



BOARD OF DIRECTORS MEETING APPROVED MINUTES

Monday, February 21, 2022, at 3:00 pm
Hybrid Meeting
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*, Carl Harness*, Dr. Jacquelyn Jenkins*, Allison Nguyen*, Dr. Lise Fox*, Luke Buzard*, Aakash Patel*, Kelley Parris*, Amanda Jae*, Dr. Stephanie Holmquist Johnson*, Adam Giery*, Lee Bowers*, Dr. Shawn Robinson, and Tracy Brown*

Board Members Absent:

Dr. Jodi Marshall, Dustin Portillo, and Shelia Rios

ELCHC Staff:

Lorinda Gamson*, Gordon Gillette, Megan Folts, Alison Fraga*, Gary Meyer*, Rick Rampersad, Kelley Minney, Kiyana Scott, Abigail Perez*, Helen Sovich*, Nancy Metsker*, Hannah Goble*, Martha Aguiar*, Tiffany Skals*, Lissette Godwin, Gwyn Feldhake* and Tracy Knight*

Other Attendees:

John Flanagan*, Tonia Williams*, Danielle Flowers*, Angela Chowning*, Dr. Demetria Waddell*, Ellen Zinzeleta*, Andres Plaza*, Erin Smeltzer*, Molly Grant*, Steve Lee*, Marni Fuente*, Pam Chalfant*, Robyn Perlman*, Tammy Shamburger*, Amy Haile*, Meriel Martinez*, Michelle Zieziula* and Loreen (the last name not provided) *

**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 3:05 pm.

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

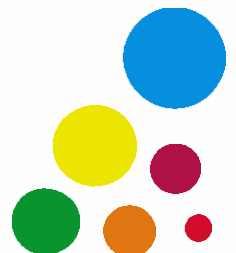
PUBLIC COMMENT I

There was no Public Comment.

Chairman's Report

A. Mission Moment

Chair Patel recognized Dr. Leslene Gordon for her service on the Board of Directors and introduced new Board member, Allison Nguyen, Program Manager, Office of Healthy Equity, Florida Department of Health – Hillsborough County.



Chair Patel recognized John Flanagan for his service on the Board of Directors. Mr. Flanagan introduced Michelle Zieziula. Ms. Zieziula will serve as John's permanent designee for the local workforce development board executive director member position.

Chair Patel recognized Steve Lee for representing the Board of Directors as the Board Attorney.

B. Child Care Provider Site Visits

Chair Patel informed the Board of Directors that Westminster Academy and The Learning Center at St. Johns had invited members of the Board to visit their centers any time after March 21, 2022. Chair Patel stated that if any member is interested to contact Kelley Minney and Kiyana Scott for more information.

Chair Patel requested Cynthia Chipp to confirm with providers in the community if they are available for a site visit. Ms. Chipp stated that she would contact Kiyana Scott with the names of the providers that will be open for a site visit.

C. Legislative Updates

Erin Smeltzer, Executive Director, and Molly Grant, Deputy Director of the Association of Early Learning Coalitions, provided updates on the 2022 Legislative Session.

CONSENT AGENDA

The following items were included under the Consent Agenda:

- 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, Special Committee 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 Diversity, Equity, and Inclusion Focus Group Meeting Minutes
- I. February 9, 2022 Board of Directors Diversity, Equity, and Inclusion Focus Group Meeting Minutes

Board Member Candy Olson requested ELCHC staff to provide additional details when constructing the meeting minutes to be more informative for the Board of Directors. Ms. Olson referenced the December 7, 2021 Board of Directors Meeting Minutes. In addition, Ms. Olson suggested adding the Zoom meeting links to the public notices.

Candy Olson made a motion to approve the Consent Agenda. Commissioner Gwen Myers made a second. The motion carried unanimously.

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 Learning Network**

Mr. Gillette reported that the Coalition would assist in research, recruitment, and retention for the early learning professionals and educators in the Hillsborough Early Learning Network (HELN).

