



ELCHC Governance Committee Meeting

Monday, May 23, 2022 at 3:00 pm

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

<https://zoom.us/j/93778015248?pwd=K29zQXlsSVdqeTZsZXNJWnp0MXhHQT09>

Meeting ID: 937 7801 5248

Passcode: 566121



ELCHC Governance Committee Agenda Packet

Monday, May 23, 2022

I. CALL TO ORDER

S. Robinson

- A. Roll call/Quorum Verification
- B. Approval of the March 28, 2022 Regular Meeting Minutes - 3
- C. Approval of the May 2, 2022 Special Meeting Minutes - 6

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. Board Officers FY 2022-2023 - 8

S. Robinson

IV. CEO REPORT

G. Gillette

V. DISCUSSION ITEMS

- A. CEO Performance Evaluation Process - 9
- B. New Board Member Orientation - 27

S. Robinson

K. Minney

VI. ADJOURNMENT

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. Stephie 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, Tracie 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: _____
Dr. Stephie Holmquist Johnson, Secretary *Date*

Monday, May 2, 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

Committee Members Present:

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

Committee Members Absent:

Luke Buzard

ELCHC Staff:

Alison Fraga, Gordon Gillette, Kiyana Scott, Helen Sovich, Rick Rampersad, Hannah Goble*, Abigail Perez* and Gary Meyer

Other Attendees:

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 2:01 pm.

PUBLIC COMMENT

There was no Public Comment.

ACTION ITEMS

A. Approval of CEO Annual Performance Increase

The Committee reviewed the results of the annual performance appraisals of the CEO, which included the CEO's strategic objectives. A total of 19 annual performance appraisals were received. The overall cumulative score of the CEO was noted as 2.74. Mrs. Helen Sovich noted that Lee Bowers submitted his completed annual performance appraisal after the deadline.

Aakash Patel made a motion to include Lee Bowers' annual performance appraisal and scores. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.

There was a discussion about the CEO performance dimension comments and Board member Kelley Parris' comments.

Aakash Patel made a motion to recommend an annual salary increase to the salary cap of \$203,700 to the full Board for approval. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.

DISCUSSION ITEMS

There was further discussion on reestablishing the Communications and Outreach Committee and committee structure.

ADJOURNMENT

Citing no further business, Dr. Stephie Holmquist Johnson made a motion to adjourn the meeting at 2:53 pm. Aakash Patel made a second. The motion carried unanimously.

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

ELCHC GOVERNANCE COMMITTEE MEETING – MAY 23, 2022

ACTION

ITEM III.A.

ISSUE: **Board Officers FY 2022-2023**

RECOMMENDED ACTION: Recommend a Slate of Candidates to serve as Officers of the Board of Directors.

NARRATIVE:

The Governance Committee is responsible for recommending a slate of candidates to serve as officers of the Board of Directors.

ELCHC Bylaws, Article IV, Section 1 Officers:

The Officers of the Corporation shall be a Chair of the Board (Governor appointed), a Vice-Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect.

<u>FY 2021-2022 Officers</u>
Aakash Patel, Chair (Governor Appointed)
Dr. Shawn Robinson, Vice Chair
Dr. Stephie Holmquist Johnson, Secretary
Luke Buzard, Treasurer

ELCHC GOVERNANCE COMMITTEE MEETING – MAY 23, 2022

DISCUSSION

ITEM V.A.

ISSUE: CEO Performance Evaluation Process

NARRATIVE:

The Governance Committee has the responsibility of recommending action items to the full Board which includes the Chief Executive Officer evaluation process.

ELCHC Bylaws, Article V, Section 1 Committees:

Governance Committee: The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Chief Executive Officer evaluation process-each early learning coalition shall complete an annual evaluation of the early learning coalition's executive director or chief executive office on forms adopted by DEL, and Chief Executive Officer communication with Board and Florida Department of Education Division of Early Learning (DEL). Membership shall consist of board members appointed by the Board Chair.

(3 Attachments)

6M-9.120 Early Learning Coalition Performance Standards and Evaluations.

(1) Definitions.

(a) “Customer service satisfaction survey” is a questionnaire of performance that measures customers’ or related stakeholders’ level of satisfaction with services.

(b) “Needs Improvement” means there is moderate evidence that performance standards are satisfactorily met.

(c) “Performance level” is a description of how high or low a performance rating is within a performance standard.

(d) “Performance rating” means the final performance level resulting from an evaluation of performance standards.

(e) “Performance standards” are the criteria that will establish how well an early learning coalition implements the service delivery and local administration of the Child Care Resource and Referral (CCR&R) Network, School Readiness (SR) and Voluntary Prekindergarten (VPK) programs.

(f) “Substantially Met” means there is evidence that most or all performance standards are satisfactorily met.

(g) “Unsatisfactory” means there is little to no evidence that performance standards are satisfactorily met.

(2) Early Learning Coalition Performance Standards. The Division of Early Learning (DEL) shall measure the ability of each early learning coalition to meet performance standards using data from requirements in the DEL Grant Agreement, review of school readiness plans, compliance with the customer service satisfaction survey requirements, and CCR&R, SR, and VPK programmatic and fiscal monitoring, at a minimum.

(a) DEL shall evaluate the coalitions on the following performance standards:

1. Coalition submits grant agreement deliverables and reports on or before the due date;

2. Coalition maintains a CCR&R Network, updates provider profiles, and provides training and technical assistance as required in Rule 6M-9.300, F.A.C.;

3. Coalition maintains a SR plan, as required in Rule 6M-9.115, F.A.C., and implements the policies and procedures as appropriate;

4. Coalition maintains compliance with financial management requirements;

5. Coalition completes corrective action plans within required timeframe, if applicable;

(b) Coalitions will receive a performance rating, as outlined in (4)(a) below, based on the outcome of the evaluation.

(3) Customer Service Satisfaction Survey. The customer service satisfaction survey will be completed by parents, child care providers, CCR&R customers, and early learning coalition board members required under section (s.) 1002.83, F.S.

(a) Beginning in fiscal year 2022-2023, the customer satisfaction survey shall be disseminated to:

1. Customers upon completion of a CCR&R inquiry in accordance with Rule 6M-9.300, F.A.C.

2. Parents upon an initial eligibility determination, and annually thereafter at redetermination, for the SR or VPK programs, where applicable.

3. Child care providers upon execution of the statewide provider contract for participation in SR or VPK programs.

4. Early learning coalition board members annually.

(b) Survey results shall comply with s. 1002.82 (3)(a), F.S., and be reported in the DEL’s annual report. An early learning coalition with survey results below sixty (60) percent will be placed on a corrective action plan for a period of one (1) year.

