



ELCHC Executive Committee Meeting Agenda Packet

Monday, June 13, 2022 at 3:00 pm

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

<https://zoom.us/j/92469069966?pwd=dzJmTDczUFB2ck0zbmYydkVjNHVTUT09>

Meeting ID: 924 6906 9966

Passcode: 893069



ELCHC Executive Committee Meeting Agenda Packet

Monday, June 13, 2022

I. CALL TO ORDER

- A. Roll Call/Quorum Verification
- B. Approval of Minutes for April 11, 2022 Executive Committee Regular Meeting - 3

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. Approval of the June 20, 2022 Draft Board of Directors Annual Meeting Agenda - 6 G. Gillette

IV. COMMITTEE REPORTS

- A. Governance Committee Report - 9 S. Robinson
- B. Finance Committee Report - 10 L. Buzard
- C. Service Delivery & Efficiency Committee Report - 16 D. Fudge

- V. CEO Report G. Gillette

VI. DISCUSSION ITEMS

VII. ADJOURNMENT

Monday, April 11, 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

Committee Members Present:

Dr. Daphne Fudge*, Aakash Patel*, Luke Buzard*, Dr. Shawn Robinson, and Dr. Stephie Holmquist Johnson*

Committee Members Absent:

None

ELCHC Staff:

Alison Fraga*, Gordon Gillette*, Kelley Minney, Kiyana Scott, Lorinda Gamson*, Rick Rampersad*, Gary Meyer*, Hannah Goble*, Abigail Perez*, and Megan Folts*

Other Attendees:

**Indicates attendance by Zoom Meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum was present, Chair Patel called the meeting to order at 3:07 pm.

Approval of February 14, 2022, Executive Committee Regular Meeting Minutes

Dr. Stephie Holmquist Johnson made a motion to approve the February 14, 2022, Executive Committee Regular Meeting Minutes. Dr. Shawn Robinson made a second. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

ACTION ITEMS

A. Approval of April 18, 2022, Board of Directors Meeting Agenda

Dr. Shawn Robinson amended the motion to approve the April 18, 2022, Board of Directors Meeting Agenda to revise the consent agenda. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.

B. Approval of the FY 2022-2023 Executive Committee/Board Meeting Schedule

Dr. Shawn Robinson made a motion to approve the FY 2022-2023 Executive Committee/Board Meeting Schedule. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.

COMMITTEE REPORTS

Governance Committee

Dr. Shawn Robinson reported that during the Governance Committee meeting on March 28, 2022, the Committee reviewed and discussed the following items:

- FY 2022-2023 Governance Committee Meeting Schedule
- Submitted Proposals for Governance Related Legal Services
- Division of Early Learning Performance Standards & CEO/ED Performance Evaluations

Dr. Robinson informed the Executive Committee, that the Governance Committee is recommending Saxon Gilmore Carraway, P.A. for Governance Related Legal Services and noted that Mr. Frazier Carraway will attend the next Board of Directors meeting on April 21, 2022.

Finance Committee

Mr. Luke Buzard reported that during the Finance Committee meeting on April 4, 2022, the Committee reviewed and discussed the following items:

- MSL Audit Report & Audited Financials – Years Ended June 30, 2021, and 2020
- IRS Tax Compliance Updates
- FY 2022 Financials through February 28, 2022, Budget to Actual
- Approval of Allocation of Funds to Teachstone for the Purchase of Quality Improvement Materials
- FY 2022-2023 Finance Committee Meeting Schedule

Service Delivery & Efficiency Committee

Dr. Daphne Fudge reported that the Service Delivery & Efficiency Committee would work to be more robust.

CEO REPORT

A. Provider Review Hearing

Gordon Gillette, CEO, reported on the upcoming provider review hearing scheduled for Time of Wonder, noting the termination of the provider's School Readiness contract was due to the provider receiving multiple CLASS 1 Violations for an incident that occurred in September 2021.

B. Division of Early Learning, Chancellor Matt Mears

Mr. Gillette informed the Executive Committee that he asked Chancellor Mears to join the next Board of Directors meeting on April 21, 2022.

C. A Day of Preschool

Mrs. Fraga announced the 2nd Annual Fundraising event, Splash into A Day of Preschool, on May 12, 2022, at 11:30 am at Tampa River Center at Julian B. Lane Riverfront Park. The event will introduce community and business leaders to the Early Learning Coalition of

Hillsborough County (ELCHC) and early education. Mrs. Fraga informed the Committee that the dollars raised will help support and expand the 3-5 Initiatives.

