



# ELCHC Governance Committee Meeting

March 28, 2022 at 3:00 pm

Hybrid Meeting

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

<https://us06web.zoom.us/j/91938577316?pwd=Qm8zR2xMZ1pPMldhN2ViNFQ5UEloZz09>

Meeting ID: 919 3857 7316

Passcode: 343503



## ELCHC Governance Committee Meeting

March 28, 2022

### I. CALL TO ORDER

S. Robinson

- A. Roll call/Quorum Verification
- B. Approval of Minutes for January 31, 2022 Regular Meeting - 3
- C. Approval of Minutes for February 17, 2022 Special Meeting - 7

### 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. FY 2022-2023 Governance Committee Meeting Schedule - 9
- B. Score Proposals for Governance Related Legal Services - 11

G. Gillette

G. Gillette

### IV. CEO REPORT

G. Gillette

### V. DISCUSSION ITEMS

- A. Division of Early Learning Performance Standards & CEO/ED Performance Evaluations

G. Gillette/K.  
Minney

### VI. ADJOURNMENT

Monday, January 31, 2022, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

**MEETING ATTENDANCE**

**Facilitator:** Dr. Shawn Robinson

**Committee Members Present:**

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

**Committee Members Absent:**

Luke Buzard

**ELCHC Staff:**

Megan Folts\*, Alison Fraga\*, Lorinda Gamson\*, Gordon Gillette\*, Kiyana Scott, Kelley Minney\*, Abby Perez\*, Rick Rampersad\*, Gwyn Feldhake\*, Helen Sovich\*, and Erica Turchin\*

**Other Attendees:**

Meriel Martinez

*\*Indicates attendance via Zoom platform*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum, Committee Chair Dr. Shawn Robinson called the meeting to order at 3:05 pm.

**Approval of August 2, 2021, Governance Committee regular meeting minutes**

***Dr. Stephe Holmquist Johnson made a motion to approve the September 27, 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**

**Legislative Update**

Mr. Gillette reviewed the 2022 Association of Early Learning Coalitions (AELC) advocacy priorities, highlighting the following:

- Increasing the income entry level for School Readiness for ALICE families.

- Preserving the local Board's ability to set rates for School Readiness and ensuring that all School Readiness providers receive maximum reimbursement rates to increase their program standards.
- Increases to the Voluntary Pre-kindergarten Administrative funding rate from 4% to 5%.
- Increases to the Voluntary Pre-kindergarten Base Student Allocation to support accountability and quality enhancements.
- House Bill 1199 (School Readiness Funding) by Representative Erin Grall focuses on changing the School Readiness funding formula.

### **Gubernatorial Appointments Update**

Kelley Minney, Donor Relations, Manager, updated the Governance Committee on the recent Gubernatorial applications that were submitted to the Governor's Office. Mrs. Minney reported that as of January 25, 2022, there are 16 applications submitted.

There was further discussion on community members who would be possible prospects for a Gubernatorial Appointment.

### **Diversity, Equity, and Inclusion Update**

Meriel Martinez, Program Director, Nonprofit Leadership Center, informed the Governance Committee of the next steps in the IDI Assessments, focus groups, and trainings. Ms. Martinez reported the following:

- A total of 4 staff focus groups were conducted, with an average of 44 staff members that attended.
- 11 Board members attended a focus group session on January 26, 2022.
- 5 focus groups will be provided for child care providers to participate in.
- The focus groups sessions were not recorded to honor confidentiality for the staff; however, the Board focus groups were public noticed and open to the public to attend.
- The focus groups were not offered to families being served.

### **Listening Tours**

Mr. Gillette reported that the Early Learning Coalition of Hillsborough County (ELCHC) had conducted Listening Tours for the child care providers in Hillsborough County, an open discussion focusing on listening to providers' interests and concerns. The Listening Tours were held around Hillsborough County and virtual. Lorinda Gamson, Chief Operating Officer, stated that the Listening Tours provided valuable information/feedback to the ELCHC.

