



**EXECUTIVE/FINANCE
COMMITTEE MEETING
AGENDA**

Monday, August 20, 2018 at 3:00 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for May 21, 2018 Regular Meeting (Pg.3)

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. EXECUTIVE REPORTS

- A. CEO Report G. Gillette

V. ACTION ITEMS

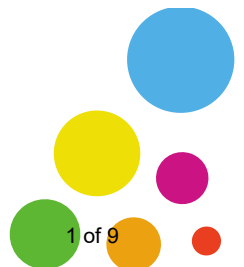
- A. September 17, 2018 Draft/proposed Board Agenda (Pg. 5) G. Gillette
- B. Execute School Readiness Funding Match Contract with Children’s Board of Hillsborough County (Pg. 7) B. Davis
- C. Execute School Readiness Match Contract with School Board Of Hillsborough County (Pg. 8) B. Davis
- D. Execute Contract with United Way (Pg. 9) B. Davis

VI. DISCUSSION ITEMS

VII. ADJOURNMENT

UPCOMING MEETINGS

Service Delivery & Efficiency Committee Meeting- Friday, August 24, 2018 at 11:00 am.
Governance Committee Meeting- Wednesday, September 5, 2018 at 3:00 pm.
Board of Director’s Meeting- Monday, September 17, 2018 at 3:00 pm.
Executive/Finance Committee Meeting- Monday, October 15, 2018 at 3:00 pm



UPCOMING EVENTS

Glazer Children's Museum/ELCHC Breakfast for Providers

Saturday, August 18, 2018 from 8:30 am – 10:30 am



**EXECUTIVE/FINANCE
COMMITTEE
UNAPPROVED MINUTES**

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

MEETING ATTENDANCE

Facilitator: Dr. Shawn Robinson, Co-Chair

Committee Members Present:

Lynne Hildreth, Dianne Jacob, Joe McElroy, Aakash Patel, and Dr. Shawn Robinson

Committee Members Absent:

Angela Chowning and Sandra Murman

Board Members Present:

Marie Caracciola and Jody Toner

ELCHC Staff:

Bobbi Davis, Steve Costner, Gordon Gillette, Kelley Minney, and Abby Perez

Other Attendees:

Marina Harkness

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Dr. Shawn Robinson called the meeting to order at 9:11 am.

Approval of March 26, 2018 Executive/Finance Committee Meeting Minutes.

Dianne Jacob made a motion to approve the March 26, 2018 Executive/Finance Committee Meeting Minutes. Joe McElroy made a second. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

There was no Old Business.

ACTION ITEMS

June 11, 2018 Board of Directors Meeting Agenda

There was a discussion regarding Board membership. Mr. Gordon Gillette, ELCHC Chief Executive Officer, stated that additional private sector seats would need to be considered if the ELCHC



moves towards future non-profit opportunities. Mr. Gillette added that Florida Statute allowed up to 30 board members. Kelley Minney shared that the newly elected faith based child care provider would be ratified at the June 11, 2018 board meeting.

Dianne Jacob made a motion to approve the June 11, 2018 Board agenda as presented. Lynne Hildreth made a second. The motion carried unanimously.

FY 2018-2019 Executive/Finance & Board Meeting Schedule

Joe McElroy made a motion to approve the FY 2018-2019 Executive/Finance & Board meeting schedule. Dianne Jacob made a second. The motion carried unanimously.

DISCUSSION ITEMS

Budget Report

Steve Costner, ELCHC Chief Financial Officer, 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 he was projecting a \$500,000 surplus in School Readiness funds, and that a modified model to help forecast utilization would be used moving forward in FY 2018-2019. Mr. Costner added that there was a reduction in expenditures than previously reported at the March budget workshop, due to a reduction in staff and bringing health benefits in-house. The Committee requested a comparison of expenditures between this fiscal year (17-18) and the next fiscal year (18-19).

There was a discussion regarding provider reimbursement rates. Mr. Gillette stated that it would be worthwhile to conduct a study on the reimbursement rates and make a recommendation to the board.

CEO Report

Mr. Gillette reviewed the Board retreat agenda.

ADJOURNMENT

Citing no further business, Aakash Patel made a motion to adjourn the meeting at 9:57 am. Joe McElroy made a second. The motion carried unanimously.



Monday, September 17, 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 ()**

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 Board Agenda
- B. Approval of Minutes for June 11, 2018 Board Meeting

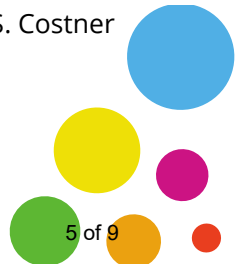
V. EXECUTIVE REPORTS

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

VI. OLD BUSINESS

VII. ACTION ITEMS

- A. Execute School Readiness Funding Match Contract with Children's Board of Hillsborough County B. Davis
- B. Execute School Readiness Match Contract with School Board Of Hillsborough County B. Davis
- C. Contract Amendment One to the School Readiness Contract with School Board of Hillsborough County for Performance Funding Project B. Davis
- D. Approval of Allocation of Federal Funds S. Costner



