



ELCHC Governance Committee Meeting

Monday, August 1, 2022 at 3:00 pm

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

<https://us06web.zoom.us/j/88060421274?pwd=d2puWENraW5ZSE53RFITai8rOTBtQT09>

Meeting ID: 880 6042 1274

Passcode: 398310



ELCHC Governance Committee Meeting

Monday, August 1, 2022

I. CALL TO ORDER

S.
Holmquist
Johnson

A. Roll call/Quorum Verification

B. Approval of Minutes for May 23, 2022 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. Reappointment of Board Member - 7

G. Gillette

B. Board Recruitment - 12

G. Gillette

C. Revised Board Membership Application - 28

K. Minney

IV. CEO REPORT

G. Gillette

V. DISCUSSION ITEMS

A. Governance Committee Roles & Responsibilities

K. Minney

B. Board Attendance

K. Scott

C. Board Building Recommendations/Board Matrix - 33

K.
Minney/K.
Scott

D. CEO Evaluation (DEL Form) - 37

G.
Gillette/K.
Minney

VI. INFORMATION ITEMS

A. Board Member Roster - 46

VII. ADJOURNMENT

Monday, May 23, 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, Dr. Shawn Robinson*, Luke Buzard*

Committee Members Absent:

None

Other Board Members Present: Kelley Parris*

ELCHC Staff:

Megan Folts*, Alison Fraga, Gordon Gillette, Kiyana Scott, Kelley Minney, Abby Perez, Sharon Hayes*, Helen Sovich, and Erica Turchin*

Other Attendees:

Frazier Carraway, Tonia Williams*, and Lorinda Gamson*

**Indicates attendance via Zoom platform*

CALL TO ORDER

Quorum Verification

Noting a quorum, Committee Chair Dr. Shawn Robinson called the meeting to order at 3:08 pm.

Approval of March 28, 2022, Governance Committee regular meeting minutes

Aakash Patel made a motion to approve the March 28, 2022, Governance Committee regular meeting minutes. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.

Approval of May 2, 2022, Governance Committee special meeting minutes

Dr. Stephie Holmquist Johnson made a motion to approve the May 2, 2022, Governance Committee special meeting minutes. Aakash Patel made a second. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

ACTION ITEMS

Board Officers FY 2022-2023

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

The Governance Committee had received the following nominations for FY 2022-2023:

- Two nominations for Vice-Chair, Dr. Shawn Robinson, and Dr. Jodi Marshall
- Two nominations for Secretary, Dr. Stephie Holmquist Johnson.
- One nomination for Treasurer, Luke Buzard.

Kiyana Scott, Executive Administrative Assistant informed the Governance Committee that Dr. Jodi Marshall submitted a Board Officer Interest form after the submission deadline and nominated herself for Vice-Chair.

There was further discussion on accepting Dr. Marshall's late submission and open nominations during the election of Board Officers at the next Board of Directors meeting.

The Committee voted to recommend the following FY 2022-2023 slate of candidates to the full board for approval.

Dr. Shawn Robinson, Vice-Chair
Dr. Stephie Holmquist Johnson, Secretary
Luke Buzard, Treasurer

Tracye Brown made a motion to approve. Aakash Patel made a second. The motion carried unanimously.

Governance Committee members asked Mr. Gordon Gillette, to contact Dr. Jodi Marshall regarding her nomination.

Governance Committee members asked Board Attorney, Frazier Carraway, to develop language regarding the process of becoming a Board Officer for the Board.

CEO REPORT

House Bill 419

Mr. Gillette, provided a brief update on House Bill 419, highlighting the following:

- Customer Service Survey
- CEO Performance Evaluation Form

Mr. Gillette informed the Governance Committee of the upcoming rule workshop facilitated by the Division of Early Learning and the opportunity for members of the public to make a public comment on the CEO Performance Evaluation form.

