



# ELCHC Finance Committee Meeting

Monday, August 23, 2021 at 2:00 pm

6302 E. Dr. Martin Luther King Jr. Blvd., Suite 100 Tampa, FL 33619

<https://us06web.zoom.us/j/98640391211?pwd=c0hZRWZDNjVCeHUvdjZPSzBsbFVzd09>

Meeting ID: 986 4039 1211

Passcode: 274304



## ELCHC Finance Committee Meeting

Monday, August 23, 2021

### I. CALL TO ORDER

L. Buzard

- A. Roll call/Quorum Verification
- B. Approval of Minutes for June 7, 2021 Regular Meeting - 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. FINANCIAL REPORT

G. Meyer

- A. Actuals through May 31, 2021 and Full Year Forecast including updates through June 30, 2021 - 7
- B. School Readiness Match Allocations
- C. FY 21 Balanced Scorecard Results
- D. RFP for Research & Evaluation Company Update

### IV. ACTION ITEMS

- A. Execute School Readiness Funding Match Contract with Children's Board of Hillsborough County - 9 G. Gillette
- B. Execute contract with Hillsborough County Board of County Commissioners - 10 G. Gillette
- C. Execute Community Development Block Grant (CDBG) contract with City of Tampa - 11 G. Gillette
- D. Approve allocation of funds to Discount Office Furniture - 12 G. Meyer

### V. CEO REPORT

G. Gillette

### VI. DISCUSSION ITEMS

- A. Facilities Update

R.  
Rampersad/G.  
Meyer

### VII. ADJOURNMENT

Monday, June 7, 2021, at 3:00 pm  
Zoom Meeting

**MEETING ATTENDANCE**

**Facilitator:** Luke Buzard, Chair

**Committee Members Present:**

Luke Buzard\*, Dianne Jacob\*, Candy Olson\* and Dr. Shawn Robinson\*

**Committee Members Absent:**

Joe McElroy

**ELCHC Staff:**

Alison Fraga\*, Gordon Gillette\*, Kiyana Scott\*, Kelley Minney\*, Lorinda Gamson\*, Hannah Goble\*, Gary Meyer\*, Megan Folts\*, Yarima Hernandez Tamayo\*, Rick Rampersad\*, Helen Sovich\*, and Abigail Perez\*

**Other Attendees:**

Tonia Williams (Children's Board of Hillsborough County)\*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum was present, Committee Chair Luke Buzard called the meeting to order at 3:09 pm.

**Approval of April 5, 2021, Finance Committee regular meeting minutes.**

*Dianne Jacob made a motion to approve the April 5, 2021, Finance Committee regular meeting minutes. Dr. Shawn Robinson made a second. The motion carried unanimously.*

**PUBLIC COMMENT**

There was No Public Comment

**FINANCIAL REPORT**

Gary Meyer, Chief Financial Officer, reviewed the financial statements as of April 30, 2021, and highlighted the following:

- Phase V Grants paid out \$4M in June 2021 and anticipating paying an additional \$4M to childcare providers on July 9, 2021.
- Local funding update – Children' Board of Hillsborough County
  - Payment for parent co-payment
- VPK enrollment trends have improved, increasing the VPK revenue FY 2021 forecast to \$22 M.

- Expenditure in personnel remains overspent due to the activities in Family Services to process School Readiness applications to reduce the number of families on the School Readiness Wait List.

## **ACTION ITEMS**

### **A. FY 2021-2022 Finance committee Meeting Schedule**

*Candy Olson made a motion to approve the FY 2021-2022 Finance Committee Meeting Schedule. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **B. FY 2021-2022 Proposed Budget**

*Candy Olson made a motion to approve the FY 2021-2022 Proposed Budget. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **C. Address facilities needs through consolidation**

Mr. Meyer presented the proposal to amend the lease at the Coalition's primary office location – Interstate corporate Center- for additional space with a concurrent plan to not renew the North Florida lease after its expiration date of January 1, 2023. Mr. Meyer requested approval from the Finance Committee to recommend that the Board of directors authorize staff to enter into the lease expansion.

*Dianne Jacob made a motion to approve the request to recommend full Board approval to authorize staff to enter into the lease expansion. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **D. Approve allocation of Funds for INCENTIVE\$ Program**

Lorinda Gamson, Chief Operating Officer, informed the Finance Committee of the new proposed INCENTIVE\$ scale. The proposed scale will align with the state's Career Pathway. Mrs. Gamson requested approval of the allocation of funds up to \$750,000 to the INCENTIVE\$ Program.