(4) Early Learning Coalition Performance Outcomes and Evaluations. The outcome measures from performance standard evaluations will determine the coalition’s performance rating.

(a) A summative performance rating. DEL shall determine each coalition’s performance rating using these performance levels: substantially met, needs improvement, or unsatisfactory.

(b) Needs Improvement Performance Ratings. The DEL will provide an early learning coalition with recommendations for improving performance in identified criteria. An early learning coalition may request technical assistance from the DEL for implementing recommendations.

(c) Unsatisfactory Performance Ratings. The DEL shall issue a corrective action plan to an early learning coalition with an unsatisfactory performance rating and/or a customer service satisfaction survey result below sixty (60) percent.

Corrective action plans shall include, but not be limited to, technical assistance, staff professional development, or coaching. If a coalition fails to receive a customer service satisfaction survey result at or above the sixty (60) percent threshold after the one (1) year corrective action period and/or does not receive a performance rating above unsatisfactory at the next evaluation, the DEL may opt to contract with a qualified entity to continue the delivery of CCR&R, SR, and VPK services in the coalition's service area until the DEL reestablishes the coalition's eligibility or merges the coalition with an existing early learning coalition that has substantially met the performance standards.

(5) Chief Executive Officer (CEO) or Executive Director Evaluation. The Early Learning Coalition Board Chair or other delegated member shall annually complete the Chief Executive Officer/Executive Director Evaluation, Form DEL-SR 120, August 2022, for the ELC's CEO or executive director. The evaluation must be completed and submitted to DEL by August 30 of each year. The Chief Executive Officer/Executive Director Evaluation, Form DEL-SR 120, August 2022, is incorporated by reference and a copy may be obtained from the DEL's website at www.floridaeearlylearning.com or from the following link: (insert link).

(6) Early Learning Coalition Mergers. Coalitions that fail to satisfactorily meet the requirements in paragraphs (3) and (4) above, may be required to merge their services with another coalition.

(a) Coalitions required to merge must submit the following documentation to DEL within thirty calendar days of receiving written notification:

1. Statement of coalition's current service area by county;
2. A description of proposed allocation of personnel services;
3. The current financial situation and the anticipated financial situation for two grant program years;
4. Active contracts related to service providers or material service organizations that will remain part of the coalition's service delivery model;
5. The process by which continuity of knowledge will be ensured;
6. Identification of the method proposed to reallocate board membership positions among the counties in the newly proposed service area;
7. A description of any proposed improvements or changes to coordinate and reduce the wait list for the newly merged or changed service area; and
8. A description of any proposed changes to the service delivery model (i.e., use of a material service organization, contracted service provider, outsourced fiscal management or program services, etc.).
9. A description of any record management systems not captured in the Statewide Single Information System.

(b) DEL will notify the impacted adjacent contiguous coalitions of an intent to merge within fifteen calendar days of receiving the documentation in (6)(a) above.

1. The impacted coalition(s) must submit a response to DEL within fifteen calendar days of receiving the intent, which may include the following:

- a. A statement of support for merging with the coalition.
 - b. A statement identifying comments, suggestions or questions requesting more information about the merging coalition.
 - c. A statement of interest in alternate arrangements for merging specific portions of the coalition's service area.
2. An impacted adjacent coalition may review the intent to merge with the board's Executive Committee in the event the full governing board meeting will not be held within the required response time deadline.

(c) The DEL will review all documentation and must approve the merging of coalitions prior to the initiation of merger proceedings. Once approved, the coalitions must develop an appropriate merger plan that includes procedures for consolidation that minimize duplication of programs and services, and for the early termination of the terms of the coalition members required to accomplish the merger. This plan must be submitted to DEL for review within 30 calendar days from the DEL approval date.

Rulemaking Authority 1002.82(3) and (5), 1002.83(14), F.S. Law Implemented 1002.82(3) and (5), 1002.83(14), F.S. History—New XX-XX-XXXX

Chief Executive Officer/Executive Director

Annual Performance Evaluation

Officer/Director's Name: _____

Date: _____

Evaluation Period: _____

ELC: _____

Position Summary: The Chief Executive Officer (CEO)/Executive Director (ED) is responsible for providing direction, leadership, and oversight to the Coalition in support of its mission, strategic plan, and annual goals and objectives. The CEO/ED must effectively work with board members, volunteers, government officials, community leaders, business leaders, child care providers, and the clients and families that the ELC serves. The CEO/ED provides leadership to internal staff and is responsible for daily operations of the business, including oversight of financial management, human resources, fund development, program quality and delivery, and public relations.

Evaluate the CEO/ED's performance in the domains below using the following ratings:

3 = Consistently Meets Expectations

2 = Occasionally Meets Expectations

1 = Does Not Meet Expectations

Comments must be included for each factor with a rating of "Does Not Meet Expectations". Additional comments may be attached to this form.

Domain 1: Board Administration and Support – Supports operations and administration of the Board by advising and informing Board Members, as well as interfacing between Board and staff.

<u>Rating</u>	<u>Performance Indicator</u>
	<u>Provides the board with professional advice and recommendations based on the organization's strategic plan.</u>
	<u>Appropriately engages the Board in establishing the ELC's policy direction; interprets and executes the intent of Board policy; supports Board policy and actions to the public and staff.</u>
	<u>Communicates with the Board chair and other members of the Board to provide accurate, sufficient, and relevant information regarding Board policy and operations in a timely manner.</u>
	<u>Fosters a harmonious working relationship with the Board.</u>
	<u>Provides support for Board teamwork and effectiveness as ELC advocates in the community; promotes and supports Board recruitment, education, and development.</u>
<u>Total:</u>	<u>Comments regarding the performance in this domain:</u>

Domain 2: Program and Service Delivery – Oversees development, implementation, and quality assurance of all Coalition programs and services.

Rating	Performance Indicator
	<u>Effectively communicates ELC's vision and goals to staff, community, and others; builds commitment to mission and priorities of ELC.</u>
	<u>Provides direction and defines priorities to assure that the ELC's programs and services respond to the needs of families, children, and providers.</u>
	<u>Identifies problems and issues confronting the ELC and recommends/implements appropriate changes and directions.</u>
	<u>Encourages and promotes long range planning and implementation of plans; keeps Board and others informed of trends and decisions that may impact the ELC.</u>
	<u>Measures the extent to which ELC programs improve enrolled children's readiness for school; report findings to the Board and the community.</u>
<u>Total:</u>	<u>Comments regarding the performance in this domain:</u>

Domain 3: Financial Sustainability and Mission Impact – Recommends yearly budget for Board approval and prudently manages the Coalition's resources within budget guidelines according to authorized policies and procedures that fully conform to current laws and regulations. Oversees the planning and implementation of match development activities, including establishing resource requirements, identifying funding sources and establishing strategies to approach potential donors.