### **ELCHC Demographics**

Helen Sovich, Human Resources, Manager, presented the ELCHC's Demographics to the Governance Committee, highlighting the Coalition's demographic growth amongst staff and pay ranges. Dr. Stephie Holmquist Johnson requested to see how the Coalition's staff demographics compare to Hillsborough County's population.

### **Director, Diversity, Equity & Inclusion**

Mrs. Sovich reported 104 applications were received for the new position of Director, Diversity, Equity, and Inclusion. Out of the 104 applications, four (4) candidates were phone screened to move into the next phase of the interview process. In addition, Mrs. Sovich stated that the position was posted on the ELCHC website, Indeed, LinkedIn, and the Nonprofit Leadership Center job board.

Dr. Shawn Robinson encouraged ELCHC to use the Historically Black Colleges/Universities (HBCUs) job boards, Hispanic Organizations, and other diversity publications to advertise the position.

There was further discussion on the salary range for the position and if there are any other Coalitions that have a Director, Diversity, Equity, and Inclusion position.

## **DISCUSSION ITEMS**

### **Board of Directors Diversity Matrix**

Kiyana Scott, Executive Administration Assistant, reported that in May of 2021, the ELCHC team created and developed a survey to fully capture the Board's demographics, expertise, community connections, and other characteristics to help get a closer look at our board composition. Ms. Scott presented a revised Board Member Survey Results Packet to the Governance Committee that illustrates the survey results.

### **Sunshine Law Refresher**

Ms. Minney informed the Governance Committee that the ELCHC team recommends holding a Sunshine Law refresher facilitated by Board attorney Steve Lee for the Board of Directors during the February 21, 2022 Board meeting.

### **Public Comment Process**

Mrs. Minney reported that a Board member expressed their concerns regarding the public comment process, stating that it limits individuals from making a public comment. Mrs. Minney reviewed the process with the Committee, highlighting the following:

1. Designate a specified time for public comment. There are two Public Comment sections on the Board agenda. Public Comment I is specific to agenda items. Public Comment II is general comments and at the end of the agenda.
2. Public Comment cards can be accessed via our website. Or, if attending in-person, public comment cards are available. ELCHC requests that Public Comment cards are submitted to staff before the start of the noticed time of the meeting.
3. ELCHC provides guidelines regarding the amount of time an individual has to address the Board. Each individual is given 3 minutes to speak.

The Committee recommended that during a Board meeting, staff should include instructions on how to make a public comment in the Zoom meeting chat.

### **Public Notice Process**

Ms. Scott reported that one of the Board members raised concern about how transparent the ELCHC is when posting public notices regarding provider review hearings. Ms. Scott reviewed the ELCHC's current process when posting public notices:

1. Provide reasonable notice of all meetings – at least 2 days before the meeting(s).
2. ELCHC informs the public that all are welcome to attend.
3. State the name of the meeting, date and time, and location or meeting setting (virtual or in-person). Ensuring that the times and places we hold the meetings are accessible to the public.

4. Provide access to submit a public comment before/during the meeting.

The Committee recommended making an option for the child care provider to select whether they would like their name to be included on the public notice.

**Board Orientation Process**

Mrs. Minney informed the Committee that the ELCHC staff would like to bring recommendations to the Governance Committee on improving the process in selecting new board members and how better to engage board members in the Board orientation process.

**Attendance Policy**

Ms. Scott reported that during the 2021-2022 Accountability Monitoring, the Division of Early Learning observed a governance issue regarding board attendance. It was noted one board member had excessive absences from board meetings during the review period. Ms. Scott stated that the ELCHC team wanted to bring this to the Committee's attention to help inform the full Board of the importance of attending regular board meetings. Ms. Scott reported that the Board has an average attendance of 82% for regular meetings of the Board and 70% attendance for special meetings of the Board.

**INFORMATION ITEM**

**Board membership Roster**

A copy of the updated Board membership roster was included in the meeting agenda packet for the Governance Committee.

