



# ELCHC Executive Committee Meeting Amended Agenda Packet

Monday, February 14, 2022 @ 3:00 pm

Hybrid Meeting

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

<https://zoom.us/j/93666826001?pwd=TFhSOHVKUURTOEFXTk1BK2FrRG9jQT09>

Meeting ID: 936 6682 6001

Passcode: 899168



## ELCHC Executive Committee Meeting

Monday, February 14, 2022

### I. CALL TO ORDER

A. Patel

A. Roll Call/Quorum Verification

B. Approval of Minutes for October 11, 2021 Executive Committee 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. ACTION ITEMS

A. February 21, 2022 Draft Board of Directors Meeting Agenda - 6

G. Gillette

### IV. COMMITTEE REPORTS

A. Governance Committee Report - 9

S. Robinson

B. Finance Committee Report - 12

L. Buzard

C. Service Delivery & Efficiency Committee - 15

D. Fudge

### V. CEO Report

G. Gillette

### VI. DISCUSSION ITEMS

A. Splash into A Day of Preschool - Fundraising Event - 16

A. Fraga

B. Painting with a Twist

K. Minney

### VII. ADJOURNMENT



Monday, October 11, 2021, at 3:00 pm  
6302 E. Martin Luther King, Jr. Blvd., Suite 100  
Tampa, FL 33619

**MEETING ATTENDANCE**

**Facilitator:** Aakash Patel, Chair

**Committee Members Present:**

Dr. Daphne Fudge\*, Aakash Patel\*, Luke Buzard\*, and Dr. Stephie Holmquist Johnson\*

**Committee Members Absent:**

Dr. Shawn Robinson

**ELCHC Staff:**

Alison Fraga\*, Gordon Gillette, Kelley Minney, Kiyana Scott, Lorinda Gamson, Helen Sovich\*, Nancy Metsker\*, Abigail Perez\*, Erica Turchin\*, Gary Meyer, and Megan Folts\*

**Other Attendees:**

Shawntaye Beato\*

*\*Indicates attendance by Zoom Meeting platform.*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum was present, Chair Aakash Patel called the meeting to order at 3:04 pm.

**Approval of August 16, 2021, Executive Committee Regular Meeting Minutes**

***Luke Buzard made a motion to approve the August 16, 2021, Executive Committee Regular Meeting Minutes. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.***

**PUBLIC COMMENT**

There was no Public Comment.

**ACTION ITEMS**

**A. October 18, 2021, Draft Board of Directors Meeting Agenda**

***Luke Buzard made a motion to approve the October 18, 2021, draft Board of Directors Meeting Agenda. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.***



## **COMMITTEE REPORTS**

### **Governance Committee**

Gordon Gillette, CEO, reported that during the Governance Committee meeting on September 27, 2021, the Committee reviewed and discussed the following items:

- Revised ELCHC Bylaws
- RFP (Request for Proposal) for Governance Related Services
- Board Recruitment
- Gubernatorial Appointments
- CEO Strategic Objectives

Mr. Gillette provided a further explanation on the need for the RFP for Governance Related Services.

### **Finance Committee**

Luke Buzard, reported that during the Finance Committee meeting on October 4, 2021, the Committee reviewed and discussed the following items:

- Year-to-Date Financials through August 31, 2021
- FY 2021 Full Year Financial Statements as of June 30, 2021
- Provider Rate Increase Proposal

## **CEO REPORT**

### **A. Tallahassee Visit**

Mr. Gillette reported that the Association of Early Learning Coalitions (AELC), visited Tallahassee on October 6, 2021, to meet with Matt Mears, Chancellor of the Florida Department of Education, Division of Early Learning.

### **B. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSSA) Funding**

Mr. Gillette informed the Committee that the Coalition is expecting the last phases of the CRRSSA grants. Mr. Gillette reported that Hillsborough will be receiving approximately \$16 M in grants that will be distributed to contracted and non-contracted childcare providers.

### **C. American Rescue Plan Act (ARPA) Funding**

Mr. Gillette spoke on the American Rescue Plan Act (ARPA) funding and highlighted the following:

- a. ARPA funding will be distributed over six quarters starting in January 2022.
- b. The state of Florida will receive approximately \$2.5B. \$1.5M will be used towards stabilization grants and \$900M for discretionary.

