



BOARD OF DIRECTORS  
MEETING APPROVED  
MINUTES

Monday, October 18, 2021, at 3:00 pm  
6302 E. Martin Luther King, Jr. Blvd., Suite 100  
Tampa, FL 33619

**MEETING ATTENDANCE**

**Facilitator:** Aakash Patel, Chair

**Board Members Present:**

Candy Olson\*, Cynthia Chipp\*, Dianne Jacob\*, Dr. Daphne Fudge\*, Commissioner Gwen Myers\*, Dr. Jacquelyn Jenkins\*, Dr. Lise Fox\*, Luke Buzard\*, Aakash Patel\*, Sheila Rios\*, Dustin Portillo, Amanda Jae, Tracey Brown, Dr. Stephie Holmquist Johnson\*, Lee Bowers\*, Beth Pasek, and Dr. Shawn Robinson\*

**Board Members Absent:**

Carl Harness, Dr. Leslene Gordon, Adam Giery, Kelley Parris, and John Flanagan

**ELCHC Staff:**

Lorinda Gamson, Gordon Gillette, Megan Folts, Alison Fraga, Gary Meyer\*, Rick Rampersad, Kelley Minney, Kiyana Scott, Hanna Goble, Abigail Perez, Helen Sovich, Nancy Metsker\*, Jessica Salgado\*, Tracey Knight\*, Stacey Francois\*, Erica Turchin, and Gwyneth Feldhake

**Other Attendees:**

Tonia Williams\*, Steve Lee\*, Chancellor Matt Mears\*, Jodi Marshall\*, Terri Fernandez\*, Angela Chowning\*, Theresa Fernandez\*, Dr. Demetria Waddell, Tanja Battle\*, Annette Eberhart\*, Tina Gill\*, Thomasina Allen, Willie Coachman, Ebonee Murray-White, Denise (last name not provided) \*, RaShonda (last name not provided) \*, Liz (last name not provided) \*, and Tamara Shamburger

*\*Indicates attendance via Zoom meeting platform.*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum had been established, Chair Patel called the meeting to order at 3:09 pm.

The Board and those in attendance recited the Pledge of Allegiance.

**PUBLIC COMMENT I**

There was no Public Comment.

**Chairman's Report**

Commissioner Myers gave a mission moment.

Chair Patel introduced the Division of Early Learning Chancellor Matt Mears. Chancellor Mears spoke on early childhood education.



## **CONSENT AGENDA**

The following items were included under the Consent Agenda:

- A. October 18, 2021, Board of Directors Meeting Agenda
- B. August 23, 2021, Board of Directors Regular Meeting Minutes

*Chair Patel called for a motion to approve the Consent Agenda. Dr. Shawn Robinson made a motion to approve the Consent Agenda. Luke Buzard made a second. The motion carried unanimously.*

## **ACTION ITEMS**

### **A. Approval of the Revised ELCHC Bylaws**

Dr. Shawn Robinson, on behalf of the Governance Committee, recommended the approval of the revised Bylaws. The Bylaws were revised to align with the new provisions of the Florida Statute 1002.83.

*Chair Patel called for a motion to approve the revised Bylaws. Dr. Daphne Fudge made a motion. Dr. Lise Fox made a second. The motion carried unanimously.*

### **B. New Board Member Nomination**

On behalf of the Governance Committee, Dr. Shawn Robinson recommended the approval of the Board membership application of Jodi Marshal for a 4-year membership.

*Chair Patel called for a motion to approve Jodi Marshal for membership on the Early Learning Coalition Board of Directors, with full voting rights, for a 4-year term beginning October 18, 2021, and ending October 18, 2025. Commission Gwen Meyers made a motion. Candy Olson made a second. The motion carried unanimously.*

### **C. Approval of the RFP for Governance Related Legal Services**

Dr. Shawn Robinson reported that Attorney Steve Lee informed the Early Learning Coalition (ELCHC) of his semi-retirement on August 2, 2021.

*Chair Patel called for a motion to approve the RFP for governance-related legal services. Candy Olson made a motion. Sheila Rios made a second. The motion carried unanimously.*

### **D. Approval of the Revised ELCHC Holiday Schedule**

Gordon Gillette, Chief Executive Officer, informed the Board that the Division of Early Learning required all Early Learning Coalitions to update their paid holiday schedule.