Rating	Performance Indicator
	<u>Provides leadership for sound fiscal management practices and procedures; assures the budget supports the ELC's mission, goals, and long-range planning.</u>
	<u>Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate.</u>
	<u>Possesses a robust understanding of the ELC's financial needs and communicates them clearly.</u>
	<u>Provides leadership and supports appropriate strategies for attracting match funds to the ELC.</u>
	<u>Works with staff to understand and resolve fiscal issues that affect the ELC.</u>
<u>Total:</u>	<u>Comments regarding the performance in this domain:</u>

Domain 4: Human Resource Management, Staff and Administrative Relations – Effectively manages the human resources of the organization according to authorized policies and procedures that fully conform to current laws and regulations.

Rating	Performance Indicator
	<u>Provides leadership for developing and executing sound personnel procedures and practices.</u>
	<u>Recruits and retains a talented and diverse staff.</u>
	<u>Ensures compliance with relevant workplace and employment laws.</u>
	<u>Encourages and supports staff to participate in ongoing professional development opportunities.</u>
	<u>Establishes clear patterns of authority, responsibility, supervision and communication with staff.</u>
<u>Total:</u>	<u>Comments regarding the performance in this domain:</u>

Domain 5: Community, State, and Public Relations – Directs and coordinates public relations and community awareness efforts. Assures that the Coalition and its mission, programs, and services are consistently presented in a strong, positive image to the relevant stakeholders.

Rating	Performance Indicator
	<u>Develops and maintains positive relationships with the community, business, and civic leaders; encourages community involvement and contribution to the ELC.</u>
	<u>Represents and promotes the ELC through regular attendance and involvement in meetings, conferences, interagency and community activities dealing with early childhood education and family issues.</u>
	<u>Encourages community involvement and contribution to the ELC.</u>
	<u>Provides leadership on behalf of the ELC at the state level; advocates the needs of the ELC to appropriate federal and state officials and agencies, community leaders, child advocates, and parents, including lobbying the state legislature within the parameters permitted by state and federal law and regulation.</u>
	<u>Serves as an effective spokesperson. Represents the organization well to its constituencies, including clients/members/patrons, other nonprofits, government agencies, elected officials, funders, and the general public.</u>
<u>Total:</u>	<u>Comments regarding the performance in this domain:</u>

Domain 6: Professional Skills and Abilities

Rating	Performance Indicators
	<u>Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.</u>
	<u>Is well organized and efficient in the accomplishment of objectives.</u>
	<u>Skillful at analyzing and addressing problems, challenges, and conflicts, even under stress.</u>
	<u>Effectively communicates verbally and in written form.</u>
	<u>Actively engages in continuous professional development.</u>
<u>Total:</u>	<u>Comments regarding the performance in this domain:</u>

Domain 7 (Optional): List three to five local performance indicators:

Rating	Performance Indicators
<u>Total:</u>	<u>Comments regarding the performance in this domain:</u>

Performance Domain	Rating Totals
Domain 1	
Domain 2	
Domain 3	
Domain 4	
Domain 5	
Domain 6	
Domain 7 – optional local	
*Average Rating	

**To calculate the average rating, add up all rating totals from each domain and divide by 6 or 7, as appropriate.*

Evaluator Name: _____

Evaluator Signature: _____



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Early Learning Coalition of Hillsborough County (ELCHC)

Chief Executive Officer Performance Appraisal Form for Board Members

Today's Date:	_____
Performance Review Period:	_____
Chief Executive Officer's Name:	Gordon L. Gillette
ELCHC Board Member Conducting the Appraisal:	_____

*Please review, complete, and sign the Chief Executive Officer Performance Appraisal Form and return it to ELCHC by close of business on **** The form may be submitted via email to:*

Helen Sovich, Manager, Human Resources
HSovich@elchc.org
Cc: Kiyana Scott and Kelley Minney
kscott@elchc.org and Kminney@elchc.org

Performance Dimensions Section

Rate the seven Performance Dimensions (pages 5-11) on known or observed behaviors of the Chief Executive Officer (CEO) during this review period. Please base your ratings on observations or interactions and identify strengths and areas for improvement.

Review the following Rating Scale Definitions for the Performance Dimensions. Use this rating scale to select a rating for each of the seven Performance Objectives listed on the following pages.

Include narrative comments to explain/support your ratings and any aspects of the CEO's performance you wish to further comment on. This will help to provide better understanding and feedback as it relates to your rating on each Performance Objective.

Rating Scale Definitions for Performance Dimensions

The ratings are based on a scale of 1 to 3 with 1 being low and 3 being high.

- 3** Exceeds Expectations: The CEO's level of performance on this performance dimension exceeded expectations. Performance exceeded expectations in essential areas of responsibility. Goals or projects were achieved to support this performance within this dimension.
- 2** Meets Expectations: The CEO's level of performance on this performance dimension met expectations. Performance met expectations to an acceptable extent on the essential areas of responsibility. Goals or projects were achieved to support this performance within this dimension.
- 1** Unsatisfactory: The CEO's level of performance fell significantly below the expectations for this performance dimension without any acceptable reason or justification. Performance failed to meet expectations on more than one essential area of responsibility, and less than acceptable progress was made toward achieving this dimension. Significant improvement is required.
- N/O** Not Observed: This rating option is available for use when there is not sufficient information to evaluate the level of performance.

Strategic Objectives Section

Review the Strategic Objectives and the CEO's current status report on the Strategic Objectives. Designate each goal as having met or not met. Tally responses for each.

Rating Scale Definitions for Strategic Objectives:

- 5-6 Goals Met – Exceeds Expectations (denoting a rating of 3 for the Strategic Objectives section)
- 4 Goals Met – Meets Expectations (denoting a rating of 2 for the Strategic Objectives section)
- 0-3 Goals Met – Unsatisfactory (denoting a rating of 1 for the Strategic Objectives section)

Overall Process

Board Member's responses for both the Performance Dimensions section and the Section Objectives section will be tallied and averaged across the Performance Dimensions and across the Strategic Objectives for the full Board. This information will be used by the Executive Committee to provide the CEO with performance feedback and to make compensation decisions. The decision on CEO compensation will

necessarily involve not only performance, but budgetary and salary cap considerations. However, in general, the general guidelines will be used in providing feedback and determining compensation will be as shown in Table 1.