VIII. COMMITTEE REPORTS

- A. Executive/Finance Committee A. Patel
- B. Communications & Outreach Committee D. Jacob
- C. Governance Committee S. Robinson
- D. Service Delivery & Efficiency 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 * Board Meeting**

Task	Owner	Date Completed
Internal Audit follow-up	G. Gillette	7/3/18
\$2,000,000 decrease in VPK- follow-up with OEL	G. Gillette	7/3/18
School Readiness payment increase	S. Costner/ G. Gillette	9/17/18
Cost of trainings for teachers	T. Knight	7/3/18
Hurricane Preparedness- Mock Storm	A Perez	7/27/18
VPK Progressive Enforcement Procedures	L. Gamson/M. Folts	8/24/18

UPCOMING MEETINGS

Executive/Finance Committee Meeting- Monday, October 15, 2018 at 3:00 pm

Board of Directors Meeting- Tuesday, November 13, 2018 at 3:00 pm

UPCOMING EVENTS

ELCHC EXECUTIVE / FINANCE MEETING – AUGUST 20, 2018

ACTION

ITEM V.B.

ISSUE:	Execute School Readiness Funding Match Contract with Children’s Board of Hillsborough County
FISCAL IMPACT:	Up to \$1,723,238
FUNDING SOURCE:	Children’s Board of Hillsborough County
RECOMMENDED ACTION:	Authorize staff to execute a contract with Children’s Board of Hillsborough County in the amount up to \$1,723,238 for the period October 1, 2018 to September 30, 2019.

NARRATIVE:

The Coalition is required by the Office of Early Learning to secure a 6% local match for School Readiness funds and a 1:1 match for the Child Care Executive Partnership (CCEP) funds used to serve low-income working families. Historically, the Children’s Board of Hillsborough County (CBHC) and others have allocated funds to meet these requirements.

The CBHC funds support the required 6% match for funds used to serve low-income working families and a portion of the 1:1 match required by the CCEP. In addition, the CBHC has allocated funds for afterschool and summer programs for children whose families who receive services through Metropolitan Ministries.

The Coalition has submitted the CBHC contract materials and anticipate the contract to be executed effective October 1, 2018. Once the contract with CBHC is executed, funds will be available for the period October 1, 2018 to September 30, 2019. This contract is contingent upon approval at the CBHC Board meeting on September 27, 2018. All the funds mentioned are used solely to provide direct child care services.

Authorize staff to execute a contract with the Children’s Board of Hillsborough County in the amount up to \$1,723,238 for the period October 1, 2018 to September 30, 2019 contingent upon CBHC of Directors’ approval.

ELCHC EXECUTIVE / FINANCE COMMITTEE – AUGUST 20, 2018

ACTION

ITEM V.C.

ISSUE:	Execute School Readiness Match Contract with The School Board of Hillsborough County
FISCAL IMPACT:	Up to \$1,723, 238
FUNDING SOURCE:	Children’s Board of Hillsborough County
RECOMMENDED ACTION:	Authorize staff to execute a contract amendment with The School Board of Hillsborough County in the amount up to \$1,723,238 for the period October 1, 2018 to June 30, 2019.

NARRATIVE:

Historically, the Children’s Board of Hillsborough County (CBHC) and others have allocated funds to support the 1:1 match required by the Child Care Executive Partnership (CCEP) used to serve low-income working families. The Coalition, with Board approval, will continue to contract with the School Board of Hillsborough County consistent with the funding earmarks established by the CBHC to distribute the funding to contracted child care providers serving eligible children to support the CCEP match requirements.

The CBHC funds support a portion of the 1:1 match required by the CCEP. In addition, the CBHC has allocated funds for afterschool and summer programs for children whose families who receive services through Metropolitan Ministries.

Staff is requesting authorization to execute a contract with The School Board of Hillsborough County in the amount up to \$1,723,238 for the period October 1, 2018 to June 30, 2019 contingent upon contract execution from CBHC.

ELCHC EXECUTIVE / FINANCE COMMITTEE – AUGUST 20, 2018

ACTION

ITEM V.D.

ISSUE:	Accept \$90,000 from United Way Suncoast to provide child care funding assistance for families displaced from 2017 hurricanes
FISCAL IMPACT:	Up to \$90,000
FUNDING SOURCE:	United Way Suncoast
RECOMMENDED ACTION:	Accept \$90,000 from United Way Suncoast and authorize staff to provide child care funding assistance to qualifying families in the amount up to \$90,000 for the period beginning August 1, 2018 until funds are expended.

NARRATIVE:

Coalition staff were offered an opportunity from United Way Suncoast to assist families displaced by the 2017 hurricanes with child care assistance using existing School Readiness guidelines. United Way Suncoast agreed to provide \$90,000 to seed the efforts with an understanding additional funds would be forthcoming from the Community Foundation of Tampa Bay.

Staff is requesting authorization to provide services to assist eligible families to secure child care using the \$90,000 of United Way Suncoast funding.