D. Kindergarten Readiness

Mr. Gillette informed the Executive Committee of a new initiative in partnership with Hillsborough County Public Schools and Hillsborough Education Foundation. Mr. Gillette reported that Abigail Perez, Director, Impact and Community Relations, would be leading this initiative.

DISCUSSION ITEMS

June 2022 Board of Directors Annual Meeting

Dr. Robinson and the Executive Committee discussed holding in-person Board meetings. There was further discussion on having a virtual or call-in option available.

Board Engagement

Chair Patel and the Executive Committee engaged in a brief discussion on hosting a Board social gathering in the fall of 2022.

Black Child Development Institute

Dr. Fudge announced a campaign hosted by Black Child Development Institute (BCDI) for feminine hygiene supplies. Dr. Fudge invited the ELCHC to attend the event. Chair Patel asked Dr. Fudge to email Kelley Minney with further details to share with the Board. Dr. Holmquist Johnson suggested that Dr. Fudge share the information during the next Board meeting with the full Board.

ADJOURNMENT

Dr. Stephie Holmquist Johnson made a motion to adjourn the meeting at 3:40 pm. Dr. Daphne Fudge made a second. The motion carried unanimously.

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

ELCHC EXECUTIVE COMMITTEE MEETING – JUNE 20, 2022

ACTION

ITEM III.A.

ISSUE: Approval of the June 20, 2022, Draft Board of Directors Meeting Agenda

RECOMMENDED ACTION: Approve the June 20, 2022, draft Board of Directors meeting agenda.

NARRATIVE: The June 20, 2022 draft Board of Directors meeting agenda is attached.

(1 Attachment)



ELCHC Board of Directors Meeting Agenda Packet

Monday, June 20, 2022

I. WELCOME & INTRODUCTIONS

A. Patel

- A. Roll call/Quorum
- B. Pledge of Allegiance

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. CHAIRMAN'S REPORT

A. Patel

- A. Mission Moment
- B. Committee Appointments
- C. Board Contact Information Form
- D. Diaper & Formula Board Challenge

IV. PRESENTATION

- A. Sunshine Law Refresher

F. Carraway

V. CONSENT AGENDA

The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.

- A. June 20, 2022 Board of Directors Meeting Agenda
- B. April 18, 2022 Board of Directors Regular Meeting Minutes
- C. May 2, 2022 Board of Directors Special Meeting Minutes

VI. ACTION ITEMS

- A. Approval of revised FY 2022-2023 Executive Committee/Board of Directors Meeting Schedule
- B. Election of Board Officers
- C. Approval of the Proposed FY 2022-2023 Budget
- D. Approval of allocation for Provider Rate Increase
- E. Approval of allocation of funds to School Board of Hillsborough County - Early Intervention & Evaluation Services
- F. Approval of allocation of funds for INCENTIVE\$ Program

A. Patel

S. Robinson

L. Buzard/G.
Meyer
G. Gillette/G.
Meyer
G. Gillette

G. Gillette

VII. COMMITTEE REPORTS

A. Service Delivery and Efficiency Committee

D. Fudge

B. Governance Committee

S. Robinson

C. Finance Committee

L. Buzard

D. Executive Committee

A. Patel

VIII. CEO REPORT

G. Gillette

A. State Funding

B. American Rescue Plan Act (ARPA)

C. VPK/K- Readiness Initiative

D. Child Care Providers

E. Families

F. Organization

G. Child Care Licensing

IX. FINANCIAL REPORT

G. Meyer

A. FY 2022 Financials through April 30, 2022 Budget to Actual

B. Enterprise Risk Management

X. DISCUSSION ITEMS

A. Invitation to Business Leadership Training Graduate Social – Tuesday, June 28th 6:30 pm to 8:00 pm

S. Francois

XI. PUBLIC COMMENT II

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.

XII. INFORMATION ITEMS

A. New Board Member Orientation Packet

K. Minney

XIII. ADJOURNMENT

ELCHC EXECUTIVE COMMITTEE MEETING – JUNE 20, 2022

COMMITTEE REPORTS

ITEM IV.A.

ISSUE: **Governance Committee Report**

NARRATIVE: The Governance Committee met on May 23, 2022, to review and discuss:

- Board Officers Nominations for FY 2022-2023
- CEO Report
 - ELCHC Senior Leadership Update
 - House Bill 419 – Customer Satisfaction Survey
- CEO Performance Evaluation Process
- New Board Member Orientation packet

ELCHC EXECUTIVE COMMITTEE MEETING – JUNE 20, 2022

COMMITTEE REPORTS

ITEM IV.B.

