ALLEGIANCE A. Patel

III. PUBLIC COMMENT I

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IV. CONSENT AGENDA (Pg. **)

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

- A. Approval of April 16, 2018 Board Meeting Minutes
- B. Approval of FY 2018-2019 Executive/Finance & Board Meeting Schedule

V. EXECUTIVE REPORTS

- A. Chair Report A. Patel
- B. CEO Report G. Gillette
- C. CFO/Treasurer Report S. Costner/J. McElroy

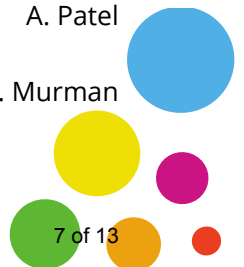
VI. OLD BUSINESS

VII. ACTION ITEMS

- A. Nomination and Election of Board Officers S. Robinson
- B. Faith Based Provider Representative Election Results Ratification G. Gillette

VIII. COMMITTEE REPORTS

- A. Executive/Finance Committee A. Patel
- B. Communications & Outreach Committee D. Jacob
- C. Governance Committee A. Patel
 - i) 2018-2019 Annual forms
- D. Legislative Affairs Committee S. Murman



- E. Waitlist Elimination Committee
- F. Service Delivery & Efficiency Committee

L. Buzard
A. Chowning

IX. DISCUSSION ITEMS

X. INFORMATION ITEMS

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
Allocations history for top five Coalitions	S. Costner	

UPCOMING MEETINGS
UPCOMING EVENTS

ELCHC EXECUTIVE/FINANCE COMMITTEE MEETING – May 21, 2018

ACTION ITEM

ITEM IV.B.

ISSUE:	Approval of FY 2018-2019 Executive/Finance & Board Meeting Schedule
FISCAL IMPACT:	N/A
FUNDING SOURCE:	N/A
RECOMMENDED ACTION:	Approval of FY 2018-2019 Executive/Finance & Board Meeting Schedule

NARRATIVE:

The attached document outlines the proposed FY 2018-2019 Executive/Finance & Board Meeting Schedule.

(attachment)

FY 2018-2019 DRAFT MEETING SCHEDULE

EXECUTIVE/FINANCE COMMITTEE MEETING SCHEDULE

Monday, August 20, 2018

Monday, October 15, 2018

Monday, January 14, 2019

Monday, March 18, 2019

Monday, May 20, 2019

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

BOARD OF DIRECTORS MEETING SCHEDULE

Monday, September 17, 2018

Tuesday, November 13, 2018

Monday, February 11, 2019

Monday, April 15, 2019

Monday, June 17, 2019

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

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

4/26/18km



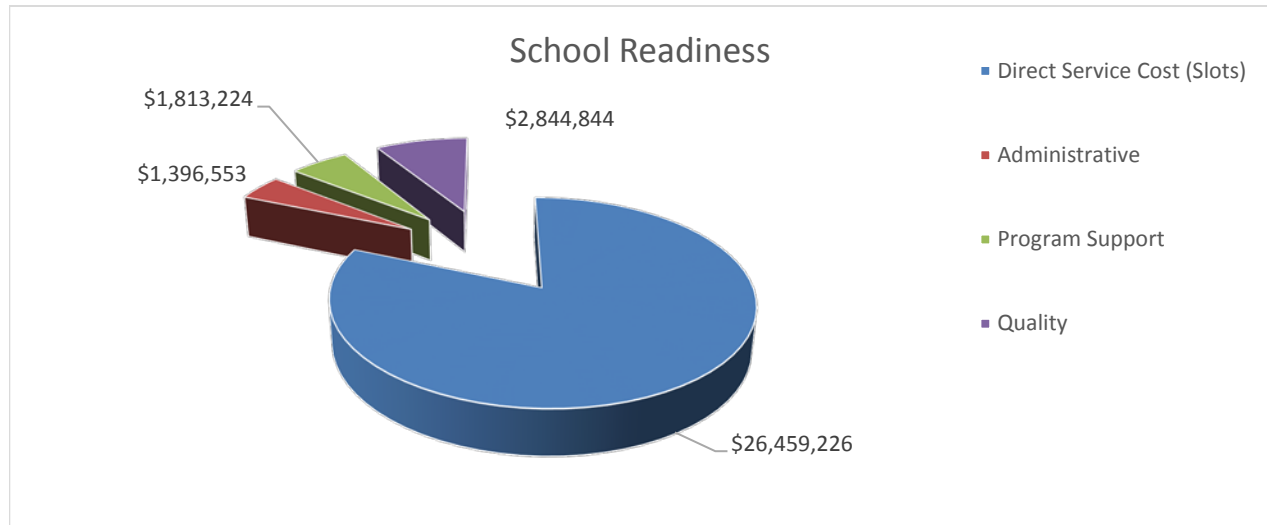


School Readiness Budget Analysis As of 03/31/18

Category	FY 17-18 Award	Actual thru 03/31/18		Restrictions
Direct Services				
Direct Service Cost (Slots)	\$35,864,665	\$26,459,226	81.38%	Minimum 78%
Operating				
Administrative	\$2,240,299	\$1,396,553	4.30%	Maximum 5%
Program Support	\$5,824,776	\$1,813,224	5.58%	
Quality	\$1,792,239	\$2,844,844	8.75%	Minimum 4%
Total Operating	\$9,857,314	\$6,054,621	18.62%	Maximum 22%
Total Direct Services and Operating	\$45,721,979	\$32,513,846		