Table 1

<u>Cumulative Score</u>	<u>Generalized Performance Feedback</u>	<u>Target Compensation increase</u>
2.7-3.0	Exceptional	3-5%
2.4-2.69	Commendable	2.5-3.5%
2.0-2.39	Meets Expectations	0-2.5%
1.0-1.99	Below Expectations	0% PIP*

*Performance Improvement Plan

The forms to be completed for the Performance Dimensions and Strategic Objectives appear on pages * and pages *** respectively.**

The applicable CEO salary cap for 2022 is ***

PERFORMANCE DIMENSION #1				
LEADERSHIP: The ability to inspire and motivate individuals in a fair and effective manner to achieve peak performance and appropriately leverage authority to achieve business objectives. <u>Behaviors may include the extent to which the individual:</u> creates vision and sets the ethical compass for the organization in support of the mission; focuses on effectiveness; takes calculated risks in an effort to improve results; identifies opportunities to improve business processes and expand the organization's services; selects, directs and develops others to succeed; holds self and others accountable; acts with character, professionalism, passion, and integrity.				
	1 = Unsatisfactory	2 = Meets Expectations	3 = Exceeds Expectations	N/O = Not Observed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative Comments:

PERFORMANCE DIMENSION #2				
STRATEGIC MANAGEMENT AND ADMINISTRATION: The ability to establish direction and develop effective action plans to accomplish fiscal year goals and carry out the ELCHC's long-range vision. <u>Behaviors may include the extent to which the individual:</u> demonstrates a strategic focus and forward thinking and is proactive in anticipating the needs of the ELCHC's operations that support the goals and objectives of the ELCHC while ensuring the stability of the ELCHC's operations and services; applies complex strategic thinking skills to daily work activities; builds strong relationships with the funded agencies and with the community.	1 = Unsatisfactory	2 =Meets Expectations	3 = Exceeds Expectations	N/O = Not Observed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative Comments:

PERFORMANCE DIMENSION #3				
ACCOUNTABILITY WITH BOARD, FUNDED AGENCIES, AND COMMUNITY:				
<p>The degree and willingness to accept responsibility for the day-to-day and long-term operations of the ELCHC.</p> <p><u>Behaviors may include the extent to which the individual:</u> accounts for all of the actions of the ELCHC's employees, both individually and collectively; accepts responsibility for those actions; establishes outcomes, benchmarks, and measurable goals for the organizations and funded agencies; discloses the results in a transparent manner to the Board and the community; is accountable for the actions and results of ELCHC employees and funded agencies as they relate to the mission.</p>				
	1 = Unsatisfactory	2 = Meets Expectations	3 = Exceeds Expectations	N/O = Not Observed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative Comments:

PERFORMANCE DIMENSION #4				
JUDGMENT IN DECISION- MAKING: The degree to which the Chief Executive Officer uses critical thinking skills to analyze available facts, business responsibilities, and probable outcomes and then pursues an appropriate course of action despite pressure or ambiguity. <u>Behaviors may include the extent to which the individual:</u> bases decisions on fact, rather than one motion; handles sensitive and difficult issues in a professional manner; evaluates alternative options; eliminates personal bias in decision-making; uses logical and sound professional judgment to anticipate possible consequences.	1 = Unsatisfactory	2 = Meets Expectations	3 = Exceeds Expectations	N/O = Not Observed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative Comments:

PERFORMANCE DIMENSION #5

<p>FINANCIAL RESOURCE MANAGEMENT:</p> <p>The degree to which the Chief Executive Officer plans, develops, organizes, and administers the adopted budget and utilizes efficiently the organization's resources to provide high-quality services to meet financial obligations and to ensure long-term financial sustainability.</p> <p><u>Behaviors may include the extent to which the individual:</u> controls costs by staying within established budget limits; displays a clear understanding of financial resources and priorities; makes informed and responsible recommendations and decisions regarding funded agencies and fiscal operations; provides information to assist the Board in making informed decisions regarding budget and management policies.</p>

<p>FINANCIAL RESOURCE MANAGEMENT:</p> <p>The degree to which the Chief Executive Officer plans, develops, organizes, and administers the adopted budget and utilizes efficiently the organization's resources to provide high-quality services to meet financial obligations and to ensure long-term financial sustainability.</p> <p><u>Behaviors may include the extent to which the individual:</u> controls costs by staying within established budget limits; displays a clear understanding of financial resources and priorities; makes informed and responsible recommendations and decisions regarding funded agencies and fiscal operations; provides information to assist the Board in making informed decisions regarding budget and management policies.</p>

<p>FINANCIAL RESOURCE MANAGEMENT:</p> <p>The degree to which the Chief Executive Officer plans, develops, organizes, and administers the adopted budget and utilizes efficiently the organization's resources to provide high-quality services to meet financial obligations and to ensure long-term financial sustainability.</p> <p><u>Behaviors may include the extent to which the individual:</u> controls costs by staying within established budget limits; displays a clear understanding of financial resources and priorities; makes informed and responsible recommendations and decisions regarding funded agencies and fiscal operations; provides information to assist the Board in making informed decisions regarding budget and management policies.</p>

1 = Unsatisfactory ☐

<input type="checkbox"/>	2=Meets Expectations
--------------------------	-----------------------------

<input type="checkbox"/>	3 = Exceeds Expectations
--------------------------	--------------------------

<input type="checkbox"/>	N/O = Not Observed
--------------------------	--------------------

[illegible]

PERFORMANCE DIMENSION #6				
RESPONSIVENESS: The degree to which the Chief Executive Officer is receptive and able to effectively adjust his/her plans and behavior to respond to inquiries and apply appropriate actions and strategies in an appropriate, professional, and timely manner. <u>Behaviors may include the extent to which the individual:</u> provides timely and accurate answers to questions and concerns; informs others if deadline will be missed and resets deadline; provides status updates; modifies actions based upon obtained information.	1 = Unsatisfactory	2 = Meets Expectations	3 = Exceeds Expectations	N/O = Not Observed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative Comments:

PERFORMANCE DIMENSION #7

COMMUNICATION:

The degree to which the Chief Executive Officer communicates in an open, transparent, effective, and forthright manner to maintain the vision and achieve the goals of the ELCHC while operating under the Florida Sunshine law.

Behaviors may include the extent to which the individual: listens and understands; clearly articulates ideas and information verbally and/or through written means; uses appropriate media and methods to provide factual information; provides accurate feedback to others concerning issues; displays tact when providing information regarding ELCHC's business.