Leadership Update

Mr. Gillette reported to the Governance Committee of the recent termination of Coalition's former Chief Operating Officer.

DISCUSSION ITEMS

CEO Performance Evaluation Process

Mr. Gillette informed the Governance Committee of the statewide annual CEO Performance Evaluation forms administered by the Division of Early Learning (DEL). Mr. Gillette reported that the forms must be completed annually by August 30th.

There was further discussion on the differences between the Early Learning Coalition of Hillsborough County's CEO Performance Evaluation forms and DEL's forms and the development of a CEO Evaluation Committee as a sub-committee of the Governance Committee.

Vice-Chair Dr. Shawn Robinson called for a motion to create an evaluation committee a sub-committee of the Governance Committee with the authority to crosswalk between the completed evaluation already completed and the state evaluation form that will be submitted directly to the Board. Dr. Stephanie Holmquist Johnson made a motion to approve. Aakash Patel made a second. The motion carried unanimously.

New Board Member Orientation

Kelley Minney, Donor Relations, Manager, reviewed the new Board Member orientation presentation with the Governance Committee. Mrs. Minney reported the new orientation presentation creates a more humanize message of the ELCHC mission and vision along with the additional work of the Coalition. Mrs. Minney stated that the presentation is to help equip new Board members with serving on the ELCHC Board of Directors.

Dr. Stephanie Holmquist Johnson suggested including more detail in the presentation regarding the Sunshine Law.

It was noted that Mr. Carraway is set to conduct a Sunshine Law refresher training on June 20, 2022, at the annual Board of Directors meeting.

Communication & Outreach Committee

Aakash Patel informed the Governance Committee that the establishment of the Communications & Outreach Committee was approved by the Board on May 2, 2022.

The Governance Committee discussed Board attendance at Board and Committee meetings, events, and the development of having a Board "Report Card".

The Governance Committee asked staff to review the Board matrix and Board report card at the next Governance Committee meeting.

The Governance Committee recommended to staff order name badges and shirts for Board members.

ADJOURNMENT

Citing no further business, Dr. Stephanie Holmquist Johnson made a motion to adjourn the meeting at 3:49 pm. Aakash Patel made a second. The motion carried unanimously.

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

ELCHC GOVERNANCE COMMITTEE MEETING – August 1, 2022

ACTION

ITEM III.A.

ISSUE: Reappointment of Board Member

RECOMMENDED ACTION: Approve the recommendation of the reappointment of Board member, Dr. Stephie Holmquist Johnson to serve a second 4-year term to the full Board for re-election.

Narrative:

ELCHC Bylaws Article II, Section 2 (b) Elected Directors shall serve four (4) year terms. Elected Directors are eligible for re-election. However, no elected Director may serve more than two consecutive four-year terms. The following Board member's first term expires September 17, 2022.

- Dr. Stephie Holmquist Johnson

Dr. Holmquist Johnson has expressed an interest in serving a second term. Dr. Holmquist Johnson's application is attached.

(1 Attachment)



Please type or print clearly

PERSONAL INFORMATION

Holmquist Johnson

Last Name

Stephanie

First Name

Kaye

Middle

DOB: mm/dd/yyyy

Employer/Affiliation Holmquist Educational Consultants, Inc.

Title President/CEO

PO Box 3564

Street Address

Plant City, Florida 33563-0010

City/State/Zip Code

(813) 759-6500

Phone

(813)334-3734

Mobile

(813) 752-3797

Fax

Email Address: Stephe@hecedu.com

Are you a parent?

☐ Y☒ N

If yes, ages of Children

Is your employer

☒

a private, for-profit enterprise, ☐ a community based non-profit organization

☐

Other (please specify):

COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
Junior Achievement Board	2014-Present	Board Member
USF Foundation Board	2010-2019	Board Member
State of Florida Technology Student Association	1996-2000	Board Member
Skills USA National Technical Committee	1997-2001	Board Member

STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

What is your educational background?