*Chair Patel called for a motion to approve the revised ELCHC holiday schedule. Luke Buzard made a motion. Candy Olson made a second. The motion carried unanimously.*

### **E. Approval of the Provider Rate Increases**

On behalf of the Finance Committee, Luke Buzard recommended the approval of the proposed School Readiness provider rate increases in the amount of \$5.8M.

*Chair Patel called for a motion to approve the provider rate increase proposal. Dustin Portillo made a motion. Sheila Rios made a second. The motion carried unanimously. Cynthia Chipp abstained from voting due to a potential conflict of interest.*

## **COMMITTEE REPORTS**

### **Governance Committee**

Dr. Shawn Robinson reported that the Governance Committee met on September 27, 2021, to review and discuss the following items:

- Board Recruitment and Gubernatorial Appointments
- CEO Strategic Objectives
- Childcare Site Visit with FL Representative Andrew Learned

Dr. Robinson reminded the Board to complete and submit their annual forms along with their diversity matrix survey if they have not already done so.

### **Finance Committee**

Luke Buzard reported that the Finance Committee met on October 4 and October 18, 2021, to review and discuss the following items:

- Year to date Financial Statements
- Provider Rate Increases

Mr. Meyer reported 5.4% of the administrative cost allocation for Voluntary Pre-kindergarten exceeded the 4% threshold. Mr. Meyer informed the Board that the Coalition made corrections to the allocation through a successful collaboration with the Division of Early Learning. Mr. Gillette stated that the overcharges were caused by reduced funding and low attendance for Voluntary Pre-kindergarten.

### **Executive Committee**

Chair Patel reported that the Executive Committee met on October 11, 2021, to review and discuss the following items:

- Committee Reports
- CEO Report
- Gubernatorial Vacancies
- Public Comment Process

## **FINANCE REPORT**

Gary Meyer, Chief Financial Officer, reviewed the financial statements as of August 31, 2021.

## **CEO REPORT**

### **AELC Proposed American Rescue Plan Act (ARPA) Spending Process**

Mr. Gillette presented the proposed ARAP spending process created by the Association of Early Learning Coalitions. The spending processes outlined how the ARAP funding could be spent to assist childcare providers in achieving sustainability.

### **Provider Termination**

Mr. Gillette informed the Board of Directors of the provider termination process and due process.

Mr. Gillette asked that no comments be made regarding a specific termination to ensure a fair due process.

Mr. Gillette responded and answered questions on the due process.

## **DISCUSSION ITEMS**

### **A. Public Comment Process**

Mr. Gillette reported that Board member Kelley Parris requested the full Board to discuss the public comment process. The current structure of the Coalition's public comment process is as follows:

- Public Comment I is for any public member who submits a public comment for any action item on the Board meeting agenda.
- Public Comment II is for any member of the public who submits a general public comment.
- Any public member who wishes to make a public comment will be allowed three minutes to state their comment.

### **B. Trains, Toys & Tidings – 2<sup>nd</sup> Annual Family Holiday Event**

Alison Fraga, Chief Development Officer, informed the Board of the upcoming 2<sup>nd</sup> Annual Family Holiday Event – Trains, Toys & Tidings that will take place on December 4, 2021, at the Coalition's central office location.

The Board of Directors and ELCHC staff had further discussions about the Coalition's action in terminating six childcare providers' School Readiness contracts due to suspected fraud.

Commissioner Gwen Myers stated that a third-party auditor should review the Coalition provider termination processes and procedures.

## **PUBLIC COMMENT II**

1. Roland Hermida made a public comment regarding the provider due process.
2. Willie Coachman made a public comment regarding the provider termination process.
3. Tamara Shamburger made a public comment regarding the relationship and partnership between the Coalition and the provider community.
4. Jordan Clarke made a public comment regarding the School Readiness provider transfer process.
5. Dr. Demetria Waddell made a public comment regarding the relationship and partnership between the Coalition and the provider community.

## **INFORMATION ITEMS**

### **A. FY 2020-2021 Annual Report**

The Board of Directors received a copy of the ELCHC's FY 2020-2021 Annual Report.

## **ADJOURNMENT**

*Citing no further business, Commissioner Gwen Meyers made a motion to adjourn the meeting at 5:16 pm. Candy Olson made a second. The motion carried unanimously.*

Read and approved by: Stephanie Holmquist Date: Mar 1, 2022