### **D. ELCHC Update**

#### **VPK Admin**

Mr. Gillette informed the Committee that 5% of the administrative cost allocation for Voluntary Pre-kindergarten exceeded the 4% threshold. The Coalition was notified by the Division of Early Learning on October 11, 2021, regarding the overage.

#### **Provider Rate Increase**

Mr. Gillette reported that a revised provider rate increase proposal will be presented to the Finance Committee to request approval to raise the provider rate increase of \$4.1M to \$8M.

## **DISCUSSION ITEMS**

### **Public Comment Process**

Mr. Gillette reported that Board member, Kelley Parris, requested a discussion on the public comment process. Mr. Gillette reviewed the public comment process with the Executive Committee.

Kelley Minney, Donor Relations, Manager, reported that the current public comment process was established in May 2016.

Mr. Gillette informed the Executive Committee, that staff will review the public comment process with the Governance Committee for further discussion.

## **ADJOURNMENT**

***Luke Buzard made a motion to adjourn the meeting at 3:42 pm. Dr. Stephe Holmquist Johnson made a second. The motion carried unanimously.***

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

## ELCHC EXECUTIVE COMMITTEE MEETING – FEBRUARY 14, 2022

### ACTION

### ITEM III.A.

**ISSUE:** February 21, 2022, Draft Board of Directors Meeting Agenda

**RECOMMENDED ACTION:** Approval of the February 21, 2022, draft Board of Directors meeting agenda.

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**NARRATIVE:** The February 21, 2022 draft Board of Directors meeting agenda is attached.

(1 attachment)



## ELCHC Board of Directors Meeting

Monday, February 21, 2022

### I. WELCOME & INTRODUCTIONS

A. Patel

- A. Roll call/Quorum
- B. Pledge of Allegiance

### 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. CHAIRMAN'S REPORT

A. Patel

- A. Mission Moment
- B. Welcome New Board Member Allison "Allie" Nguyen
- C. Recognition of Board Attorney Steve Lee
- D. Child Care Provider Site Visits

### 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. February 21, 2022 Board of Directors Meeting Agenda
- B. September 2, 2021 Board of Directors Special Meeting Minutes
- C. October 18, 2021 Board of Directors Regular Meeting Minutes
- D. November 4, 2021 Board of Directors Special Meeting Minutes
- E. December 7, 2021 Board of Directors Special Meeting Minutes
- F. December 16, 2021 Provider Review Hearing Minutes - Time of Wonder Academy vs. ELCHC
- G. January 18, 2022 Legislative Affairs Committee Regular Meeting Minutes
- H. January 26, 2022 Board of Directors Equity Focus Group Meeting Minutes
- I. February 9, 2022 Board of Directors Equity Focus Group Meeting Minutes

### V. ACTION ITEMS

- A. Execute Contract with The University of Florida Board of Trustees for the benefit of the Lastinger Center for Learning's Hillsborough Early