*Candy Olson made a motion to approve. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **E. Approve allocation of funds to the School Board of Hillsborough County – Early Intervention & Evaluation Services**

Hannah Goble, Director, Family Services, stated that the allocation of funds in the amount of \$196,000 would be used to evaluate School Readiness children and provide an expedited pathway for Individualized Education Plans.

*Dr. Shawn Robinson made a motion to approve. Dianne Jacob made a second. The motion carried unanimously.*

### **F. Approve allocation of funds to the Early Childhood Council**

Ms. Goble stated that the allocation of funds in the amount of \$71,500 would provide Inclusion Support services to children.

*Dianne Jacob made a motion to approve. Candy Olson made a second. The motion carried unanimously.*

**G. Execute an agreement with United Way Suncoast**

Kelley Minney, Manager, Donor Relations, reported that the total allocation from United Suncoast is \$69,112 and must be expended from July 1, 2021, to June 30, 2022. The funds will be used to support ALICE>150 families in the School Readiness Program.

*Dr. Shawn Robinson made a motion to approve. Candy Olson made a second. The motion carried unanimously.*

**H. Outdoor Science/Nature Classroom materials for iSpy Tampa Bay (3-5 Initiative)**

Megan Folts, Director, Provider Relations, stated that the materials will create outdoor classrooms.

There was further discussion on the recruiting process for providers to participate. Alison Fraga, Chief Development Officer, reported that several teachers signed up at the May 21, 2021, Teacher's Night Out event, and any remaining classrooms will be outsourced with community partners.

*Dianne Jacob made a motion to approve. Dr. Shawn Robinson made a second. The motion carried unanimously.*

**CEO REPORT**

Mr. Gillette reported on the following items:

- **FY 2021-2022 Local Funding/Match Commitments**

Mr. Gillette recognized the ELCHC team for their efforts in securing local funding and match commitments for the School Readiness and ALICE>150 programs in the amount of \$1.5M.

- **Legislative Update- House Bill 419**

Implementations of the provisions for House Bill 419 will be effective July 1, 2021.

- **A Day of Preschool and Teacher's Night Out**

Mr. Gillette thanked Alison Fraga and Lorinda Gamson for their leadership and hard work on the two (2) ELCHC events on May 21, 2021.

- **Chief Information Officer**

Mr. Gillette introduced Rick Rampersad, who will serve as the Chief Information Officer for the Coalition. Mr. Rampersad will oversee Management Information System(MIS), Process Improvement, and Facilities.

- **Press Event**

Mr. Gillette informed the Finance Committee that on June 9, 2021, at 2:00 pm, he will join Congresswoman Kathy Castor at Circle C Ranch to discuss the federal support of small businesses and the importance of quality education post-pandemic.

- **Board Member term ended- Joseph McElroy**

Mr. Gillette expressed his appreciation for Mr. McElroy's dedicated service and support while serving on the Board of Directors. Mr. Gillette stated that Mr. McElroy will be recognized on June 21, 2021, at the Board of Director's Annual meeting.

**ADJOURNMENT**

*Dr. Robinson made a motion to adjourn the meeting at 3:40 pm. Candy Olson made a second. The motion carried unanimously.*

Read and approved by \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Stephe Holmquist Johnson, Secretary