ISSUE: **Finance Committee Report**

NARRATIVE: The Finance Committee met on June 6, 2022, to review and discuss:

- FY 2023 Budget, Enterprise Risk Management, and YTD 2022 Financials
- Provider Rate Increase
- Proposed FY 2022-2023 Budget
- Approval of Allocation of funds to:
 - Early Childhood Council
 - Brookes Publishing
 - Hillsborough Community College

(1 Attachment)

I. How does our budget map to the Three Pillars of our strategy?

FY23

<u>ACCESS</u>		<u>QUALITY</u>		<u>EDUCATION</u>	
School Readiness	\$ 67,641,688	INCENTIVE\$ and T.E.A.C.H.	\$ 900,000	VPK	\$ 41,560,023
ALICE > 150	\$ 1,850,609	Professional Development	\$ 628,100	CCR&R	\$ 1,277,235
		Workforce Performance Incentive Differentials	\$ 1,863,452		
			\$ 220,800		
		Infant/Toddler Other	\$ 145,400	3 to 5 Initiative	\$ 550,000
			\$ 4,530,666	Community Partnerships	\$ 793,000
TOTAL	\$ 69,492,296	TOTAL	\$ 8,288,418	TOTAL	\$ 44,180,258
				Total Budget	\$ 121,960,972
3 PILLARS	ACCESS	QUALITY	EDUCATION		
FY23	57%	7%	36%		
FY22	63%	5%	33%		
Y/Y Change	-6%	2%	3%		
FY22					
<u>ACCESS</u>		<u>QUALITY</u>		<u>EDUCATION</u>	
School Readiness	\$ 62,434,063	INCENTIVE\$ and T.E.A.C.H.	\$ 780,000	VPK	\$ 31,058,603
ALICE > 150	\$ 1,685,881	Professional Development	\$ 872,915	CCR&R	\$ 1,277,235
		Performance Incentive Differentials	\$ 224,982		\$ 12,500
		Infant/Toddler Other	\$ 149,272	3 to 5 Initiative	\$ 537,850
			\$ 2,827,839	Community Partnerships	\$ 669,903
TOTAL	\$ 64,119,944	TOTAL	\$ 4,855,008	TOTAL	\$ 33,556,091
				Total Budget	\$ 102,531,043

II. FY23 Budget Explanations

School Readiness

Revenues

1. School Readiness revenue of \$74.2M is based on estimates shared by DEL. We are projected to receive a base funding amount of \$60.5M based on the relative size of the Hillsborough County population of children birth through 5 years of age. We are projected to receive another \$8.6M based on a calculation to provide more funding to counties that have a cost per child below \$8,566. New this year is a separate allocation for Gold Seal funding, projected at \$4.3M. The remaining \$0.8M is quality differential funding for providers with CLASS scores greater than 4.5.
2. ARPA funding includes the second and third payments from the first round of \$48.5M and a second round estimated at \$48.5M.
3. Workforce funding was extended to June 30, 2023. We budgeted the forecasted unspent amount from FY22 in FY23 for a total funding amount of \$3.6M.
4. DEL match was budgeted at \$1.3M, similar to the FY22 amount.
5. SR and local funders are budgeted at levels similar to FY22, totaling \$1.9M and \$0.8M, respectively. HC Community Development did not include the ELCHC in their application process for FY23, and the Hillsborough Infant/Toddler Initiative is continuing but funded by School Readiness Quality funds.

Expenses

1. Direct services are budgeted at 81.0% of revenues, slightly lower than the FY22 budgeted percentage of 81.4%. More funding has been shifted to quality initiatives.
2. ELCHC operating expenses are \$13.2M, \$2.6M more than the FY22 forecast, primarily due to the increase in personnel to reduce the waitlist and support new DEL compliance, workforce, and ARPA initiatives and an increase in occupancy costs to house these new team members in Suite 105.
3. We are on track and budgeted to exceed the Quality spend 4% minimum mandated by the grant (9.1%), and not exceed the Administrative spend 5% maximum (4.2%).

VPK

1. Revenues are projected to increase significantly to \$41.6M, \$14.5M more compared to the FY22 forecast, based on an expectation of a post-pandemic recovery in enrollment but mostly due to a legislative increase in base per child funding (\$600 per child if they pay their early childcare professionals \$15 per hour).
2. ELCHC operating expenses are \$1.7M, \$0.6M more than the FY22 forecast, primarily due to the increase in personnel to increase enrollment and support new DEL compliance.