G. Gillette

Learning Network

B. Approve allocation of funds to Champions for Children

G. Gillette

C. Approve allocation of funds to Children's Forum VPK INCENTIVES

G. Meyer

D. Approve allocation of funds to OneconnectionIT LLC

G. Meyer

## VI. COMMITTEE REPORTS

A. Legislative Affairs Committee

A. Giery

B. Governance Committee

S. Robinson

C. Finance Committee

L. Buzard

D. Executive Committee

A. Patel

E. Service Delivery & Efficiency Committee

D. Fudge

G. Meyer

## VII. FINANCIAL REPORT

A. Financials through December 31, 2021

## VIII. CEO REPORT

A. American Rescue Plan Act (ARPA) Stabilization Plan

G. Gillette

B. Funding Increase for Voluntary Pre- Kindergarten (VPK) Program

G. Gillette

C. Nonprofit Leadership Center - Focus Groups & Intercultural Development Inventory Report

M. Martinez/C.  
Imbergamo

D. ELCHC Employee Demographics

H. Sovich/G.  
Gillette

E. Workforce Grant Update

G. Meyer/L.  
Gamson

F. Listening Tour Update

M. Folts/L.  
Gamson/G.  
Gillette

G. ALICE Population Study

G. Gillette

H. 3-5 Initiative Update

A. Fraga/L.  
Godwin

## IX. DISCUSSION ITEMS

A. Splash into A Day of Preschool

A. Fraga

B. Teacher's Night Out

S. Francois

C. Board Social Hour

K. Minney

## X. 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.*

## XI. INFORMATION ITEMS

A. Updated Board Member Roster

## XII. ADJOURNMENT



## ELCHC EXECUTIVE COMMITTEE MEETING – FEBRUARY 14, 2022

### COMMITTEE REPORTS

### ITEM IV.A.

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**ISSUE:** **Governance Committee Report**

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**NARRATIVE:** The Governance Committee met on January 31, 2022, to review and discuss:

- Legislative Update
- Gubernatorial Appointments Update
- Diversity, Equity, and Inclusion Update
- Sunshine Law Refresher
- Public Comment Process
- Public Notice Process
- Board Orientation Process
- Attendance Policy
- Board Matrix Survey Results

(2 attachments)

## ELCHC EXECUTIVE COMMITTEE MEETING – FEBRUARY 14, 2022

### COMMITTEE REPORTS

### ITEM IV.A.

**ISSUE:** **Governance Committee Report**  
**Attachment - Gubernatorial Appointments Update**

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There are 16 Gubernatorial applications on file at the Governor's Appointments Office as of January 25, 2022:

Gubernatorial Applicants
Aakash Patel (applied for seat 1)
Sandra Murman (applied for seat 1)
Dipa Shah (applied for seat 1)
Amy McGuire (applied for seat 1)
Suzanne Costanza (applied for seat 2)
Alan White (applied for seats 2 & 3)
Luke Buzard (applied for reappointment seat 3)
Kim Thresher
Roshaun Gendrett
Kathleen McQuarrie
Brandy Williams
Sabrina Darville
Clarice Shillingford
Deborah Lundberg
Craig Minsky
Joy Smith McCormick

## Policies, Procedures, & Forms

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### Board of Directors Attendance Policy

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**Scope:** This policy applies to all members of the Board of Directors of the Early Learning Coalition of Hillsborough County.

**Reason for Policy:** To ensure that board members contribute their expertise and judgment to the business and affairs of the Early Learning Coalition of Hillsborough County by attending and participating in board meetings.

**Policy Statement:** Board members are expected to attend all board meetings. It is recognized that directors may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances. Members may attend meetings telephonically.

**Process:** If a board member fails to attend two meetings of the board in a 12-month period the chair shall discuss the reasons for the absences with the member. Upon the third absence the Chair may ask the individual to resign.

The member's response will promptly be shared by the Chair with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted as specified in the Coalition's by-laws.

If the board member is an *ex-officio* member of the board, the chair may discuss the member's attendance with the organization the member is affiliated with, and such organization may be requested to remove the member and appoint a new *ex-officio* member to the board if a delegate member is permitted by statute.

Authorized by: Board of Directors  
Maintained by: Governance Committee  
Review Date: 10/2016  
Review Date: 9/5/2018  
Review Date: 8/3/2020  
Review Date: 1/31/2022

Original Issue: 08/10/2015  
Current Version: 08/10/2015

## ELCHC EXECUTIVE COMMITTEE MEETING – FEBRUARY 14, 2022

### COMMITTEE REPORTS

### ITEM IV.B.

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**ISSUE:** **Finance Committee Report**

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**NARRATIVE:** The Finance Committee met on February 7, 2022, to review and discuss:

- Approval of Allocation of funds to:
  - Brookes Publishing
  - Champions for Children
  - Learn & Play (Glazer Children’s Museum)
  - Travelers Casualty and Surety Company of America Insurance
- Financials through December 31, 2021
- American Rescue Plan Act (ARPA) Stabilization Plan
- ELCHC Facilities Update

(1 attachment)



