



FINANCE COMMITTEE APPROVED MINUTES

Monday, August 23, 2021, at 2:00 pm
Zoom Meeting

MEETING ATTENDANCE

Facilitator: Luke Buzard, Chair

Committee Members Present:

Luke Buzard*, Carl Harness*, Candy Olson*, and Dr. Shawn Robinson

Committee Members Absent:

ELCHC Staff:

Alison Fraga, Gordon Gillette, Kelley Minney, Kiyana Scott, Abigail Perez, Gary Meyer, Megan Folts, Nancy Metsker*, Rick Rampersad, and Helen Sovich

Other Attendees:

Tonia Williams* and Aakash Patel

*Indicates attendance by Zoom Meeting platform.

CALL TO ORDER

Quorum Verification

Noting a quorum was present, Committee Chair, Luke Buzard, called the meeting to order at 2:02 pm.

Approval of June 7, 2021, Finance Committee regular meeting minutes

Candy Olson made a motion to approve the June 7, 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

A. Actuals through May 31, 2021, and Full Year Forecast including updates through June 30, 2021

Gary Meyer, Chief Financial Officer, presented the financial statements from May 31, 2021, and updates through June 30, 2021. In addition, Mr. Meyer highlighted the following:

- Childcare Provider Rate Increases – 153 or 30% of providers are below the new market-rate set by the Department of Education Division of Early Learning (DEL).
- Operations expenses – overspent on overtime and hiring temporary staff to assist with the School Readiness Wait List (SRWL) and the eligibility determination process of School Readiness applications.



The Committee suggested that the staff ensures that providers are made aware of how to increase their rates. Megan Folts, Director, Provider Relations, explained that the Coalition has held informational webinars on the rate increases and continues to work with providers.

Committee Chair Luke Buzard requested Mr. Meyer to provide an update on the rate increases during the next Finance Committee Meeting on October 4, 2021.

B. School Readiness Match Allocations

Mr. Meyer reported that \$1.3M was allocated to the ELCHC for the School Readiness (SR) Match program. The SR Match program provides services to families at or below 200% of the federal poverty level.

C. FY 21 Balance Scorecard Results

Mr. Meyer highlighted that there were five (5) areas of measurement on the Balanced Scorecard and reported the final scores for each:

1. Compliance – 0.9 out of 1
2. Employees - 0.75 out of 1
3. Customer Experience – 0.72 out of 1
4. Finance – 0.75 out of 1
5. Resource Development – 0 out of 1

Resulting in a total score of 3.12. The Early Learning Coalition of Hillsborough (ELCHC) staff did receive a bonus payout.

D. RFP for Research & Evaluation Company Update

On June 21, 2021, the Board of Directors requested an update on whether the Coalition can have a single source for a request for proposal. Mr. Meyer informed the Committee that DEL confirmed that it is acceptable to have a single source and requires the *Notice of Intended Dictions to Enter into a Single Source Contract (PUR 7778)* form to be posted to the Coalition's website at least three (3) days.

ACTION ITEMS

A. Execute School Readiness Funding Match contract with Children's Board of Hillsborough County

Mr. Gillette reported that the Coalition completed its provider improvement plan with the Children's Board and expressed his appreciation of their continued partnership. The total contract amount is \$775,770. The contract will be executed from October 1, 2021, to June 30, 2022.

Candy Olson made a motion to approve. Lee Bowers made a second. The motion carried unanimously.

B. Execute contract with Hillsborough County Board of County Commissioners (BOCC)

Mr. Gillette reported that the contract with BOCC is in the third year of a four-year contract renewal for funding in the amount of \$276,000 for childcare assistance that will be expended from October 1, 2021, to September 30, 2022.

Candy Olson requested that a statement be included in future memos outlining the anticipated use of funding.

Candy Olson made a motion to approve. Carl Harness made a second. The motion carried unanimously.

C. Execute Community Development Block Grant (CDBG) contract with City of Tampa

Mr. Gillette reported that the Coalition applied for funds up to \$100,000 for ALICE>150 and iSpy Tampa.

Dr. Shawn Robinson made a motion to approve. Lee Bowers made a second. The motion carried unanimously.

D. Approve allocation of funds to Discount Office Furniture

Mr. Meyers reported that allocating funds to Discount Office Furniture will supply infant and toddler furniture and materials to create new classrooms at childcare sites.

There was further discussion on the average cost of furniture and materials needed for each childcare site and classroom.

Ms. Folts explained that the Coalition's initiative builds capacity and quality for infant and toddler classrooms. Ms. Folts reported that providers were selected through an application process and evaluated the provider's history (i.e., CLASS Observation scores).

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

CEO REPORT

Mr. Gillette reported on the following:

- Childcare worker shortage in Hillsborough County
 - The Coalition estimated a shortage of approximately 500 childcare workers in contracted childcare sites.
- COVID-19
 - As of August 20, 2021, 335 reported cases of COVID-19.
- COVID-19 Funding
 - The Coalition received \$17M under the Coronavirus Aid, Relief, and Economic Security Act (CARES ACT).
 - The Coalition is expecting additional funding for phase 5 and 6 grants.
- American Rescue Plan Act (ARPA) Funding
 - State of Florida will receive approximately \$2.5B.
 - ELCHC will receive approximately \$164M.
 - ARPA funding will be distributed over six quarters starting in January 2022.

Department of Education Division of Early Learning Leadership

Mr. Gillette reported that DEL announced General Counsel Matt Mears as the new Chancellor of DEL, replacing Executive Director Shan Goff.

FY 21-22 Accountability Monitoring

Mr. Gillette reported that DEL conducted their FY 21-22 Accountability Monitoring.. The accountability monitoring is a full desk review of activities and transactions performed by the ELCHC. In addition, DEL conducted a childcare provider survey, and Mr. Gillette informed the Committee that the Coalition received a 91% favorable to somewhat favorable customer service level.

Cybersecurity Update

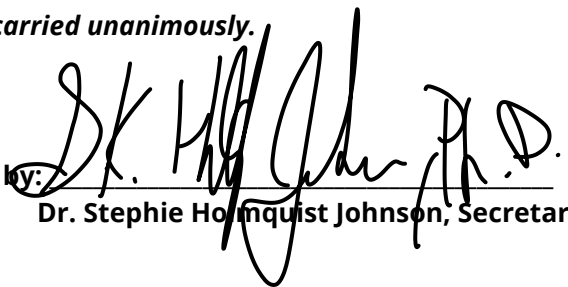
Mr. Gillette reported that on July 30, 2021, the Coalition informed the full Board of Directors of technology challenges that started on July 29, 2021. After further investigation, it was identified that a ransomware attack had occurred. The MIP Fund Accounting System was affected; the system is used to pay childcare providers. Mr. Gillette noted that the Coalition is working with the Federal Bureau of Investigation (FBI), legal counsel, MIP, and Roebuck. Mr. Gillette stated that there were no delays in payment to childcare providers.

Mr. Gillette stated on Thursday, an official press release addressing the ransomware attack will be made public. The Coalition will formally disclose the information to any affected parties (excluding families- as no family data was impacted).

ADJOURNMENT

Dr. Shawn Robinson made a motion to adjourn the meeting at 3:00 pm. Candy Olson made a second. The motion carried unanimously.

Read and approved by:



Dr. Stephanie Holmquist Johnson, Secretary

Date:

10/11/21