I hold a Masters and Ph.D degree in education. Education with a focus on Early Childhood education is my passion. My entire professional career has been dedicated to the education of our youth. I truly believe that we need to prepare our students beginning at the early childhood level to be lifelong learners who lead productive and fulfilling lives.

What experience do you have working with young children and families?

I went into business for myself almost 25 years ago. My focus was on promoting career and technical education for students of all ages (what we then referred to as vocational education). As a female owned business in what was and still is largely a male dominated field, I am proud to say I have built a very successful company with an international reputation of building high quality programs.

How would the ELCHC benefit from your involvement on the Board?

I consider it an honor to serve as a board member of the Early Learning Coalition of Hillsborough County. Over the years, I have progressed through various ELCHC board committees to currently serving as secretary on the executive committee. Through this involvement, I feel I have a very good handle on the operations and inner workings of the organization. I am well-versed in all aspects of the organization. Over the years, I have met with providers as well as with other organizations who are ELCHC stakeholders.

Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the Office of Early Learning (OEL), Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

☒ No ☐ Yes If yes, please explain:

On which committees would you be interested in serving?

☒ Governance ☐ Finance ☐ Legislative Affairs
☐ Service Delivery & Efficiency ☐ Provider Review Hearing

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Gender Identity: ☐ Male Race/Ethnicity: ☐ Native American, American Indian, or Alaska Native

☒ Female

☐ Asian or Asian American

☐

☐ Black or African American

Transgender

☐ Non- binary

☐ Native Hawaiian or Other Pacific Islander

☐ Does not disclose

☒ White or Caucasian

☐ Hispanic, Latino or Spanish

☐ Other

☐ Unknown

Age Range: ☐ 18-24

☐ 25-35

☐ 35-44

☐ 45-54

☒ 55-64

☐ 65 or Above

☐ Does not disclose

Are you a person living with a disability?

☐ Yes

☐ Does not disclose

☒ No

Have you ever served or now serve in active duty in any of the U.S. Armed Forces?

☐ Yes

☐ Does not disclose

☒ No

COMMITMENT AND OPERATIONAL STATEMENTS

Time Commitment: Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

Employment: The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

Government in the Sunshine: The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.



Applicant Signature

07/27/2022

Date

Application forms may be completed in full and submitted to:

Kelley Minney, Manager, Donor Relations
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: kminney@elchc.org
Website: www.elchc.org
Telephone: (813) 867-0753
Fax: (813) 435-2299

ELCHC GOVERNANCE COMMITTEE MEETING – August 1, 2022

ACTION

ITEM III.B.

ISSUE: **Board Recruitment**

RECOMMENDED ACTION: Review and select one (1) candidate for recommendation to the full Board to serve on the Board of Directors in the open private-sector position (non-gubernatorial).

NARRATIVE:

The Governance Committee has the responsibility of recommending action items to the full board that relate to Board member nominations. Currently, there are twenty-two (22) Board members, and two (2) vacant private sector seats (Gubernatorial Appointed and Private Sector). The following Board membership applications have been submitted for the open private-sector position on the Board of Directors.

- Lakisha Sharpe
- Lori Baggett
- Beth Valavanis

(3 Attachments)



PERSONAL INFORMATION

Sharpe	Laksha	Evette
Last Name	First Name	Middle
██████████		Director of Season Ticket Membership
DOB: mm/dd/yyyy		
Employer/Affiliation Vinik Sports Group/Tampa Bay Lightning		Title
401 Channelside Drive		
Street Address		
Tampa, FL 33602		
City/State/Zip Code		
813-301-6767	813-679-0490	
Phone	Mobile	Fax
Email Address: Lsharpe@viniksportsgroup.com		
Are you a parent? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, ages of Children Marquis Ford - 24 yrs old		
Is your employer <input checked="" type="checkbox"/> a private, for-profit enterprise, <input type="checkbox"/> a community based non-profit organization		
<input type="checkbox"/> Other (please specify):		

COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
Tampa Bay Chamber	June 2021 - June 2022	Leadership Class of 2022 Member
Tampa Bay Chamber	June 2022	Leadership Tampa Alumni Member
Wise Tampa Bay	Current until April 2023	Wise Member

STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

What is your educational background?