Budget to Actual May 31, 2021								
	Actual	Budget	Difference		Actual	Budget	Difference	
	YTD	YTD	YTD favorable /(unfavorable)	%	2021 YTD Actual/Forecast	2021 Budget	YTD favorable /(unfavorable)	%
<b>Program Revenue</b>								
School Readiness	58,732,145	53,440,591	5,291,554	9.9%	63,292,762	59,610,395	3,682,367	6.2%
School Readiness - CARES	7,665,302	4,162,334	3,502,968	84.2%	7,665,302	4,162,334	3,502,968	84.2%
School Readiness - CRRSA for Phase V grants	-	-	-	0.0%	7,839,027	-	7,839,027	100.0%
School Readiness Match - DEL	1,239,417	1,415,855	(176,437)	-12.5%	1,551,647	1,551,647	-	0.0%
School Readiness - Local Funders:								
Children's Board HC	568,810	467,180	101,630	21.8%	697,416	700,770	(3,354)	-0.5%
Metro Ministries (Children's Board)	13,325	137,500	(124,175)	-90.3%	7,014	150,000	(142,986)	-95.3%
Hillsborough County BOCC	276,000	276,000	-	0.0%	276,000	276,000	-	0.0%
HC Childcare -Licensing & Fees(CF)	482,788	362,091	120,697	33.3%	482,788	482,788	-	0.0%
HC Childcare -Licensing & Fees(CY)	373,975	322,500	51,475	16.0%	430,000	430,000	-	0.0%
City of Tampa	-	210,000	(210,000)	-100.0%	-	210,000	(210,000)	-100.0%
Robles Park	37,292	25,000	12,292	49.2%	37,292	25,000	12,292	49.2%
United Way	57,593	57,593	-	0.0%	62,829	62,829	-	0.0%
Caspers	50,000	50,000	-	0.0%	52,756	50,000	2,756	5.5%
St John	10,689	-	10,689	100.0%	10,689	-	10,689	100.0%
School Readiness - Local Funders	1,870,472	1,907,864	(37,392)	-2.0%	2,056,784	2,387,387	(330,603)	-13.8%
<b>Total School Readiness Revenue</b>	<b>69,507,336</b>	<b>60,926,644</b>	<b>8,580,692</b>	<b>14.1%</b>	<b>82,405,522</b>	<b>67,711,763</b>	<b>14,693,759</b>	<b>21.7%</b>
<b>Other Local Funders:</b>								
Hillsborough Infant/Toddler Initiative	36,763	145,750	(108,987)	-74.8%	95,000	159,000	(64,000)	-40.3%
Conn Foundation	70,500	45,500	25,000	54.9%	70,500	45,500	25,000	54.9%
Spurlino Foundation	60,000	50,000	10,000	20.0%	60,739	50,000	10,739	21.5%
ELCHC Program Income SRPI	19,117	-	19,117	100.0%	19,117	-	19,117	100.0%
Lastinger Project	195,067	194,333	734	0.4%	212,800	212,000	800	0.4%
HELN	5,537	-	5,537	100.0%	5,537	-	5,537	100.0%
ELFL	82,645	15,000	67,645	451.0%	82,645	15,000	67,645	451.0%
Misc	-	275,000	(275,000)	-100.0%	63,768	300,000	(236,232)	-78.7%
<b>Total School Readiness Revenue and Local Revenue</b>	<b>70,063,197</b>	<b>61,652,227</b>	<b>8,410,970</b>	<b>13.6%</b>	<b>83,101,860</b>	<b>68,493,263</b>	<b>14,608,597</b>	<b>21.3%</b>
<b>Program Expenses</b>								
School Readiness								
Direct Services - SR	50,510,336	46,400,931	4,109,405	8.9%	53,200,197	51,860,856	1,339,341	2.6%
School Readiness - CARES	7,665,302	4,005,334	3,659,968	91.4%	7,665,302	2,700,001	4,965,301	183.9%
School Readiness - CRRSA for Phase V grants	-	-	-	0.0%	7,839,027	-	7,839,027	100.0%
School Readiness Match - DEL	1,239,417	1,415,855	(176,437)	-12.5%	1,551,647	1,551,647	-	0.0%
School Readiness - Local Funders	1,328,936	1,428,773	(99,838)	-7.0%	2,121,918	1,909,501	212,417	11.1%
General Contributions and Gifts	351,342	201,614	149,728	74.3%	459,576	781,500	(321,924)	-41.2%
<b>Total Direct Services</b>	<b>61,095,333</b>	<b>53,452,507</b>	<b>7,642,826</b>	<b>14.3%</b>	<b>72,837,667</b>	<b>58,803,505</b>	<b>14,034,162</b>	<b>23.9%</b>
ELCHC Operating	7,573,100	6,842,243	(730,858)	-10.7%	8,794,145	8,094,258	(699,887)	-8.6%
CCL/ECC	953,532	943,854	(9,678)	-1.0%	1,159,178	1,149,500	(9,678)	-0.8%
Inclusion Cost	183,750	288,624	104,874	36.3%	212,126	317,000	104,874	33.1%
Scholarships and Other	94,744	125,000	30,256	24.2%	98,744	129,000	30,256	23.5%
<b>Total School Readiness &amp; Other Expenses</b>	<b>69,900,460</b>	<b>61,652,227</b>	<b>(8,248,232)</b>	<b>-13.4%</b>	<b>83,101,861</b>	<b>68,493,263</b>	<b>(14,608,598)</b>	<b>-21.3%</b>
<b>SR Change in Net Assets</b>	<b>162,737</b>	<b>-</b>	<b>162,737</b>	<b>100.0%</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>100.0%</b>

<b>GOALS</b>								
< 5.00 % School Readiness - Admin	2.88%	3.82%	0.94%	24.51%	3.05%	3.88%	0.83%	21.34%
> 4.00 % School Readiness - Quality	6.96%	6.38%	0.58%	9.07%	7.28%	6.73%	0.55%	8.15%
< 22.00% School Readiness - Non-Direct	14.98%	13.25%	-1.73%	-13.07%	15.55%	13.94%	-1.61%	-11.57%
> 78.00 % School Readiness - Direct	85.02%	86.75%	-1.73%	-2.00%	84.45%	86.06%	-1.61%	-1.87%