COMMUNICATION:

The degree to which the Chief Executive Officer communicates in an open, transparent, effective, and forthright manner to maintain the vision and achieve the goals of the ELCHC while operating under the Florida Sunshine law.

Behaviors may include the extent to which the individual: listens and understands; clearly articulates ideas and information verbally and/or through written means; uses appropriate media and methods to provide factual information; provides accurate feedback to others concerning issues; displays tact when providing information regarding ELCHC's business.

COMMUNICATION:

The degree to which the Chief Executive Officer communicates in an open, transparent, effective, and forthright manner to maintain the vision and achieve the goals of the ELCHC while operating under the Florida Sunshine law.

Behaviors may include the extent to which the individual: listens and understands; clearly articulates ideas and information verbally and/or through written means; uses appropriate media and methods to provide factual information; provides accurate feedback to others concerning issues; displays tact when providing information regarding ELCHC's business.

1 = Unsatisfactory

2 = Meets Expectations

3 = Exceeds Expectations

N/O = Not Observed



--	--

--	--

[illegible]

Status of Strategic Objectives for the CEO of the ELCHC
Completion of Fiscal Year ****

Instructions: Review CEO's summary of Strategic Objectives, attached, and rank each objective as:

Y = Met

N = Did Not Meet

Strategic Objectives for Fiscal ****

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Number of Objectives Met _____

Number of Objectives Not Met _____

Comments

Board Member

Printed Name

Signature

Date

ELCHC GOVERNANCE COMMITTEE MEETING – MAY 23, 2022

DISCUSSION

ITEM V.B.

ISSUE: **New Board Member Orientation**

NARRATIVE:

One of the strategic focus areas set forth by the board included brand development. As such, the ELCHC team has been undergoing comprehensive brand work including providing the board with tools to share the work of the ELCHC. One component of this work included revising the board orientation. Attached is the new presentation.


(1 Attachment)

New Board Member Orientation

Welcome to the Team



EARLY LEARNING
COALITION OF HILLSBOROUGH COUNTY



Orientation Overview

About ELCHC

- Who we are and what we do
- How we got here
- Staff leadership and structure

Organizational priorities and strategic plan

- Increase **access** to early learning
- Improve the **quality** of early learning experiences
- Advance **education** of children and families

Board roles and responsibilities

- Board member expectations
- Board committees
- Laws and requirements

Resources and support for you

About the Early Learning Coalition of Hillsborough County



Why we're all here

Changing their first five years changes everything

90%

of a person's brain development occurs **before age 5.**

Source: [Neuropsychol Rev.](#)

37%

of families with children in Hillsborough County are **living in poverty** or don't earn enough to support their families.

Source: [United For ALICE, 2018](#)

1/2

of children in Hillsborough County are **not ready for kindergarten** when they start.

Source: Hillsborough County Public Schools

Ready for kindergarten = ready for life

Children who are ready for kindergarten are more likely to:

- ✓ Graduate from high school
- ✓ Earn higher incomes
- ✓ Have a lower risk of chronic disease and obesity



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

The Early Learning Coalition of Hillsborough County is a nonprofit that works to ensure all our community's youngest children grow up to achieve anything they can imagine by providing the best possible early learning experiences and supporting the families and teachers who care for them.

Working together with families, educators and community partners to prepare every child for kindergarten, we're creating a brighter future for Hillsborough County and all who live and work here.

A closer look at our brand

OUR MISSION

The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators and the community.

OUR VISION

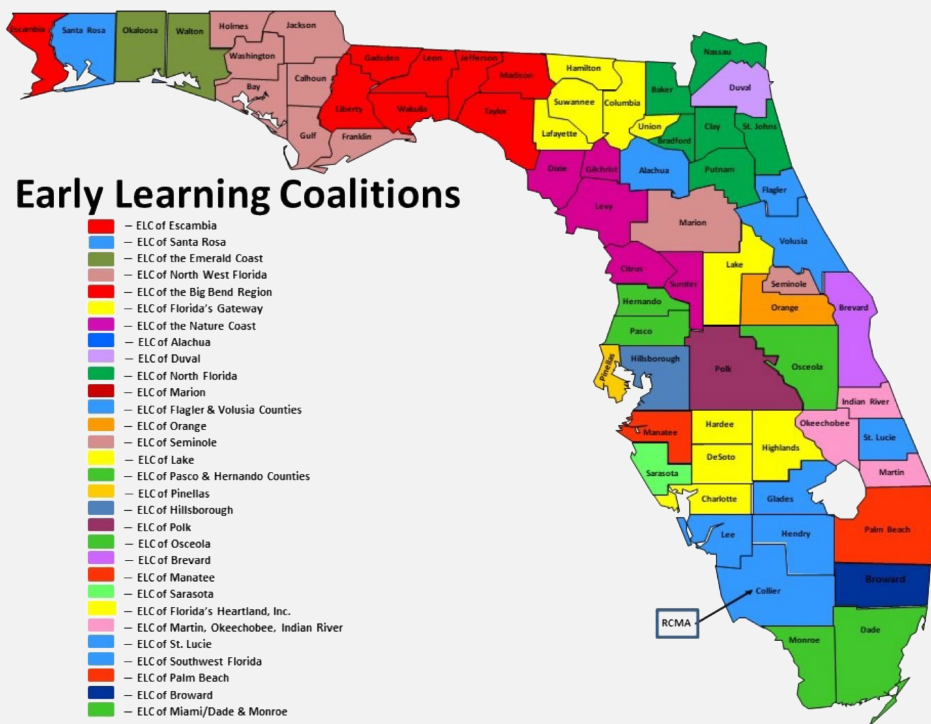
A thriving community where every child has what they need to succeed from the moment they are born.