I graduated from University of Phoenix with a BS in Criminal Justice Administration and returned in 2012 to acquire my MBA degree. Prior to graduating from Hillsborough High School, I completed early childhood education courses and received child care training at the daycare with 6-8 children at the high school.

What experience do you have working with young children and families?

I am the youngest of two sisters who have a plethora of children within our family. The connection with my nieces and nephew was a wonderful opportunity to contribute to their early learning through reading and assisting with homework. I was a single mother raising my son and provided him with the best start for early development. As a new grandmother, I will ensure that I am making a difference which will impact their growth.

How would the ELCHC benefit from your involvement on the Board?

ELCHC will benefit from my dedication, commitment, and eagerness to improve the development of our youth in Hillsborough County. Families should have opportunities available to ensure that their children are equipped with the skills to excel in this world regardless of socioeconomic status. My objective is to apply my resources, connections, volunteerism, and passion for the youth to help support all ELCHC initiatives. I will bring a new perspective and positive energy to the current Board to make strides for good changes in the community.

Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the Office of Early Learning (OEL), Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

☒ No ☐ Yes If yes, please explain: N/A

On which committees would you be interested in serving?

☐ Governance ☐ Finance ☐ Legislative Affairs
☒ Service Delivery & Efficiency ☒ Provider Review Hearing

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
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Bill Mitchell			
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Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Gender Identity:	<input type="checkbox"/> Male	Race/Ethnicity:	<input type="checkbox"/> Native American, American Indian, or Alaska Native
	<input checked="" type="checkbox"/> Female		<input type="checkbox"/> Asian or Asian American
	<input type="checkbox"/>		<input checked="" type="checkbox"/> Black or African American
	Transgender		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Non- binary		<input type="checkbox"/> White or Caucasian
	<input type="checkbox"/> Does not disclose		<input type="checkbox"/> Hispanic, Latino or Spanish
			<input type="checkbox"/> Other
			<input type="checkbox"/> Unknown
Age Range:	<input type="checkbox"/> 18-24	<input type="checkbox"/> 25-35	
	<input checked="" type="checkbox"/> 35-44	<input type="checkbox"/> 45-54	
	<input type="checkbox"/> 55-64	<input type="checkbox"/> 65 or Above	
	<input type="checkbox"/> Does not disclose		
Are you a person living with a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> Does not disclose	
	<input checked="" type="checkbox"/> No		
Have you ever served or now serve in active duty in any of the U.S. Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> Does not disclose	
	<input checked="" type="checkbox"/> No		

COMMITMENT AND OPERATIONAL STATEMENTS

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Employment: The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

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Government in the Sunshine: The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.

Lakisha E. Sharpe

6/16/2022

Applicant Signature

Date

Application forms may be completed in full and submitted to:

Kelley Minney, Manager, Donor Relations
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: kminney@elchc.org
Website: www.elchc.org
Telephone: (813) 867-0753
Fax: (813) 435-2299

Please type or print clearly

PERSONAL INFORMATION

<u>Baggett</u>	<u>Lori</u>	<u>Y.</u>
Last Name	First Name	Middle
<u>[REDACTED]</u>		<u>VP, Associate General Counsel</u>
<u>DOB: mm/dd/yyyy</u>		<u>Title</u>
<u>Employer/Affiliation</u>		
<u>PODS Enterprises, LLC, 13535 Feather Sound Drive, 4th Floor</u>		
<u>Street Address</u>		
<u>Clearwater, FL 33762</u>		
<u>City/State/Zip Code</u>		
<u>(727) 509-6860</u>	<u>(813) 952-7425</u>	<u></u>
Phone	Mobile	Fax
Email Address: <u>lbaggett@pods.com</u>		
Are you a parent? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, ages of Children <u></u>		
Is your employer <input checked="" type="checkbox"/> a private, for-profit enterprise, <input type="checkbox"/> a community based non-profit organization		
<input type="checkbox"/> Other (please specify): <u></u>		

COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
United Way Suncoast	2020 - present	Board Member
Stetson College of Law Alumni	2008-2011 & 2018-2021	Board of Advisors; Pres.
Stetson Coll. of Law - Bd. Overseers	2022 - present	Board Member
Tampa Bay History Center	2020 - present	Board of Trustees
ABA - Forum on Construction Law	2012 - 2021	Governing Committee; Chair, L&E Div.; Co-Chair (National) Annual Meeting

STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

What is your educational background?

Please see attached CV.

What experience do you have working with young children and families?

My experience on the United Way Suncoast Board has given me particular insight into the needs of young children and families in the Tampa Bay Area as we mobilize people in the community to give, advocate and volunteer, and focus on 3 main areas: (1) early learning; (2) youth success; and (3) financial stability. I serve on various committees for UWS to address particularized needs of our youth through grant money and programs.

How would the ELCHC benefit from your involvement on the Board?

I am a servant-leader with unyielding ethics and integrity. I'm a strategic and innovative thinker who is passionate about helping organizations remain loyal to the mission without micromanaging senior management and staff. I am also comfortable having uncomfortable conversations, which are often necessary to help organizations get to the root cause of community-wide issues and develop solutions.

Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the Office of Early Learning (OEL), Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

☒ No ☐ Yes If yes, please explain:

On which committees would you be interested in serving?

☒ Governance ☐ Finance ☐ Legislative Affairs
☐ Service Delivery & Efficiency ☒ Provider Review Hearing

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

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☒ Female

☐ Asian or Asian American

☐

☒ Black or African American

Transgender

☐ Non- binary

☐ Native Hawaiian or Other Pacific Islander

☐ Does not disclose

☐ White or Caucasian

☐ Hispanic, Latino or Spanish

☐ Other

☐ Unknown

Age Range: ☐ 18-24

☐ 25-35

☐ 35-44

☒ 45-54

☐ 55-64

☐ 65 or Above

☐ Does not disclose

Are you a person living with a disability?

☐ Yes

☐ Does not disclose

☒ No

Have you ever served or now serve in active duty in any of the U.S. Armed Forces?

☐ Yes

☐ Does not disclose

☒ No

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My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.

Lori G. Baggett

Applicant Signature

07/25/2022

Date

Application forms may be completed in full and submitted to:

Kelley Minney, Manager, Donor Relations
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: kminney@elchc.org
Website: www.elchc.org
Telephone: (813) 867-0753
Fax: (813) 435-2299

Lori Y. Baggett

Tampa, Florida 33618 | (813) 952-7425 | lbaggett30@gmail.com | www.linkedin.com/in/lori-baggett

Associate General Counsel & Senior Business Executive

Labor & Employment Law | Risk Management & Regulatory Compliance | Community & Board Leadership

Associate general counsel, strategic advisor, and community leader with deep experience influencing and steering organizations across diverse legal and business issues involving regulatory compliance, governance, risk, HR, employment, and workplace safety and health. Strong business acumen that spots issues, provides practical solutions, and leads with pragmatic advice across business operations, administration, and changing regulatory landscapes. Extensive litigation background in federal and state court.