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual December 31, 2021									
	Actual	Budget	Difference		Actual	Budget	Difference		
	YTD	YTD	YTD favorable /(unfavorable)	%	2022 YTD Actual/Forecast	2022 Budget	YTD favorable /(unfavorable)	%	
Program Revenue									
School Readiness	29,934,237	37,207,096	(7,272,859)	-19.5%	75,365,226	67,315,906	8,049,320	12.0%	
School Readiness - CRSSA (Phase VI, etc.)	17,476,892	17,476,892	-	0.0%	26,090,382	-	26,090,382	100.0%	
School Readiness Match - DEL	767,176	659,754	107,421	16.3%	1,319,509	1,525,882	(206,373)	-13.5%	
School Readiness - Local Funders:									
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%	
Metro Ministries (Children's Board)	11,622	75,000	(63,378)	-84.5%	150,000	150,000	-	0.0%	
Hillsborough County BOCC	80,420	138,000	80,420	58.3%	276,000	276,000	-	0.0%	
HC Childcare -Licensing & Fees	214,198	208,979	5,219	2.5%	417,957	430,000	(12,043)	-2.8%	
United Way	34,556	34,556	-	0.0%	69,112	69,112	-	0.0%	
Caspers	50,000	50,000	-	0.0%	50,000	50,000	-	0.0%	
School Readiness - Local Funders	1,091,566	1,207,304	(115,739)	-9.6%	1,663,839	1,675,882	(12,043)	0.0%	
Total School Readiness Revenue	49,269,871	56,551,047	(7,281,176)	-12.9%	104,438,956	70,517,670	33,921,286	48.1%	
Other Local Funders:									
HC Community Development, incl. ALICE>150	-	87,500	(87,500)	-100.0%	175,000	175,000	-	0.0%	
Hillsborough Infant/Toddler Initiative	156,369	156,369	(0)	0.0%	156,369	64,000	92,369	144.3%	
Conn Foundation	58,000	35,250	22,750	64.5%	58,000	45,500	12,500	27.5%	
Spurlino Foundation	11,000	25,000	(14,000)	-56.0%	50,000	50,000	-	0.0%	
SR Program Income (training, IECF memberships)	7,882	10,000	(2,118)	-21.2%	20,000	20,000	-	0.0%	
HELN (Hillsborough Early Learning Network)	402	3,000	(2,598)	-86.6%	6,000	6,000	-	0.0%	
ELFL (Early Learning Florida)	15,740	40,998	(25,258)	-61.6%	82,000	82,000	-	0.0%	
Lastinger Project	-	106,000	(106,000)	-100.0%	212,000	212,000	-	0.0%	
Misc. Donations	81,664	150,000	(68,336)	-45.6%	300,000	300,000	-	0.0%	
Other Local Funders	331,057	614,117	(195,560)	-31.8%	1,059,369	954,500	104,869	11.0%	
Total School Readiness Revenue and Local Revenue	49,600,928	57,165,164	(7,476,736)	-13.1%	105,498,325	71,472,170	34,026,155	47.6%	
Program Expenses									
School Readiness									
Direct Services	24,428,905	30,994,937	6,566,032	21.2%	63,747,145	56,256,030	7,491,115	13.3%	
School Readiness - CRSSA (Phase VI, etc.)	17,476,892	17,476,892	-	0.0%	24,785,863	-	24,785,863	100.0%	
School Readiness Match - DEL	716,770	659,754	(57,015)	-8.6%	1,319,509	1,551,647	(232,138)	-15.0%	
School Readiness - Local Funders	942,273	1,207,304	265,031	0.0%	1,663,839	1,675,882	(12,043)	-0.7%	
General Contributions and Gifts	-	614,117	614,117	0.0%	1,059,369	686,500	372,869	54.3%	
Total Direct Services	43,564,840	50,953,005	6,509,017	12.8%	92,575,725	60,170,058	32,405,667	53.9%	
Personnel	3,610,494	4,129,905	519,411	12.6%	8,210,993	8,196,537	14,456	0.2%	
Staff Development	33,796	59,074	25,278	42.8%	103,518	103,518	-	0.0%	
Professional Services	210,542	266,769	56,226	21.1%	640,820	640,820	-	0.0%	
Occupancy	231,355	256,305	24,950	9.7%	507,945	507,945	-	0.0%	
Postage, Freight and Delivery	1,913	2,410	497	20.6%	4,777	4,777	-	0.0%	
Rentals	1,508	7,876	6,368	80.9%	15,748	15,748	-	0.0%	
Supplies	28,406	8,494	(19,912)	-234.4%	93,031	63,982	29,049	45.4%	
Communications	7,521	17,877	10,357	57.9%	35,501	35,501	-	0.0%	
Insurance	8,555	25,849	17,293	66.9%	51,211	51,211	-	0.0%	
Tangible Personal Property	72,149	52,945	(19,204)	-36.3%	105,906	105,906	-	0.0%	
Quality	451,106	598,988	147,882	24.7%	1,315,643	1,315,643	-	0.0%	
Travel	15,303	22,898	7,595	33.2%	47,898	47,898	-	0.0%	
Other Operating	33,855	53,141	19,287	36.3%	101,108	101,108	-	0.0%	
ELCHC Operating	4,706,502	5,502,531	796,028	14.5%	11,234,100	9,613,612	1,620,488	16.9%	
CCL/ECC	527,984	569,103	41,119	7.2%	1,149,500	1,149,500	-	0.0%	
Inclusion Cost	98,345	149,154	50,809	34.1%	317,000	317,000	-	0.0%	
Scholarships and Other	137,907	110,927	(26,980)	-24.3%	222,000	222,000	0	0.0%	
Total School Readiness & Other Expenses	49,035,577	57,284,719	9,202,864	16.1%	105,498,325	71,472,170	34,026,155	47.6%	
SR Change in Net Assets	565,351	(119,555)	(684,906)	572.9%	-	-	-	0.0%	
GOALS									
< 5.00 %	School Readiness - Admin	3.5%	4.5%	-1.0%	-21.8%	4.2%	4.5%	-0.3%	-6.3%
> 4.00 %	School Readiness - Quality	8.9%	8.2%	0.7%	8.7%	8.8%	8.3%	0.6%	6.9%
< 22.00 %	School Readiness - Non-Direct	18.1%	18.9%	-0.7%	-3.9%	19.2%	18.6%	0.6%	3.3%
> 78.00 %	School Readiness - Direct	81.9%	81.1%	0.7%	0.9%	80.8%	81.4%	-0.6%	-0.8%