**ADJOURNMENT**

*Citing no further business, Tracye Brown made a motion to adjourn the meeting at 4:30 pm. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.*

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

Thursday, February 17, 2022, at 2:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr., Blvd., Suite 100  
Tampa FL, 33619

**MEETING ATTENDANCE**

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

**Committee Members Present:**

Dr. Stephe Holmquist Johnson\*, and Dr. Shawn Robinson\*

**Committee Members Absent:**

Luke Buzard, Tracye Brown, and Aakash Patel

**ELCHC Staff:**

Gordon Gillette\*, Kelley Minney\*, Kiyana Scott, Helen Sovich\*, Rick Rampersad\*, Gary Meyers\*, and Megan Folts\*

**Other Attendees:**

Kelley Parris\* and Dr. Daphne Fudge\*

*\*Indicates attendance by Zoom Meeting platform.*

**CALL TO ORDER**

**Quorum Verification**

A quorum was not present. The meeting began at 2:00 pm.

**PUBLIC COMMENT**

There was no Public Comment.

**RFP GOVERNANCE RELATED LEGAL SERVICES**

The Governance Committee special meeting was held to review and score the submitted proposals for the Governance Related Legal Services Request for Proposal (RFP) that was released on January 10, 2022. The Coalition received 5 proposals:

1. Gray Robinson
2. Weiss Serota Helfman Cole + Bierman
3. Hill Ward Henderson
4. CivForge Law, P.A.
5. Saxon Gilmore & Carraway, P.A. (sent by email to the Governance Committee)



A quorum was not established for the Committee to vote on a candidate; however, Committee members present, and the CEO discussed each proposal. There was further discussion on Dr. Shawn Robinson presenting the discussion of the highest-scoring proposal to the full Board for approval.

**ADJOURNMENT**

The meeting concluded at 3:29 pm.

**Read and Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dr. Stephie Holmquist Johnson, Secretary**



## ELCHC GOVERNANCE COMMITTEE MEETING – March 28, 2022

### ACTION

### ITEM III.A.

**ISSUE:** FY 2022-2023 Governance Committee Meeting Schedule

**RECOMMENDED ACTION:** Approval of FY 2022-2023 Governance Committee Meeting Schedule

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**NARRATIVE:**

The attached document outlines the proposed FY 2022-2023 Governance Committee Meeting Schedule.

(1 Attachment)

## FY 2022-2023 MEETING SCHEDULE

### GOVERNANCE COMMITTEE MEETING SCHEDULE

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Monday, August 1, 2022

Monday, September 26, 2022

Monday, January 30, 2023

Monday, March 27, 2023

Monday, May 22, 2023

All meetings of the Early Learning Coalition of Hillsborough County Governance Committee are held at **3:00 pm** until the conclusion of business at 6302 Martin Luther King Jr. Blvd. Bldg. 100, Suite 100, Tampa, FL 33619 unless otherwise publicly noticed and/or noted above.

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**PLEASE NOTE:** *This meeting schedule is posted on the ELCHC website located at [www.elchc.org](http://www.elchc.org) Changes to any dates, times and locations of these meetings will be posted at all times. Members of the public may confirm by phone by calling (813) 515-2340.*



## ELCHC GOVERNANCE COMMITTEE MEETING – March 28, 2022

### ACTION

### ITEM III.B.

<b>ISSUE:</b>	<b>Score Proposals for Governance Related Legal Services</b>
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning, School Readiness
<b>RECOMMENDED ACTION:</b>	Score Proposals and make a recommendation to the full Board for Governance Related Legal Services.

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#### **NARRATIVE:**

The Request for Proposal (RFP) for Governance Related Legal Services was initially released on October 22, 2021, then reposted on January 10, 2022 to expand the consideration of proposals from a geographic area larger than the Tampa Bay area. The Coalition received five (5) proposals:

1. Gray Robinson
2. Weiss Serota Helfman Cole + Bierman.
3. Hill Ward Henderson
4. CivForge Law, P.A.
5. Saxon Gilmore & Carraway, P.A. (sent via email to the Governance Committee)

The Legal Services RFP Scoring Sheets for each firm is attached.