- **Trusted business strategist with high degree of emotional intelligence** that leverages good business judgment and builds consensus with Boards, executive teams, and business leaders across top-tier law firm and corporate environments.
- **Well-versed in leading sensitive, high-profile, and catastrophic matters with media coverage.** Poised at negotiating with government officials to resolve claims and reduce liability/fines for corporate clients.
- **Skilled at driving inclusive environments through diversity, equity, and inclusion efforts.** Experienced in drafting proposals, negotiating contracts, and managing year-long projects and strategy plans with governance committees and Boards.
- **Track record of increasing Board communications,** formalizing policies and processes, attracting diverse talent, improving best practices and compliance, and seamlessly navigating conflict and controversy within organizations.

Risk Management • Corporate Governance • Due Diligence • Crisis Management • Resource Allocation & Fundraising • Strategic Planning & Execution • Process & Program Improvements • Government Relations • Partnership Management

PROFESSIONAL EXPERIENCE

Vice President & Associate General Counsel – PODS ENTERPRISES, LLC, Clearwater, FL (May 2021 – Present)

Privately held moving and storage company serving 48 states as well as Canada and Australia.

Recruited into executive-level legal and business leadership role to manage issues relating to company's regulatory compliance, business strategy, contracts negotiations, risk management, and operational policies and procedures.

- Drive regulatory compliance efforts, including implementing and monitoring new policies and procedures to improve (lower) company's CSA (Compliance, Safety, Accountability) score. Retain outside vendor to assist with electronic management of Driver Qualification Files (DQ Files). Interface with vendor during process of bringing system online in 2022.
- Partner with HR on workplace investigations involving discipline, hiring/termination, reasonable accommodations, drug and alcohol policies, and COVID-19 policies. Revise employee handbook for all segments of the enterprise, including general, corporate operations (drivers), and sales/service center.
- Manage outside counsel on employment litigation and corporate/business litigation matters.
- Tasked with leading efforts for upcoming franchise acquisitions.

CARLTON FIELDS, P.A., Tampa, FL (Sept. 2003 – April 2021)

Am Law 200 firm with 300 lawyers and 11 offices throughout the U.S.

Managing Shareholder, Tampa Office (2020 – 2021)

Shareholder (2013 – 2021)

Associate Attorney (2003 – 2013)

Advanced from associate attorney to shareholder and then to managing shareholder of Tampa office. Advised and counseled employers in labor and employment matters, including workplace safety and health (OSHA) issues, workplace legal compliance. Named to the *Tampa Bay Business Journal's* Power 100, an inventory of the area's most influential business leaders (Feb. 2021).

- Conducted internal compliance investigations and defended employment-related claims in state and federal court, including discrimination, harassment, retaliation, failure to pay minimum or overtime wages, violations of the FMLA, and violations of noncompete restrictive covenants.
- Represented companies in the construction industry, including large-scale national home builders, general contractors, suppliers, and manufacturers in construction defects, contract disputes and OSHA investigation and compliance.

- Served in numerous firm leadership capacities for business development, summer associate training, talent management, and community interfacing. Key leadership roles:
 - Managing Shareholder, Tampa Office* (2020 – 2021): Maintained largest attorney headcount of all offices and served as the face of the firm to the community.
 - Co-Chair of Women's Business Resource Group* (2015 – 2021): Provided enhanced business opportunities both inside and outside the firm for female lawyers and professionals.
 - Tampa Office Summer Associate Work Coordinator* (2015 – 2017): Managed workload for summer associates, including billable/non-billable work and observation opportunities. Held weekly meetings to ensure positive experience and exposure to all aspects of the firm.
 - Tampa Office Hiring Chair* (2017 – 2019): Sourced talent for Tampa office.

