



**EXECUTIVE/FINANCE
COMMITTEE MEETING
AGENDA**

Monday, October 15, 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 August 20, 2018 Regular 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. EXECUTIVE REPORTS

- A. CEO Report G. Gillette
- B. Budget Report S. Costner

V. ACTION ITEMS

- A. Draft Board Agenda for November 13, 2018 Regular Meeting (Pg. 5) G. Gillette

VI. DISCUSSION ITEMS

- A. Revisions to Bylaws Update G. Gillette
- B. Committee Structure Update G. Gillette
- C. Legal RFP for Board Governance Update B. Davis
- D. Relocation Update G. Gillette

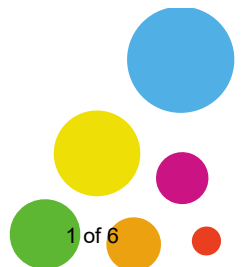
VII. ADJOURNMENT

UPCOMING MEETINGS

- Service Delivery & Efficiency Committee Meeting-** Friday, October 19, 2018 at 10:00 am
- New Board Member Orientation-** Monday, October 22, 2018 at 4:00 pm
- Governance Committee Meeting-** Thursday, November 8, 2018 at 2:00 pm
- Board of Directors Meeting-** Tuesday, November 13, 2018 at 3:00 pm
- Executive/Finance Committee Meeting-** Monday, January 14, 2019 at 3:00 pm

UPCOMING EVENTS

- Read for the Record-** Thursday, October 25, 2018





MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Angela Chowning, Lynne Hildreth*, Dianne Jacob, Joe McElroy, Sandra Murman, Aakash Patel, and Dr. Shawn Robinson*

Board Members Present:

Marie Caracciola

ELCHC Staff:

Steve Costner, Bobbi Davis, Megan Folts, Lorinda Gamson, Gordon Gillette, Tracy Knight, Kelley Minney, Abigail Perez, Jan Resch, and Helen Sovich

Other Attendees:

Marina Harkness

*Indicates attendance by phone.

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 3:06 pm.

Approval of Minutes for May 21, 2018 Executive/Finance Committee Meeting

Dianne Jacob made a motion to approve the minutes for May 21, 2018 Executive/Finance Committee meeting.

PUBLIC COMMENT

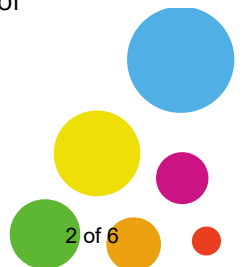
There was no Public Comment.

OLD BUSINESS

There was no Old Business.

EXECUTIVE REPORTS

Mr. Steve Costner, Chief Financial Officer, provided an update on the draft business plan budget, which included projections on the cost of relocating facilities, staff, and transition of School Readiness services.



CEO Report

Mr. Gordon Gillette highlighted the following items in his CEO report.

1. Provided an update on all team projects.
2. Office of Early Learning (OEL) System challenges.
3. HB 1091 Rule Implementation- OEL conducted several rule-making workshops set around CLASS assessment tool. 1770 classrooms to be observed by the Professional Department team prior to March 2019. The Community Needs assessment was completed, and a recommendation of the priorities will be made to the Board.
4. Director/Teacher quality- OEL purchased Teachstone series for teachers and offered the series on a limited basis. Provided an update on the Lastinger/Vinik initiative, new quality initiatives, and resourcing.
5. School Readiness program- provided an update on the ongoing discussions with the Hillsborough County Public Schools-School Readiness team on the prospects for working together more closely and collocating operations by as early as March 2019.
6. Scorecard/Goals- Reviewed the Coalition's scorecard metrics and goals, and that OEL has been in discussions about developing a statewide scorecard.
7. Non-profit Direction- Provided an update on the Coalition's efforts to enhance its standing in the non-profit early childhood community of the County through collaboration with other non-profits and fundraising for programs targeted at the Coalition's core mission. Discussed Child Care Executive Partnership (CCEP), displaced families due to hurricane Maria, and Lastinger as successful emerging fundraising initiatives, representing \$1,000,000.00 in new funding and provided an update on the Coalition's leadership retreats to identify additional opportunities.
8. VPK Assessment/Allocation- discussed provider concerns about the STAR Kindergarten Readiness assessment, and the Coalition's target number of VPK enrollments in fiscal year 2018-2019.
9. Governance review- A Governance Committee meeting has been scheduled for September 5, 2018. Agenda items include:
 - a. New Board Member Recommendations
 - b. Attendance policy
 - c. Non- profit Board
 - d. ELCHC Bylaws review

ACTION ITEMS

September 17, 2018 Draft Board Agenda

Dianne Jacob made a motion to approve the September 17, 2018 draft Board agenda. Sandra Murman made a second. The motion carried unanimously.

Execute School Readiness Funding Match Contract with Children's Board of Hillsborough County

Ms. Bobbi Davis stated that the Children's Board of Hillsborough County allocated \$1,723,238, to support the required federal 6% match and a portion of the Child Care Executive Partnership (CCEP) match to serve low income working families. Ms. Davis noted that the contract was contingent upon approval from the CBHC Board of Directors.

Sandra Murman made a motion to approve the School Readiness funding match contract with Children's Board of Hillsborough County. Dianne Jacob made a second. The motion carried unanimously.

Execute School Readiness Match Contract with School Board of Hillsborough County

Sandra Murman made a motion to approve the School Readiness match contract with School Board of Hillsborough County.

Execute Contract with United Way

Ms. Bobbi Davis reported that the Coalition was offered an opportunity by United Way to assist families displaced by Hurricane Maria. Ms. Davis added that the contract with United Way for \$90,000 would allow the Coalition to proceed in finding child care for the families.

Dianne Jacob made a motion to approve the contract with United Way. Sandra Murman made a second. The motion carried unanimously.

Mr. Steve Costner noted that additional action items may be included on the September 17th Board agenda.

Commissioner Sandra Murman requested an update on the School Readiness waitlist. Mr. Costner stated that as of the end of July 2018 that 2300 children were, currently, on the waitlist.

DISCUSSION ITEMS

There were no Discussion items.

ADJOURNMENT

The meeting adjourned at 4:15 pm.



**BOARD OF DIRECTORS
MEETING AGENDA**

Tuesday, November 13, 2018 at 3:00 pm
6800 N. Dale Mabry Highway, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

Draft

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 November 13, 2018 Board Agenda
- B. Approval of Minutes for September 17, 2018 Board Meeting
- C. Approval of Revisions to Bylaws

V. EXECUTIVE REPORTS

- A. Chair Report
- B. CEO Report
- C. CFO/Treasurer Report
- D. Florida Sunshine Law Overview

A. Patel
G. Gillette
Steve Costner/Joe McElroy
S. Lee

VI. OLD BUSINESS

VII. ACTION ITEMS

- A. Approval of Lease Agreement
- B. Transition Budget Amendment

G. Gillette
S. Costner

VIII. COMMITTEE REPORTS

- A. Executive/Finance Committee
- B. Governance Committee
- C. Communications & Outreach

A. Patel
S. Robinson
D. Jacob



- D. Legislative Affairs
- E. Service Delivery & Efficiency

S. Murman
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 September 17, 2018 Board Meeting

Task	Owner	Date Completed
SR Children served by priority	N. Metsker/M.Folts	9/27/18
Schedule Committee meetings	K. Minney	10/5/18

UPCOMING MEETINGS

Executive/Finance Committee Meeting- Monday, January 14, 2019 at 3:00 pm

Board of Directors Meeting- Monday, February 11, 2019 at 3:00 pm

UPCOMING EVENTS

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