#### **Governance Related Legal Services RFP Scoring Sheet Process:**

1. Review the RFP for Governance Related Legal Services
2. Review each proposal
3. Each proposal will be scored on seven (7) criteria using a numerical rating scale to 100 (see attached score sheets for criteria).
4. After scoring each proposal, please type or write total score on the line beside "Rater Totals"
5. Sign and date the scoring sheet
6. Submit scoring sheets to Kelley Minney [kminney@elchc.org](mailto:kminney@elchc.org) and Kiyana Scott [kscott@elchc.org](mailto:kscott@elchc.org) prior to the March 28, 2022, meeting.
7. Scores will be reviewed during the March 28, 2022, meeting.

(4 attachments)

**GOVERNANCE RELATED LEGAL SERVICES RFP SCORING SHEET**

Firm Name: Gray Robinson

Rater Totals: \_\_\_\_\_

<b>EVALUATION CRITERIA</b>	<b>Max Points</b>	<b>Points Scored</b>	<b>Comments</b>
Geographic location and accessibility	10		
Past performance on similar assignments	20		
Management plan and/or approach	15		
Evidence of respondent's expertise and experience with nonprofits and state funded organizations	15		
Key personnel	15		
Cost	20		
MBE/WBE/Veteran	5		
<b>TOTAL</b>	<b>100</b>		

Signature of Rater: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL SERVICES RFP SCORING SHEET**

Firm Name: Weiss Serota Helfman Cole + Bierman

Rater Totals: \_\_\_\_\_

<b>EVALUATION CRITERIA</b>	<b>Max Points</b>	<b>Points Scored</b>	<b>Comments</b>
Geographic location and accessibility	10		
Past performance on similar assignments	20		
Management plan and/or approach	15		
Evidence of respondent's expertise and experience with nonprofits and state funded organizations	15		
Key personnel	15		
Cost	20		
MBE/WBE/Veteran	5		
<b>TOTAL</b>	<b>100</b>		

Signature of Rater: \_\_\_\_\_ Date: \_\_\_\_\_

**GOVERNANCE RELATED LEGAL SERVICES RFP SCORING SHEET**

Firm Name: Hill Ward Henderson

Rater Totals: \_\_\_\_\_

<b>EVALUATION CRITERIA</b>	<b>Max Points</b>	<b>Points Scored</b>	<b>Comments</b>
Geographic location and accessibility	10		
Past performance on similar assignments	20		
Management plan and/or approach	15		
Evidence of respondent's expertise and experience with nonprofits and state funded organizations	15		
Key personnel	15		
Cost	20		
MBE/WBE/Veteran	5		
<b>TOTAL</b>	<b>100</b>		

Signature of Rater: \_\_\_\_\_ Date: \_\_\_\_\_

**GOVERNANCE RELATED LEGAL SERVICES RFP SCORING SHEET**

Firm Name: CF Law

Rater Totals: \_\_\_\_\_

<b>EVALUATION CRITERIA</b>	<b>Max Points</b>	<b>Points Scored</b>	<b>Comments</b>
Geographic location and accessibility	10		
Past performance on similar assignments	20		
Management plan and/or approach	15		
Evidence of respondent's expertise and experience with nonprofits and state funded organizations	15		
Key personnel	15		
Cost	20		
MBE/WBE/Veteran	5		
<b>TOTAL</b>	<b>100</b>		

Signature of Rater: \_\_\_\_\_ Date: \_\_\_\_\_

**GOVERNANCE RELATED LEGAL SERVICES RFP SCORING SHEET**

Firm Name: Saxon Gilmore Carraway

Rater Totals: \_\_\_\_\_

<b>EVALUATION CRITERIA</b>	<b>Max Points</b>	<b>Points Scored</b>	<b>Comments</b>
Geographic location and accessibility	10		
Past performance on similar assignments	20		
Management plan and/or approach	15		
Evidence of respondent's expertise and experience with nonprofits and state funded organizations	15		
Key personnel	15		
Cost	20		
MBE/WBE/Veteran	5		
<b>TOTAL</b>	<b>100</b>		

Signature of Rater: \_\_\_\_\_ Date: \_\_\_\_\_