Representative Engagements:

- Developed strategies and counseled clients through several successful settlement negotiations with OSHA, obtaining amicable resolutions for citations. Led team of attorneys in high-profile whistleblower investigation involving 76-page complaint alleging financial and contractual wrongdoing by then-CEO of a public agency
- Represented national propane supplier in OSHA's investigation of a workplace catastrophe and subsequent litigation.
- Defended industrial gas supplier in final administrative hearing on retaliation claim under the Surface Transportation Assistance Act.
- Advised and conducted internal investigations for retail companies and construction clients, including on matters of sexual misconduct and workplace and safety violations
- Defended design professionals in breach of contract, negligence, and breach of warranty action in federal court.
- Defended multiple lawsuits involving claims of misclassification of exempt employees under the FLSA, including serving as a trial attorney in a four-day jury trial in federal court.
- Defended national homebuilder in final administrative hearing on housing discrimination claim under the Florida Fair Housing Act and the Fair Housing Amendments Act of 1988.
- Defended individual officers of local union in lawsuit alleging claims of defamation, breach of the union's bylaws, unpaid wages, and violation of the Florida Whistleblower Act.

Reported Cases

- Razi v. Razbro Real Estate Invs., Inc.*, No. 11-9739, Dkt. 23 (C.D. Cal. Feb. 7, 2012) (obtained order granting motion to transfer venue and holding that (1) disputes involving the purchase or sale of real property are properly transferred to the federal court where the property at issue is located; and (2) a party opposing a request to transfer a case to a more appropriate forum cannot defeat transfer merely by purporting to identify a litany of witnesses whose testimony is not relevant to the central issues in the case).
- Austin v. Progressive RSC, Inc.*, 265 F. App'x 836 (11th Cir. 2008) (employment discrimination action against property casualty insurance company; summary judgment granted in favor of defendant and affirmed on appeal).
- Einmo v. AECOM Gov't Servs., Inc.*, No. 8:06-cv-01371, 2007 WL 2409816 (M.D. Fla. Aug. 21, 2007) (obtained order dismissing amended complaint against contractor for lack of personal jurisdiction).
- Camara v. Brinker Int'l*, 161 F. App'x 893 (11th Cir. 2006) (employment discrimination action against restaurant company; summary judgment granted in favor of defendant and affirmed on appeal).
- Van der Meulen v. Brinker Int'l*, 153 F. App'x 649 (11th Cir. 2005) (employment discrimination action against restaurant company; summary judgment granted in favor of defendant and affirmed on appeal).

Federal Clerkship: *Judicial Clerk* – Hon. Charles R. Wilson, U.S. Court of Appeals, Eleventh Circuit (2002 – 2003)

EDUCATION & BAR ADMISSIONS

J.D., *cum laude* – Stetson University College of Law, Gulfport, FL

Honors/Awards: Victor O. Wehle Award (Trial Advocacy); Wagner National & Employment Law Competition (Champion); ABA-BNA Award for Excellence in the Study of Labor & Employment Law

Activities/Memberships: Stetson Law Review (Recent Developments Editor); Moot Court Board (Associate Justice and Member); Black Law Students Association (Member)

B.A., English, *summa cum laude* – University of South Alabama, Mobile, AL

Honors/Awards: Full Athletic Scholarship; Sun Belt Conference Medallion Award; Sun Belt Conference Sportsmanship Award

Bar Admissions: Florida; U.S. Supreme Court; U.S. Court of Appeals, Eleventh Circuit; U.S. District Court, Middle District of Florida; U.S. District Court, Northern District of Florida; U.S. District Court, Southern District of Florida; Florida State Courts

AWARDS & HONORS

- Outstanding Alumni Representative Award, Stetson Lawyers Alumni Association (2020)
- OSHA 30-Hour General Industry Safety Training Certification
- OSHA 30-Hour Construction Industry Outreach Training Certification
- The Best Lawyers in America, Construction Law (2020 – 2021)
- Florida Legal Elite, Florida Trend Magazine (2017– 2018, 2020)
- Florida Legal Elite Up & Comers, Florida Trend Magazine (2015)
- Florida Super Lawyers, Super Lawyers Magazine (2014, 2016 – 2020)
- Florida Rising Stars, Super Lawyers Magazine (2010 – 2013, 2015)

