



GOVERNANCE COMMITTEE APPROVED MINUTES

Monday, March 28, 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, Helen Sovich, and Erica Turchin*

Other Attendees:

Kelley Parris* and Tonia Williams*

**Indicates attendance via Zoom platform*

CALL TO ORDER

Quorum Verification

Noting a quorum, Committee Chair Dr. Shawn Robinson called the meeting to order at 3:01 pm.

Approval of January 31, 2022, Governance Committee Regular Meeting Minutes

Dr. Stephie Holmquist Johnson made a motion to approve the January 31, 2022, Governance Committee regular meeting minutes. Tracye Brown made a second. The motion carried unanimously.

Approval of February 17, 2022, Governance Committee Special Meeting Minutes

Dr. Shawn Robinson made a motion to amend the February 17, 2022, Governance Committee special meeting minutes by inserting "the governance Committee decided to send the top two firms for the Governance Legal Services to the full Board". Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.

The Committee discussed the recommended corrections to February 17, 2022, Governance Committee special meeting minutes that Board member Kelley Parris made. Ms. Parris proposed that the minutes needed to include that the members present at the February 17, 2022, meeting decided to send the top two firms for the Governance Legal Services to the full Board.

PUBLIC COMMENT

There was no Public Comment.

ACTION ITEMS

A. FY 2022-2023 Governance Committee Meeting Schedule

Mr. Gordon Gillette presented the proposed FY 2022-2023 Governance Committee meeting schedule.

Tracye Brown made a motion to approve the FY 2022-2023 Governance Committee meeting schedule. Aakash Patel made a second. The motion carried unanimously.

B. Score Proposals for Governance Related Legal Services

Mr. Gillette informed the Committee that five (5) firms submitted proposals for the Governance Related Legal Services Request for Proposals (RFP). Total scores for each firm were reviewed:

1. Gray Robinson – 74.40
2. Weiss Serota Helfman Cole & Bierman – 68.40
3. Hill Ward Henderson – 76.80
4. CivForge Law, P.A. – 60.20
5. Saxon Gilmore & Carraway, P.A – 88.40

Aakash Patel and Dr. Shawn Robinson informed the Committee that Saxon Gilmore & Carraway, P.A. is retained by Hillsborough Community College. Both Mr. Patel and Dr. Robinson stated that neither have a personal conflict of interest.

Aakash Patel made a motion to approve the recommendation of Saxon Gilmore & Carraway, P.A. for Governance Related Legal Services to the full Board for approval. Dr. Stephanie Holmquist Johnson made a second. The motion carried unanimously.

DISCUSSION ITEMS

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

Mrs. Kelley Minney informed the Governance Committee that due to the low number of submitted ELCHC CEO Performance Evaluations forms, a special meeting would need to be held for the Governance Committee to meet and review the ELCHC CEO Performance Evaluation forms. The Governance Committee decided to hold a special meeting on May 2, 2022, at 2:00 pm and have staff email a doodle poll to confirm the availability of the Board for May 2, 2022 at 3:00 pm to have a special Board meeting.

Mrs. Minney provided an update on Rule 6M-9.120 Performance Standards and Evaluations. Mr. Gillette reported that Rule 6M-9.120 Performance Standards and Evaluations requires all Coalitions to complete and submit an Executive Director evaluation form annually; the form will be due to the Division of Early Learning by August 30, 2022. In addition, all Coalitions will have to submit customer service satisfaction survey results. Mr. Gillette stated that if a

Coalition's survey results are at or below sixty (60) percent, the Coalition will be placed on a corrective action plan or be required to merge with another Coalition.

B. New ELCHC Leadership Team Member

Stacey Francois, Director, Program Initiatives and Analysis, introduced herself to the Governance Committee.

ADJOURNMENT

Citing no further business, Tracye Brown made a motion to adjourn the meeting at 3:37 pm. Aakash Patel made a second. The motion carried unanimously.

Read and approved by: *Stephanie Holmquist Johnson, Ph.D.* Jun 27, 2022
Stephanie Holmquist Johnson, Ph.D. (Jun 27, 2022 16:11 EDT)
Dr. Stephe Holmquist Johnson, Secretary _____ *Date*