Includes subcontracts with:

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

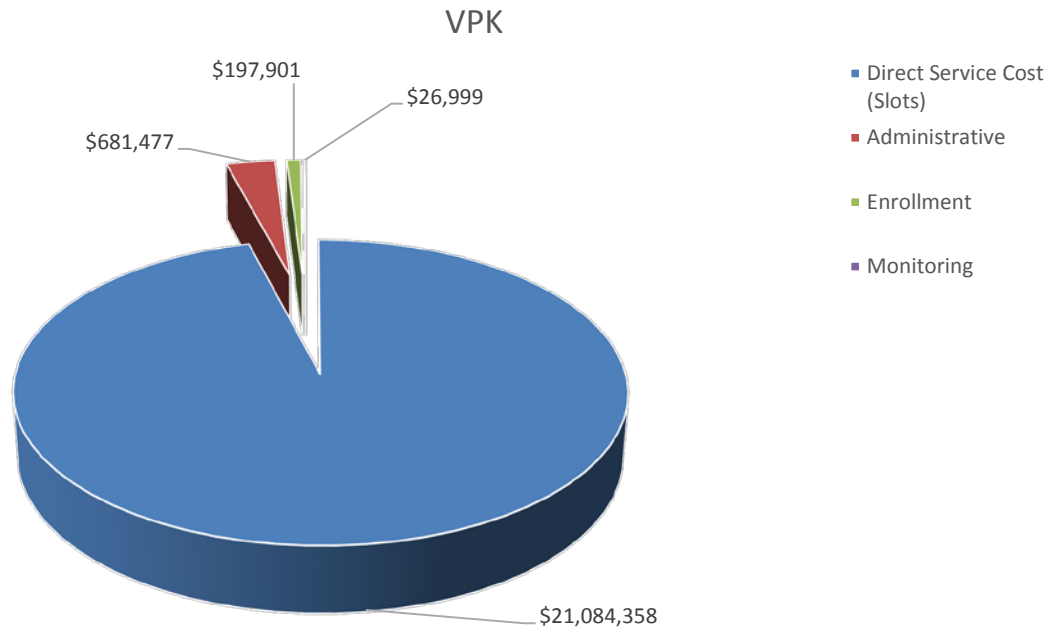


**VPK Budget Analysis
As of 03/31/18**

Category	FY 17-18 Award	Actual thru 03/31/18	Restrictions
Direct Services			
Direct Service Cost (Slots)	\$28,569,388	\$21,084,358	96.00%
Administrative and Enrollment			
Administrative	\$834,226	\$681,477	3.10%
Enrollment	\$308,549	\$197,901	0.90%
Total Administrative and Enrollment	\$1,142,775	\$879,377	4.00%
Outreach, Awareness and Monitoring (OAMI)			
Outreach and Awareness	\$33,964		
Monitoring	\$35,474	\$26,999	
Total OAMI	\$69,438	\$26,999	
Total VPK Expenditures	\$29,781,601	\$21,963,736	
Includes subcontract with:			
Early Childhood Council		\$22,000	

Maximum 4% by end of contract year.

Minimum of \$35,474 on monitoring by end of contract year.





Budget Variance Analysis
 Coalition Operating Expenditures
 As of 03/31/18

Category	Current Year	Total Budget -	Actual % of	% of Budget	Over/Under %	Variance Notes*
	Actual	Revised	Year			
Personnel	2,647,541	3,642,327	75%	72.69%	2%	
Occupancy	308,246	389,757	75%	79.09%	-4%	
Professional Fees	67,420	59,642	75%	113.04%	-38%	Young Search Partners received payments during November, December, and February 2018 for services rendered in CEO search. In January 2018, Moore Stephens Lovelace received the initial payment for the Audit of the Financial Statements & to prepare Form 990 for year ended June 30, 2017.
Travel & Training	40,596	57,606	75%	70.47%	5%	
Quality Action Grants	22,522	200,000	75%	11.26%	64%	Grant stipends for the 3rd quarter are being reviewed and processed by staff and are expected to be awarded on or before May 30, 2018.
Insurance	21,595	22,025	75%	98.05%	-23%	Yearly renewal of insurance were paid on October and December 2017.
Technology	159,595	229,613	75%	69.51%	5%	
Educational Supplies	60,542	74,565	75%	81.19%	-6%	
Office Supplies	26,124	39,294	75%	66.48%	9%	
Outreach	40,722	89,000	75%	45.76%	29%	There will be planned events that will take place by June 30, 2018.
Printing/Binding	27,390	37,980	75%	72.12%	3%	
Other Operating	65,096	75,536	75%	86.18%	-11%	The annual MyOn reader subscription was purchased on July 2017. The yearly Association of Early Learning Coalitions dues were paid on August 2017. The annual subscription for Learning Management System was purchased on September 2017.
Total Operating Expenditures	<u>3,487,390</u>	<u>4,917,345</u>	<u>75%</u>	<u>70.92%</u>		

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