CORE VALUES

Integrity
Collaboration
Equity
Accountability
Innovation
Consistency
Transparency
Benevolence

Part of a powerful coalition

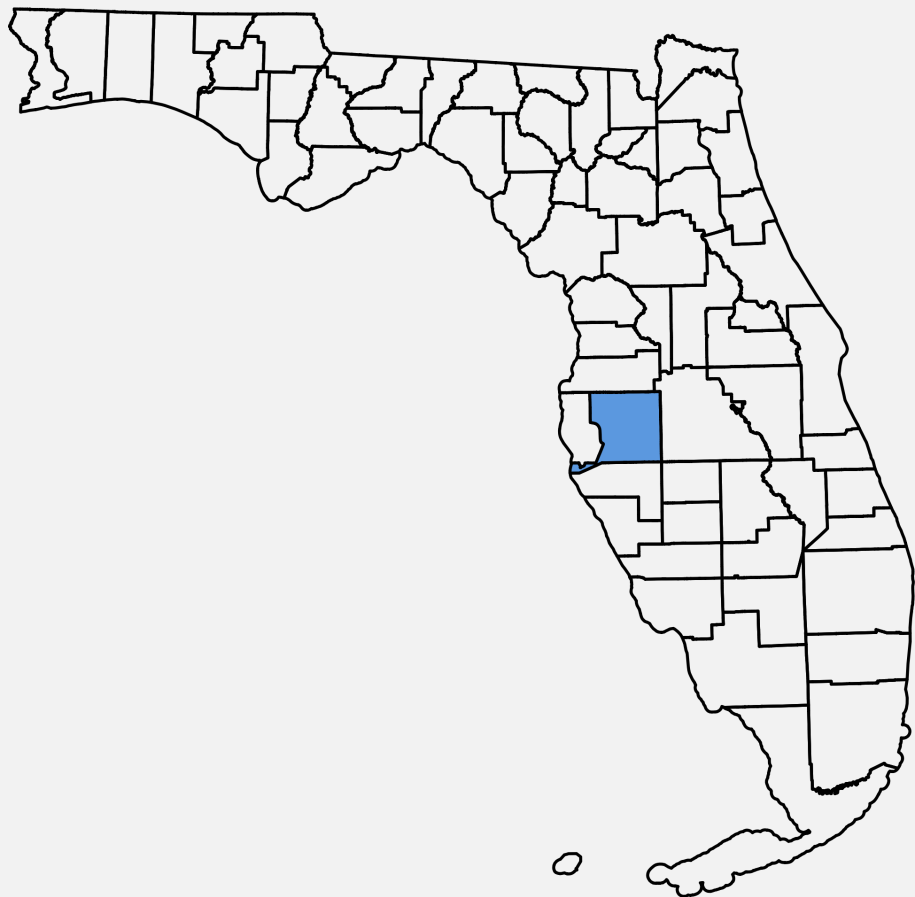
There are 30 Early Learning Coalitions in Florida.



We're the second largest Early Learning Coalition in the state.

- School Readiness Coalitions were established as a result of the School Readiness Act of 1999.
- School Readiness Coalition of Hillsborough County, Inc. was incorporated in February 2001.
- We received our 501(c)(3) status in December 2001.
- Passage of constitutional amendments created VPK in 2002, with implementation beginning in 2005.
- **Hillsborough is the second largest coalition based on state revenue.**

Where Hillsborough County fits



- We have the **seventh largest school district** in the nation and third largest in Florida based on student population.
- Hillsborough County Public Schools serves more than **223,000 children K-12**.



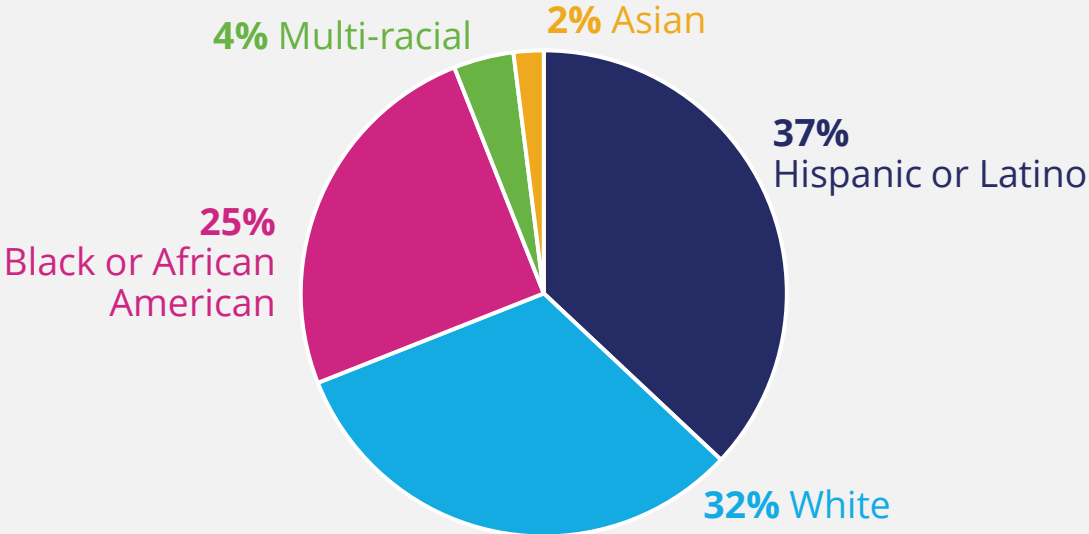
With an estimated **90,000 children under age 5** in Hillsborough County, we are a critical pipeline to prepare them for kindergarten.

- Although we serve all our youngest learners, we focus on **six ZIP codes with the greatest need** identified by our Community Needs Assessment: **33603, 33604, 33610, 33612, 33614, 33619**

Meet our team

144

Coalition staff members



Senior Leadership Team



Gordon L. Gillette
CEO



Alison Fraga
CDO



Lorinda Gamson
COO



Gary Meyer
CFO



Rick Rampersad
CIO



Helen Sovich
Manager, HR



Megan Folts
Director, Provider Relations



Stacey Francois
Director Program Initiatives & Analysis



Hannah Goble
Director, Family Services



Abigail Perez
Director, Impact & Community Relations

Meet your fellow board members

Board Officers

- **Aakash Patel**, Founder & President Elevate, Inc., *Chair*
- **Dr. Shawn H. Robinson, Esq.**, Attorney, Law Office of Shawn H. Robinson, Esq., *Vice Chair*
- **Dr. Stephanie Holmquist Johnson**, President, Holmquist Educational Consultants, Inc.), *Secretary*
- **Luke A. Buzard, CPA, CIA**, VP of Pipeline Safety & Regulatory Affairs, TECO Peoples Gas, *Treasurer*

Board Members

- **Lee Bowers**, Senior VP, Sunshine Health
- **Tracye H. Brown**, Chief of Federal Programs, Grants and Administration, Hillsborough County Public Schools
- **Cynthia Chipp**, Owner, Cynthia Chipp Family Child Care Home, *Private Provider Representative*