Budget to Actual May 31, 2021								
	Actual	Budget	Difference		Actual	Budget	Difference	
	YTD	YTD	YTD favorable /(unfavorable)	%	2021 YTD Actual/Forecast	2021 Budget	YTD favorable /(unfavorable)	%
<b>Other Revenue(Information Only)</b>								
CARES- Rising Kindergarten Summer Program	1,245,600	1,245,600	-	0.0%	1,245,600	1,245,600	-	0.0%
Preschool Development Grant Services	517,785	4,233	513,552	12131.6%	513,523	359,000	154,523	43.0%
<b>Other Expenses</b>								
CARES- Rising Kindergarten Summer Program	1,245,600	1,245,600	-	0.0%	1,245,000	1,245,000	-	0.0%
Preschool Development Grant Services	517,785	4,233	513,552	12131.6%	513,523	359,000	154,523	43.0%
<b>PDG Change in Net Assets</b>	-	-	-	-	-	-	-	0.0%
<b>VPK Revenue</b>								
Voluntary Pre-Kindergarten	20,437,894	30,373,792	(9,935,898)	-32.7%	21,457,271	31,469,824	(10,012,553)	-31.8%
<b>Total VPK Revenue</b>	<b>20,437,894</b>	<b>30,373,792</b>	<b>(9,935,898)</b>	<b>-32.7%</b>	<b>21,457,271</b>	<b>31,469,824</b>	<b>(10,012,553)</b>	<b>-31.8%</b>
<b>Voluntary Pre-Kindergarten</b>								
Direct Services	19,489,284	29,110,305	(9,621,021)	-33.1%	20,371,204	30,092,151	(9,720,947)	-32.3%
ELCHC Operating	930,659	1,245,154	314,495	25.3%	1,074,149	1,357,673	283,525	20.9%
ECC	10,252	18,333	8,081	44.1%	11,919	20,000	8,081	40.4%
<b>Total Voluntary Pre-Kindergarten</b>	<b>20,430,195</b>	<b>30,373,792</b>	<b>9,943,597</b>	<b>32.7%</b>	<b>21,457,271</b>	<b>31,469,823</b>	<b>10,012,552</b>	<b>31.8%</b>
<b>VPK Change in Net Assets</b>	<b>7,699</b>	<b>-</b>	<b>7,699</b>	<b>100.0%</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>-100.0%</b>
<b>Total Revenue</b>	<b>90,501,091</b>	<b>92,026,019</b>	<b>(1,524,928)</b>	<b>-1.7%</b>	<b>104,559,131</b>	<b>99,963,087</b>	<b>4,596,044</b>	<b>4.6%</b>
<b>Total Expenses</b>	<b>90,330,655</b>	<b>92,026,019</b>	<b>1,695,365</b>	<b>1.8%</b>	<b>104,559,132</b>	<b>99,963,086</b>	<b>(4,596,045)</b>	<b>-4.6%</b>
<b>Change in Net Assets</b>	<b>170,436</b>	<b>-</b>	<b>170,436</b>	<b>100.0%</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>100.0%</b>
<b>GOALS</b>								
4.00 % VPK - Admin	4.49%	3.87%	-0.63%	-16.18%	4.82%	4.10%	-0.72%	-17.55%
<b>ELCHC Expenditure Categories:</b>								
Personnel	6,438,711	6,242,099	(196,611)	-3.1%	7,502,055	7,305,444	(196,611)	-2.7%
Staff Development	13,690	52,287	38,597	73.8%	20,082	58,679	38,597	65.8%
Professional Services	321,711	461,881	140,170	30.3%	420,536	560,706	140,170	25.0%
Occupancy	394,081	462,917	68,836	14.9%	436,164	505,000	68,836	13.6%
Postage, Freight and Delivery	6,408	2,600	(3,808)	-146.5%	6,608	2,800	(3,808)	-136.0%
Rentals	5,828	22,000	16,172	73.5%	7,828	24,000	16,172	67.4%
Supplies	95,529	112,750	17,221	15.3%	104,179	121,400	17,221	14.2%
Communications	29,850	14,631	(15,219)	-104.0%	31,276	16,057	(15,219)	-94.8%
Insurance	52,885	59,000	6,115	10.4%	52,885	59,000	6,115	10.4%
Tangible Personal Property	46,272	61,050	14,778	24.2%	51,822	66,600	14,778	22.2%
Quality	1,025,923	492,285	(533,638)	-108.4%	1,150,923	617,285	(533,638)	-86.4%
Travel	4,544	38,064	33,520	88.1%	13,141	46,661	33,520	71.8%
Depreciation	-	-	-	0.0%	-	-	-	0.0%
Other Operating Exp(Excludes Personnel)	2,065,049	1,845,297	(219,751)	-11.9%	2,366,239	2,146,487	(219,751)	-10.2%
<b>Total ELCHC Operating Expenses</b>	<b>8,503,759</b>	<b>8,087,397</b>	<b>(416,363)</b>	<b>-5.1%</b>	<b>9,868,294</b>	<b>9,451,931</b>	<b>(416,363)</b>	<b>-4.4%</b>