3. We are on track and budgeted to not exceed the Administrative spend 4% maximum mandated by the grant (3.3%).

ELCHC Operating Expenses

1. Personnel expenses are \$10.5M, \$2.2M higher than the FY22 forecast. This is primarily due to the increase in personnel to reduce the waitlist and support new compliance, workforce, and ARPA initiatives, as well as a 4 percent raise assumption.
2. Staff development expenses are \$105K, \$48K less than the FY22 forecast. Some in person training is being replaced with more virtual training at lower cost.
3. Professional services expenses are \$709K, \$11K less than the FY22 forecast. Website development budgeted in FY22 is not needed in FY23.
4. Occupancy expenses are \$600K, \$31K higher than the FY22 forecast due to expansion to Suite 105.
5. Postage, freight and delivery expenses are \$7K, \$2K higher than the FY22 forecast. More mailings to families are planned for FY23.
6. Rentals expense is \$10K, \$9K less than the FY22 forecast, due primarily to the decrease in the number of copiers after vacating the North Florida location.
7. Supplies are \$137K, \$28K higher than the FY22 forecast due to the increase in the number of employees and employees returning to the office as the pandemic wanes.
8. Communications expenses are \$16K, \$24K lower than the FY22 forecast due to savings from moving communications, primarily Provider Focus, from print to electronic media.
9. Insurance expense is \$106K, \$49K higher due to an expansion of director and officer and employment practices coverage and an increase in worker's compensation insurance related to the increase in the number of employees.
10. Tangible personal property expense is \$154K, \$34K higher than the FY22 forecast due to purchases of computers for new staff.
11. Quality expenses are \$1.9M, \$616K higher than the FY22 forecast due to an expansion of quality initiatives, including kindergarten transition, the Hillsborough Infant Toddler Initiative, and federally funded CRSSA outreach.
12. Travel expense is \$70K, \$20K lower than the FY22 forecast, primarily related to the increase in the number of staff and more travel in the wake of the pandemic. DEL compliance requires more VPK observations.
13. Other operating expenses are \$498K, \$386K higher than the FY22 forecast, mostly due to \$320K for cubicle and cabling expenses to furnish the Suite 105 expansion.

FY23 Proposed Budget

	FY23 Budget	FY22 Forecast	\$ Variance	% Variance	FY22 Budget
Program Revenue					
School Readiness	74,225,380	69,813,592	4,411,788	6%	67,315,906
School Readiness - CRSSA (Phase VI, ROAFS)	355,000	18,482,086	(18,127,086)	-98%	-
School Readiness - ARPA (Round 1)	32,301,407	16,150,704	16,150,704	100%	-
School Readiness - ARPA (Round 2)	48,452,111	-	48,452,111	0%	-
School Readiness - Workforce	1,863,452	1,753,840	109,612	6%	-
School Readiness Match - DEL	1,319,509	1,319,509	-	0%	1,525,882
School Readiness - Local Funders:					
Children's Board HC	700,770	700,770	-	0%	700,770
Hillsborough County BOCC	276,000	276,000	-	0%	276,000
HC Childcare -Licensing & Fees	500,000	417,957	82,043	20%	430,000
Metro Ministries (Children's Board)	52,500	150,000	(97,500)	-65%	150,000
City of Tampa	100,000	150,000	(50,000)	0%	-
United Way	121,339	69,112	52,227	76%	69,112
United Way (Quality Initiative)	50,000	-	50,000	0%	-
Caspers	50,000	50,000	-	0%	50,000
School Readiness - Local Funders	1,850,609	1,813,839	36,770	2%	1,675,882
Total School Readiness Revenue	160,367,467	109,333,570	51,033,898	47%	70,517,670
Other Local Funders:					
HC Community Development, incl. ALICE>150	-	175,000	(175,000)	100%	175,000
Hillsborough Infant/Toddler Initiative	-	156,369	(156,369)	-100%	64,000
Conn Foundation	58,000	58,000	-	0%	45,500
Spurlino Foundation	60,000	175,000	(115,000)	-66%	50,000
SR Program Income (training, IECF membership)	20,000	20,000	-	0%	20,000
HELN (Hillsborough Early Learning Network)	37,000	6,000	31,000	0%	6,000
ELFL (Early Learning Florida)	100,000	82,000	18,000	22%	82,000
Lastinger Project	212,000	212,000	-	0%	212,000
Misc Donations	300,000	300,000	-	0%	300,000
Total Local Funders, Contributions and Gifts	787,000	1,184,369	(397,369)	-34%	954,500
Total School Readiness Revenue and Local Revenue	161,154,467	110,517,939	50,636,529	46%	71,472,170