- **Dr. Lise Fox**, Professor & Co-director, Florida Center for Inclusive Communities, University of South Florida
- **Dr. Daphne Fudge**, Executive Director of Training, Your1 Resource Training
- **Adam Giery**, Managing Partner, Strategos Group
- **Carl S. Harness**, Chief Human Services Administrator, Hillsborough County
- **Dianne Jacob**, VP & Director of Client & Community Relations, PNC Bank
- **Amanda Jae**, Director, Palma Ceia United Methodist Day School, *Faith-based Provider Representative*
- **Dr. Jacqueline Jenkins**, Director, Hillsborough County Head Start/Early Head Start
- **Dr. Jodi Marshall**, Senior Vice President and General Manager, Learning Solution
- **Commissioner Gwen Myers**, County Commissioner — District 3, Hillsborough Board of County Commissioners

- **Allison Nguyen, MPH, MCES®, FCCM**, Program Manager, Office of Health Equity, Florida Department of Health, Hillsborough County
- **Candy Olson**, Retired, Hillsborough County Public Schools
- **Kelley Parris**, Executive Director, Children's Board of Hillsborough County
- **Beth Pasek**, Community Development Administrator, Department of Children and Families
- **Dustin Portillo**, Community Relations Manager, Caspers Company McDonald's
- **Sheila Rios**, Dean, Associate in Science and Technical Programs, Hillsborough Community College — Ybor City Campus
- **Michelle Zieziula**, SVP & Chief Impact Officer, CareerSource Tampa Bay

 [Board Webpage](#)

Priorities & Strategic Plan



Our priorities

COLLABORATION

ACCESS

Facilitate access to early learning

Execute best practice programs and services

QUALITY

Support early learning providers

CHILD & FAMILY EDUCATION

Educate and engage families from birth

Develop/improve programs that positively impact educational outcomes

Collaborate with community partners to improve educational outcomes



Plan at a glance

GOALS Why we're here	Increase ACCESS to early learning experiences	Improve QUALITY of early learning education	Advance EDUCATION of children and families
AUDIENCES Who we serve and support	Children ages 0-5 Children from birth to 5 years and their families in Hillsborough County, with an emphasis on those from low-income households	Early learning educators Leaders and teachers at licensed preschools, child care centers and family child care homes serving children from birth to 5 years	Early learning system Critical stakeholders who impact children's success, including families, social service agencies, public schools, local funders and government
GUIDING PRINCIPLES The values that drive our decisions	<ul style="list-style-type: none"> • Integrity • Collaboration • Equity • Innovation • Accountability • Consistency • Transparency • Benevolence 		
STRATEGIES How we accomplish our mission	Increase access to early learning experiences from day one, regardless of a family's income or life circumstances <ul style="list-style-type: none"> • Execute School Readiness and VPK with excellence • Increase access to School Readiness and participation in VPK for families that struggle to afford child care 	Empower teachers with skills and support to prepare children for school and life <ul style="list-style-type: none"> • Provide high quality professional development and coaching • Work toward adequate funding and competitive teacher compensation • Support legislation that includes education accountability enhancements 	Collaborate with families, educators and our community to raise awareness that learning starts at birth and improve educational outcomes for children <ul style="list-style-type: none"> • Educate and engage families starting at birth • Collaborate with community partners to improve educational outcomes • Develop and improve programs that positively impact educational outcomes
PROGRAMS Work we fund and facilitate	School Readiness State-funded program that provides families at or above 150% of the federal poverty level with financial assistance for early child education and care School Readiness +150 An initiative to increase access to early learning programs for children who live in Asset Limited, Income Constrained, Employed households with income above 150% of the federal poverty level but below basic survival standards Voluntary Pre-kindergarten (VPK) Free, state-funded pre-kindergarten program for 4- and 5-year-olds to help prepare all children for kindergarten	INCENTIVES\$ Financial incentives for early childhood educators based on their education and continuity of employment to improve teacher retention and care T.E.A.C.H. Teacher Education And Compensation Helps grants provide scholarships to eligible teachers to work toward earning a degree in early childhood education or a national certification Professional Development Quality strategies, including continuing education-worthy professional development for all teachers and Quality Improvement Plan coaching, monitoring and assessments	Child Care Resource & Referral (CCR&R) A free service that helps families understand and choose the best child care options Anytime is 3Ts Time Tools and resources to help parents of infants and toddlers support their child's learning from the moment they're born 3 to 5 Initiative Community-wide initiative for 3- to 5-year-olds focused on improving kindergarten readiness and transition Community Partnerships Active participation in collaborations: Association of Early Learning Coalitions, First 1,000 Days, Frameworks, Great We Grow, Healthy Start, Hillsborough Early Learning Network, etc.
DESIRED IMPACT What ultimate success looks like	Every child in Hillsborough County has equal access to and participates in a safe, high-quality early learning program	Early learning programs in Hillsborough County lead the state in quality because teachers have the education, expertise and earnings necessary to drive retention and results	Every child in Hillsborough County is ready for kindergarten and more likely to lead productive and purpose-filled lives that have a positive impact on our community

More about our core programs



School Readiness

- Federally-funded program that offers **financial assistance for low-income families for early child education** and care so families can become financially self-sufficient, and their young children can be successful in school and life
- Supports children from **birth to 13 years**
- **Serves about 18,000** children annually in private centers and homes



VPK (Voluntary Pre-kindergarten)

- Free, state-funded program for all Florida **4-year-olds and pre-kindergarten 5-year-olds**
- Parents choose between **full-day** school year program (540 hours) or **half-day** summer program (340 hours)
- Parents can select from VPK program-approved **private and public providers**
- **Serves about 13,000 children** annually (+70% participation)

3 to 5 initiative



Introducing innovative programs that prepare children for kindergarten is one way we can make a transformational impact.

Gordon L. Gillette

Program Elements

- **Pre-kindergarten awareness:** Raise awareness about benefits of VPK and increase participation
- **Kindergarten transition:** Provide resources to ensure smooth transition from VPK to kindergarten
- **Social emotional learning:** Equip teachers to model positive behavior
- **iSpy Tampa Bay:** Prepare children to enter kindergarten ready to learn through culture and artistic experiences

Why it matters



Strengthen Workforce

Investing in early learning **improves parents' ability to work** and earn more while preparing today's children to be **more productive in the workforce** tomorrow.

Source: James Heckman



Boost Economic Growth

For every dollar invested in preschool children today, **savings range from \$2.50 to \$17 in the years ahead.**

Source: Institute for a Competitive Workforce



Reduce Spending

Every public dollar spent on preschool returns \$7 through increased productivity and savings on public assistance and criminal justice.