Mr. Gillette introduced Pam Chalfant, Assistant Director, Academics, at the Lastinger Center for Learning. In addition, Mr. Gillette announced that ELCHC staff member Roshaun Gendrett, Manager, Quality and Program Compliance, will be responsible for overseeing the Coalition's efforts with HELN.

Dr. Stephe Holmquist Johnson made a motion to authorize staff to execute a contract with The University of Florida Board of Trustees for the benefit of the Lastinger Center for Learning in the amount up to \$225,000 for year 1 and up to \$200,000 for years 2 and 3. Candy Olson made a second. Adam Giery abstained. The motion carried.

B. Approve allocation of funds to Champions for Children

Mr. Gillette reported that the ELCHC received \$509,000 for Program Outreach and Awareness. The ELCHC released a request for proposals to solicit organizations to support family engagement.

There was a discussion regarding ELCHC staff informing the Board of Directors of any request for proposals (RFP) to eliminate the possible duplication of services in the community. Candy Olson made a motion for any RFP over \$100,000, ELCHC staff should email Board members to inform them that the RFP was being let. There was a second by Commissioner Myers, but after further discussion, Ms. Olson withdrew the motion, and Commissioner Myers withdrew the second.

Candy Olson made a motion to approve the allocation of funds to Champions for Children in the amount of \$174,433. Dr. Lise Fox made a second. Dianne Jacob recused. The motion carried.

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

Gary Meyer, Chief Financial Officers, reported the increase of \$375,000 to the Children's Forum to support Voluntary Pre-Kindergarten (VPK) providers and educators with education-based salary supplements.

Dr. Shawn Robinson made a motion to approve the allocation of funds to Children's Forum in the amount of \$375,000 for VPK INCENTIVES for FY 2021-2022. Cynthia Chip made a second. The motion carried unanimously.

D. Approve allocation of funds to OneconnectionIT LLC

Mr. Meyer reported that OneconnectionIT LLC would provide 150 computers with added software for participants in the Business Leadership Training and 24/7/365 technical support.

Candy Olson made a motion to approve the allocation of funds to OneconnectionIT LLC in the amount of \$511,890 for FY 2021-2022. Luke Buzard made a second. The motion carried unanimously.

E. Approve allocation of funds to the Business Leadership Institute for Early Learning

Mr. Meyer and Marth Aguiar, Workforce Coordinator, presented a workforce initiative presentation to the Board of Directors, highlighting the following:

- After conducting a workforce survey of 1,100 child care providers to assess the needs of the child care provider community, there were 523 respondents.
- Child care providers need support with recruiting, training, and retaining staff.
- Child care providers expressed interest in business leadership and technology support.

Mr. Meyer reported that the ELCHC would be supporting the child care providers on how to strategically implement and spend the American Rescue Plan Act (ARPA) funding by providing:

- Business leadership training
- Technology and supports
- Coaching and technical assistance

There was further discussion on the ELCHC staff's capacity to conduct training and coaching to the child care providers in the business leadership training and how the child care providers would have an opportunity to participate in the training.

Dr. Jacquelyn Jenkins made a motion to approve the allocation of funds to the Business Leadership Institute for Early Learning in the amount of \$75,000 for FY 2021-2022. Luke Buzard made a second. The motion carried unanimously.

COMMITTEE REPORTS

Legislative Affairs Committee

Adam Giery waived the Legislative Affairs Committee report.

Governance Committee

Dr. Shawn Robinson informed the Board of Directors that the Governance Committee met on January 31, 2022, to review and discuss the following items:

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

Dr. Shawn Robinson reported that the Governance Committee met on February 17, 2022, to review the submitted proposals for Governance Legal Services, but a quorum was not present.