Program Expenses

School Readiness					
Direct Services - SR	60,122,557	57,569,609	(2,552,948)	-4%	56,256,030
School Readiness - CRSSA (Phase VI, etc.)	-	18,482,086	18,482,086	100%	-
School Readiness - ARPA	80,753,518	16,150,704	(64,602,815)	-400%	-
School Readiness - Workforce	1,863,452	1,753,840	(109,612)	-6%	-
School Readiness Match - DEL	1,319,509	1,319,509	-	0%	1,551,647
School Readiness - Local Funders	1,800,609	1,813,839	13,230	1%	1,675,881
General Contributions and Gifts	452,305	1,184,369	732,064	62%	686,500
Total Direct Services	146,311,950	98,273,956	(48,037,994)	-49%	60,170,058
ELCHC Operating	13,192,299	10,555,483	(2,636,816)	-25%	9,613,612
CCL/ECC	1,192,383	1,149,500	(42,883)	-4%	1,149,500
Inclusion Cost	245,000	317,000	72,000	23%	317,000
Scholarships and Other	212,835	222,000	9,165	4%	222,000
Total School Readiness & Other Expenses	161,154,467	110,517,939	(50,636,529)	-46%	71,472,170

SR Change in Net Assets	-	-	-	0%	-
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< 5.00 %	School Readiness - Admin	4.2%	4.2%		4.5%
> 4.00 %	School Readiness - Quality	9.1%	8.1%		8.3%

< 22.00%	School Readiness - Non-Direct	19.0%	18.2%		18.6%
> 78.00 %	School Readiness - Direct	81.0%	81.8%		81.4%

FY23 Proposed Budget					
	FY23 Budget	FY22 Forecast	\$ Variance	% Variance	FY22 Budget
VPK Revenue					
Voluntary Pre-Kindergarten	41,560,023	27,032,043	14,527,980	54%	31,058,603
Total VPK Revenue	41,560,023	27,032,043	14,527,980	54%	31,058,603
VPK Expenses					
Direct Services	39,897,622	25,936,488	(13,961,135)	-54%	29,797,059
ELCHC Operating	1,662,401	1,095,556	(566,845)	-52%	1,261,545
Total Voluntary Pre-Kindergarten Expenses	41,560,023	27,032,043	(14,527,980)	-54%	31,058,603
VPK Change in Net Assets	-	-	-	0%	-
- 5.00%	VPK - Admin	3.3%	3.8%		3.8%
Total Revenue	202,714,490	# 137,549,982	65,164,509	47%	102,530,773
Total Expenses	202,714,490	# 137,549,982	(65,164,509)	-47%	102,530,773
Change in Net Assets	-	# -	-	0%	-
<u>ELCHC Expenditure Categories:</u>					
Personnel	10,506,371	8,351,987	(2,154,383)	-26%	7,558,266
Staff Development	104,519	119,524	15,005	13%	119,524
Professional Services	709,079	756,678	47,599	6%	755,678
Occupancy	600,000	569,040	(30,960)	-5%	569,040
Postage, Freight and Delivery	6,885	5,300	(1,585)	-30%	5,300
Rentals	10,601	19,500	8,899	46%	19,500
Supplies	136,620	108,763	(27,857)	-26%	134,763
Communications	16,000	39,583	23,583	60%	39,583
Insurance	105,959	57,155	(48,804)	-85%	57,155
Tangible Personal Property	153,750	119,599	(34,151)	-29%	119,599
Quality	1,937,065	1,321,332	(615,733)	-47%	1,321,332
Travel	70,200	50,492	(19,708)	-39%	46,331
Other Operating	497,651	112,084	(385,567)	-344%	109,084
Total ELCHC Operating Expenses	14,854,699	11,631,038	(3,223,661)	-28%	10,855,157

ELCHC EXECUTIVE COMMITTEE MEETING – JUNE 20, 2022

COMMITTEE REPORTS

ITEM IV.C.

ISSUE: Service Delivery & Efficiency Committee Report

NARRATIVE: Dr. Daphne Fudge will provide an update on the Service Delivery & Efficiency Committee.