Source: Harvard University, Center on the Developing Child

Called to Serve Board Roles & Responsibilities



Early Learning Coalition board requirements

Section 1002.83 Florida Statutes provides the statutory requirements covering Early Learning Coalition board membership:

- Board must be comprised of **at least 15 members but no more than 30** members
- Chair and two private sector members are **appointed by the governor**
- There are **12 required member positions**
- **Private sector business members** (for profit or nonprofit)
- Each coalition must establish **uniform terms** that cannot exceed four years
- Appointed and elected members **cannot serve more than two consecutive terms**

Your duties as a board member



Duty of Care

Each board member has a legal responsibility to actively participate in making decisions on behalf of the organization and exercise best judgement while doing so.



Duty of Loyalty

Each board member must put the interests of the organization before their personal or professional interests when acting on behalf of the organization in a decision-making capacity.



Duty of Obedience

Board members bear the responsibility to ensure the organization complies with applicable federal, state and local laws and adheres to its mission.

Board responsibilities

THE 3 TS OF BOARD SERVICE

- **Time:** Represent ELCHC in the community, attend board meetings, participate on committees, etc.
- **Talent:** Provide financial oversight, marketing knowledge, or other expertise.
- **Treasure:** Participate in fundraising, giving, etc.

OTHER RESPONSIBILITIES

- Determine organizational mission and purpose
- Select, evaluate and support CEO
- Ensure effective organizational planning
- Ensure adequate resources
- Manage resources effectively
- Recruit and orient new board members and assess board performance

Board committees

EXECUTIVE COMMITTEE

- Consists of board chair, vice chair, treasurer, secretary and chairs of permanent board committees
- Acts on behalf of board between regular board meetings

GOVERNANCE COMMITTEE

- Members appointed by the board chair
- Reviews and sets bylaws
- Responsible for board policies, meeting procedures and protocols
- Nominates board members and officers
- Oversees board leadership structure
- Oversees CEO evaluation process

FINANCE COMMITTEE

- Recommends policies that protect our assets
- Reviews the annual budget
- Monitors financial reports
- Oversees annual audit(s)
- Governs the management of investments
- Ensures we are in good financial health

SERVICE DELIVERY & EFFICIENCY

- Appointed by board chair
- Oversees programs related to:
 - Services and quality
 - Program evaluation and improvement
 - Contract compliance
 - Provider effectiveness

Special board committees

LEGISLATIVE AFFAIRS

- Stays current on state and federal early learning news and activity
- Develops and implements advocacy strategies to support our legislative agenda
- Communicates with legislature, Governor and appropriate constituent groups

PROVIDER REVIEW HEARING

- Requirement of Statewide School Readiness Provider contract and VPK contract
- Providers may request a review hearing to appeal a decision to terminate their School Readiness and/or VPK contract
- Must have at least three but no more than five members of the board who are appointed by the board chair
- One member must be a designated director and one member must be a provider representative

Robert's Rule of Order

A parliamentary procedure was developed to ensure that meetings are fair, efficient, democratic and orderly. Our bylaws require board meetings to be conducted in accordance with these rules.

Every motion has six steps:

1. **Motion:** A member rises or raises a hand to signal the board chair.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chair restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chair restates the motion, and then asks for affirmative votes and then negative votes.
6. **Announce the vote:** The chair announces the result of the vote and any instructions.

Sunshine Law

Florida's Government in the Sunshine Law, s. 286.011, F.S., commonly referred to as the Sunshine Law, provides a right of access to governmental proceeding of public boards or commissions at both the state and local levels.

The law is equally applicable to elected and appointed boards and applies to any gatherings of two or more members of the same board to discuss a matter which will foreseeably come before that board for action.

- Meetings of public board or commissions **must be open to the public**
- **Reasonable notice** of such meeting must be given
- **Minutes of the meetings** must be taken and promptly recorded

ELCHC Bylaws, Article 1, Section 5: The Corporation is committed to ensuring that the deliberation of its Board of Directors are conducted openly and the actions of the Board are taken openly in accordance with the Government-in-the-Sunshine Law, Chapter 286 of the Florida Statutes.



Form 8B Memorandum of Voting Conflict

You must file FORM 8B if ...

- You **serve at the county, city or other local level of government on an appointed or elected board, council, commission, authority or committee** (applies to members of advisory and non-advisory bodies)
- You **hold elective or appointive county, municipal or other local public office**
 - You **MUST ABSTAIN** from voting on a measure which would inure to your special private gain or loss
 - You must disclose the conflict of interest.
- **Describe the conflict of interest in detail and file Form 8B within 15 days after the vote** with the person responsible for recording the meeting minutes.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

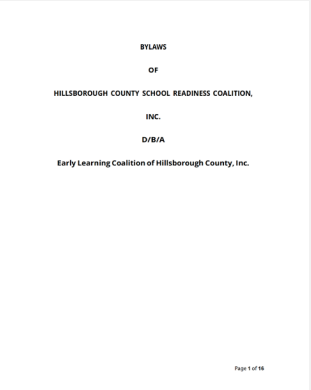
IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

Resources & Support



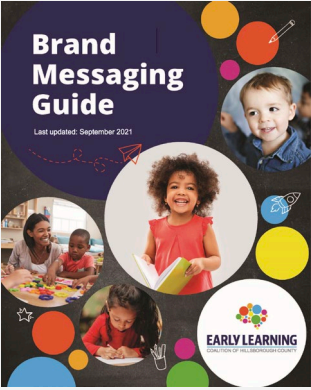
More resources to support you on BoardEffect



Bylaws



Annual Report



Messaging Guide



Community Impact Report

Early Learning Coalition of Hillsborough County Information as of March 2021						
Board Member Name	Address Telephone Number Email Address	Position	Term Start Date	Term End Date	Length of Service in Years	Term
1. Board Member Name	Address Telephone Number Email Address	President	Approved 06/23/18	Approved 06/23/21	3 years	1
2. Board Member Name	Address Telephone Number Email Address	President	Approved 06/23/18	Approved 06/23/21	3 years	1
3. Board Member Name	Address Telephone Number Email Address	President	Approved 06/23/18	Approved 06/23/21	3 years	1
4. Board Member Name	Address Telephone Number Email Address	President	Approved 06/23/18	Approved 06/23/21	3 years	1

Board Roster



This Orientation Guide

Your points of contact



Kiyana Scott

Executive Administrative Assistant
813-515-2340 ext. 227
kscott@elchc.org



Kelley Minney

Manager, Donor Relations
813-867-0753
kminney@elchc.org

Immediate next steps

- Complete your annual forms.
- Send Kiyana Scott your headshot and bio.
- Review the materials in BoardEffect on slide 27 to familiarize yourself with our brand language and how to talk about the Coalition in our community.
- Think about your “why.”

