



**GOVERNANCE  
COMMITTEE  
APPROVED MINUTES**

Monday, August 2, 2021, at 3:00 pm  
Zoom Meeting

**MEETING ATTENDANCE**

**Facilitator:** Dr. Shawn Robinson, Chair

**Committee Members Present:**

Aakash Patel\*, Dr. Stephe Holmquist Johnson\*, Dr. Leslene Gordon\*, Tracye Brown, and Dr. Shawn Robinson\*

**Committee Members Absent:**

Luke Buzard

**ELCHC Staff:**

Gordon Gillette, Kelley Minney, Alison Fraga, Abigail Perez, Lorinda Gamson\*, Gary Meyer\*, Kiyana Scott, and Helen Sovich

**Other Attendees:**

*\*Indicates attendance by Zoom platform.*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum was present, Committee Chair Dr. Shawn Robinson called the meeting to order at 3:03 pm.

Approval of June 14, 2021, Governance Committee regular meeting minutes

***Dr. Leslene Gordon made a motion to approve the June 14, 2021, Governance Committee regular meeting minutes. Aakash Patel made a second. The motion carried unanimously.***

**PUBLIC COMMENT**

There was no Public Comment.

**ACTION ITEMS**

There were no Action Items.

**CEO REPORT**

**Legal Services RFP**

Mr. Gordon Gillette, Chief Executive Officer, informed the Governance Committee that the Early Learning Coalition of Hillsborough County's (ELCHC) attorney Stephen Lee, ESQ., will be moving out of the state of Florida. As a result, Mr. Gillette recommended forming a special committee of the Board that would review and evaluate proposals for legal services. The following Governance



Committee members expressed their interest in joining the RFP (Request for Proposal) Legal Services Committee:

- Dr. Shawn Robinson
- Tracye Brown
- Aakash Patel
- Dr. Stephie Holmquist Johnson

### **FY 20-21 DEL Accountability Monitoring**

Mr. Gillette reported on the FY 21-22 Accountability Monitoring conducted by the Division of Early Learning (DEL). The accountability monitoring is a full desk review of activities and transactions performed by the ELCHC. Mr. Gillette stated minor errors were recorded for two programs, Voluntary Prekindergarten (VPK) and School Readiness (SR). DEL provided the Coalition with ten (10) days to mitigate the errors. As part of the monitoring, a childcare provider survey was conducted. Mr. Gillette informed the Committee that the Coalition received a 91% favorable to somewhat favorable customer service level.

### **COVID-19 Update**

Mr. Gillette provided an update on COVID-19 cases that occurred in childcare provider facilities. It was reported there were twenty-eight (28) COVID-19 cases in June and one-hundred and sixty-four (164) cases in July. In addition, ten (10) centers were closed in late September due to a low number of available teachers.

Lorinda Gamson, Chief Operations Officer, answered a question asked by a committee member if COVID-19 was impacting payments to childcare providers. Mrs. Gamson explained that School Readiness providers would receive payments if they reported a closure as a health emergency. For VPK providers, there is a five (5) day disaster rule; after the five (5) days, providers will have to mark the days missed.

Mr. Gillette informed the Committee that the Coalition continues to follow the COVID-19 procedures and that two ELCHC staff members contracted the Coronavirus after attending a conference.

There was further discussion on whether the Board of Directors would be meeting in person or virtually for future meetings.

### **Additional Updates**

Mr. Gillette reported the Division of Early Learning is in the development process of designing a standardized CEO/ED performance review and evaluation form for FY 2022-2023. Mr. Gillette is working on his CEO 2021-2022 strategic objectives to provide to the Governance Committee for review.

There was a discussion on whether the development of the new performance review and evaluation form created by DEL would preclude the local Coalition's Board of Directors form.

Additionally, the Committee engaged in a brief discussion if the Florida Department of Education required School Board's to submit performance reviews and evaluations of K-12 Superintendents.

It was later confirmed that K-12 Superintendents are not required to submit performance reviews. The Committee requested a short form of the new legislation changes for House Bill 419. The short form was sent later Mr. Gillette to the Committee.

Mr. Gillette announced that Shan Goff, Executive Director, Division of Early Learning, is transitioning from DEL as of August 2, 2021. Senior Chancellor, Department of Education, will be acting as an interim until DEL fulfills the vacant position.

## **DISCUSSION ITEMS**

### **Board Membership Applications Update & Board Terms**

Kelley Minney, Manager, Donor Relations, highlighted the following discussion items:

- Fourteen (14) Gubernatorial applications were submitted to the Governor's appointment office as of July 28, 2021.
- Out of the 14 applications, four (4) applicants applied for Chair.
- Joseph McElroy's term ended on June 12, 2021.

The Committee recommended that the full Board identify and solicit potential candidates to apply for Gubernatorial appointments. Aakash Patel and Dr. Shawn Robinson asked Mr. Gillette and ELCHC staff to develop a standardized document that could be used by the Board of Directors as a template when communicating to individuals in their network about the open Board positions, especially Gubernatorial.

### **Board of Directors Diversity Matrix & Board of Directors Annual Forms**

Ms. Minney reported on the Board of Directors Diversity Matrix and reminded the Governance Committee to submit their completed survey and FY 2021-2022 annual forms if they had not done so.

## **ADJOURNMENT**

*Dr. Stephe Holmquist Johnson made a motion to adjourn the meeting at 3:44 pm. Aakash Patel made a second. The motion carried unanimously.*

Read and approved by \_\_\_\_\_ Date \_\_\_\_\_

*Dr. Stephe Holmquist Johnson, Secretary*

10/14/2021