



GOVERNANCE COMMITTEE APPROVED MINUTES

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. Stephie 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. Stephie 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, Tracie 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: Stephanie Holmquist Apr 8, 2022
Dr. Stephie Holmquist Johnson, Secretary **Date**