**ELCHC FINANCE COMMITTEE MEETING – August 9, 2021**

**ACTION ITEM** **IV.A.**

<b>ISSUE:</b>	<b>Execute School Readiness Funding Match Contract with Children’s Board of Hillsborough County</b>
<b>FISCAL IMPACT:</b>	Up to \$775,770 (includes \$75,000 for Metropolitan Ministries)
<b>FUNDING SOURCE:</b>	Children’s Board of Hillsborough County
<b>RECOMMENDED ACTION:</b>	Authorize staff to execute a contract with the Children’s Board of Hillsborough County in the amount of up to \$775,770 from October 1, 2021, to June 30, 2022.

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**NARRATIVE:**

The CBHC School Readiness Match contract supports child care to serve low-to-moderate income working families. In addition, the CBHC has allocated funds for afterschool and summer programs for children whose families receive services through Metropolitan Ministries.

The Coalition has submitted the CBHC contract materials and anticipates executing the contract effectively on October 1, 2021. Once the contract with CBHC is executed, funds will be available for the period October 1, 2021, to June 30, 2022. All the funds mentioned are used solely to provide direct childcare services.

**ELCHC FINANCE COMMITTEE MEETING – August 9, 2021**

**ACTION ITEM** **IV.B.**

**ISSUE:** **Execute contract with Hillsborough County Board of County Commissioners (BOCC)**

**FISCAL IMPACT:** Up to \$276,000

**FUNDING SOURCE:** Hillsborough County BOCC

**RECOMMENDED ACTION:** Authorize staff to enter into a contract with Hillsborough County BOCC from October 1, 2021, to September 30, 2022.

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**NARRATIVE:**

The Hillsborough County BOCC contract renewal for funds up to \$276,000 for childcare assistance will be expended from October 1, 2021, to September 30, 2022. The funding has the potential to be partially matched dollar for dollar through the FL Office of Early Learning Local Match program. In addition, a portion of these funds may be used to support the ALICE >150 Initiative.

## ELCHC FINANCE COMMITTEE MEETING – August 9, 2021

### ACTION ITEM

IV.C.

<b>ISSUE:</b>	<b>Execute Community Development Block Grant (CDBG) contract with City of Tampa</b>
<b>FISCAL IMPACT:</b>	Up to \$100,000
<b>FUNDING SOURCE:</b>	City of Tampa Community Development Block Grant (CDBG)
<b>RECOMMENDED ACTION:</b>	Authorize staff to enter into a contract with City of Tampa for the period October 1, 2021 to September 30, 2022.

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#### **NARRATIVE:**

The City of Tampa awards Community Development Block Grant (CDBG) funds annually through a competitive process. These funds are required to benefit low-to-moderate income families living within the City of Tampa. The Coalition applied for these funds in June 2021 and received notification in July 2021 that the Coalition’s proposal was recommended for funding. The funds total up to \$100,000 and must be expended from October 1, 2021 to September 30, 2022.

**ELCHC FINANCE COMMITTEE MEETING – August 9, 2021**

**ACTION ITEM** **IV.D.**

<b>ISSUE:</b>	<b>Approve allocation of funds to Discount Office Furniture</b>
<b>FISCAL IMPACT:</b>	\$140,000
<b>FUNDING SOURCE:</b>	Florida Department of Education Division of Early Learning, School Readiness
<b>RECOMMENDED ACTION:</b>	Approve the allocation of funds to Discount Office Furniture of \$140,000 for FY 2021-2022.

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**NARRATIVE:**

The Coalition would like to present the Finance Committee with a proposal to purchase up to \$140,000 of infant and toddler materials and furnishings from Discount Office Furniture related to its Hillsborough Infant and Toddler Initiative (HITI). The agreement would fund the establishment of up to 12 School Readiness Program centers and Family Child Care Homes in targeted communities.