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GOALS								Page 14 of 14	
< 4.00 %	VPK - Admin	3.9%	3.4%	0.5%	13.5%	3.8%	3.8%	0.0%	-0.1%

## ELCHC EXECUTIVE COMMITTEE MEETING – FEBRUARY 14, 2022

### COMMITTEE REPORTS

### ITEM IV.C.

**ISSUE:** Service Delivery & Efficiency Committee Report

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**NARRATIVE:** The Service Delivery & Efficiency Committee is scheduled to meet on February 15, 2022, at 11:00 am.

## ELCHC EXECUTIVE COMMITTEE MEETING – FEBRUARY 14, 2022

### DISCUSSION

### ITEM VI.A.

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**ISSUE: Splash into A Day of Preschool – Fundraising Event**

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**NARRATIVE:** Last year the Early Learning Coalition of Hillsborough County hosted its first awareness and fundraising event called A Day of Preschool. The event introduced 16 new donors to the organization and brought awareness to community leaders of the work done on our Community Impact Report and launch of the 3-5 Initiative. Plans are underway to have the event return again this year. Please Save the Date for Thursday May 12, 2022, at a new location, the Tampa Riverfront Center in Julian B Lane Park. We are asking the Board of Directors for help with sponsorships and inviting guests will be appreciated. More information and resources to assist will be forthcoming.

(1 attachment)





**SAVE THE DATE**

 **splash**

into **A Day of Preschool**

GET YOUR FEET WET IN  
EARLY CHILDHOOD EDUCATION

**THURSDAY  
MAY 12TH**

TAMPA RIVER CENTER AT  
JULIAN B LANE RIVERFRONT PARK  
1001 N BLVD TAMPA FL

SCHOOL STARTS AT 11:30 AM