Executive Committee

Chair Patel informed the Board of Directors that the Executive Committee met on February 14, 2022, to review and discuss the following items:

- Committee Reports
- CEO Report
- Splash into A Day of Preschool
- Teacher's Night Out
- Board Social Hour

Finance Committee

The Finance Committee met on February 7, 2022, to review and discuss the following:

- 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

Service Delivery and Efficiency Committee

Dr. Daphne Fudge informed the Board of Directors that the Service Delivery and Efficiency Committee met on February 21, 2022, and the Committee plans to meet regularly.

FINANCIAL REPORT

Mr. Meyer reviewed the financials through December 31, 2021.

CEO REPORT

A. American Rescue Plan Act (ARPA) Stabilization Plan

Mr. Gillette provided an update on ARPA funding, highlighting the following:

- ELCHC would receive \$51 M to distribute over three (3) quarters to non-contracted and contracted child care providers.
- Funding would be based on child enrollment

B. Nonprofit Leadership Center – Focus Groups & Intercultural Development Inventory Report

Meriel Martinez, Program Director, Nonprofit Leadership Center, informed the Board of Directors of the final phases of the IDI Assessments, focus groups, and trainings.

C. ELCHC Employee 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.

D. Listening Tour Update

Megan Folts, Director, Provider Relations, provided an update to the Board of Directors on the Listening Tours. Ms. Folts highlighted the following:

- A total of 42 child care providers attended the listening tours.

- The Listening Tours were lightly attended, and tours were canceled due to low attendance or rescheduled.
- Connection cards were available to each child care provider to request meetings or visits with ELCHC staff and Board members.

There was further discussion on how to engage with child care providers to increase the participation rates and what the ELCHC staff had learned from conducting the tours.

E. ALICE Population Study

Mr. Gillette informed the Board of Directors of the need to dive deeper into the Asset, Limited, Income Constrained, Employed (ALICE) population by conducting an ALICE study.

F. 3-5 Initiative Update

• **Kindergarten Awareness**

Alison Fraga, Chief Development Officer, reported that the ELCHC had launched a 4-month campaign occurring inside the HART buses. Mrs. Fraga stated that the Coalition expects half a million impressions from this campaign. Mrs. Fraga informed the Board of an upcoming radio ad campaign with Beasley Media Group. Ms. Fraga stated that the Coalition would launch a direct mail campaign in early March, approximately targeting 20,000 homes in Hillsborough County to bring awareness to School Readiness.

• **iSpy Tampa Bay**

Mrs. Fraga reported that the iSpy program enhances learning in 3,4-, and 5-year-old classrooms. Ms. Fraga highlighted the following:

- 45 classrooms/23 child care providers are participating in the program
- 513 children/400 families have applied for a membership with Zoo Tampa, Florida Aquarium, and the Glazer Children's Museum
- Classroom materials, books, and digital field trips would be provided to the child care providers in addition to home libraries for the families.

• **Kindergarten Transition**

- Lissette Godwin, Manager, Regional Area 1 & 2, reported that the Coalition actively sought funding from the Community Foundation Tampa Bay and United Way Suncoast Community Investment Grants. These grants focus on five (5) early childhood sites that provide equipment and literacy activities for teachers and children.

DISCUSSION ITEMS

A Day of Preschool

Ms. Fraga informed the Board of Directors of the upcoming fundraising event on May 12, 2022 – Splash into A Day of Preschool. Ms. Fraga asked the Board for their help and support in securing sponsorships and inviting guests.

Chair Patel requested that the additional discussion items be emailed to the Board of Directors.

PUBLIC COMMENT II

Dr. Demetria Waddell made a public comment on the low participation rate among child care providers during the Listening Tours.

Danielle Flowers made a public comment on the timing and location of the Listening Tours.

INFORMATION ITEM

An updated Board Membership Roster was provided to the full Board as an information item.

ADJOURNMENT

Citing no further business, Commissioner Gwen Meyers made a motion to adjourn the meeting at 5:02 pm. Candy Olson made a second. The motion carried unanimously.

Read and approved by: Stephanie Holmquist May 5, 2022
Dr. Stephe Holmquist Johnson, Secretary ***Date***