LEADERSHIP & AFFILIATIONS

- **American Bar Association** – Governing Committee, Forum on Construction Law (2019 – 2022); Chair, Labor & Employment Division (2014 – 2016); Co-Chair, Annual Meeting (2017)
- **American Bar Association** – Occupational Safety & Health Law Committee, Labor & Employment Law Section
- **Tampa Bay Chamber** – Board of Directors (2020 – 2021); Executive Committee (2021)
- **United Way Suncoast** – Board of Directors (2020 – Present)
- **Stetson College of Law Alumni Association** – Board of Advisors (2008–2011 & 2018 – 2021); President (2009 – 2010)
- **Stetson College of Law Board of Overseers** – (2022 – Present)
- **Planned Parenthood of Southwest and Central Florida** – Board of Directors (2022 – Present)
- **George Edgecomb Bar Association** – Member
- **National Bar Association, Commercial Law Section** – Member
- **The Florida Bar** –Thirteenth Judicial Circuit Grievance Committee (2012 – 2014); Chair (2015)
- **Athena Society** – Member (2021 – Present)
- **Leadership Council on Legal Diversity** – Fellows Program (2013)
- **Leadership Tampa** (Class of 2010)
- **WEDU Public Broadcasting Service** – Board of Directors (2021 – Present)
- **Tampa Bay History Center** – Board of Trustees (2020 -- Present)

PUBLICATIONS & SPEAKING ENGAGEMENTS

- "Take Another Look: Bias, Diversity and Inclusion," American College of Construction Lawyers (March 18, 2021)
- "Commencement Address," Stetson University College of Law (December 5, 2020)
- "Diversity in the Modern Law Firm: How Do We Raise the Bar?" Law Firm Leaders Summit 2020 (September 25, 2020)
- "Building an Equity and Inclusion Culture," Tampa Bay Chamber Public Policy Roundtable (September 9, 2020)
- "Workplace Fatalities: Avoiding Orange as the New Black," ABA Forum on Construction Law Annual Meeting (April 13, 2018)
- "Heat Stress: Understanding the Industry Standards and Protecting Employees," ABA Occupational Safety and Health Law Committee Midwinter Meeting (March 1, 2018)

Please type or print clearly

PERSONAL INFORMATION

Valavanis		Beth Ann
Last Name	First Name	Middle
<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div> Apollo Academy, Inc		Founder
DOB: mm/dd/yyyy Employer/Affiliation		Title
2508 W Parkland Blvd		
Street Address		
Tampa, FL 33609		
City/State/Zip Code		
678-787-5446		
Phone	Mobile	Fax
Email Address: bavalavanis@gmail.com		
Are you a parent?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	If yes, ages of Children 3 years old
Is your employer <input checked="" type="checkbox"/> a private, for-profit enterprise, <input type="checkbox"/> a community based non-profit organization		
<input type="checkbox"/> Other (please specify):		

COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
Parkland Estate Civic Club	May 2021- present	President 2022-2023 term
Guardian Ad Litem	November 2021- present	foster child advocate volunteer
Sigma Kappa- University of Tampa	July 2022- present	VP of Academic Excellence Advisor
South Tampa Chamber of Commerce	March 2021- present	Active member
Working Women of Tampa Bay	March 2021 - present	Active member

STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

What is your educational background?

I am opening an untraditional school in Tampa in August. It is an Acton Academy elementary school.

I am launching this private school because when I was researching options for my daughter, I was surprised by the lack of options for schools in Tampa Bay. I am excited to bring this modern approach to our community. I do not have a formal background in education, but have learned a lot since embarking on this personal passion project. Prior to this, I ran a food manufacturer in the healthcare sector in Pinellas for 7 years.

What experience do you have working with young children and families?

I am a Guardian Ad Litem, so I have experience with working with all types of families. I am also the president of our neighborhood association which has a huge focus on families. Lastly, I am opening an elementary school.

How would the ELCHC benefit from your involvement on the Board?

I think I can offer a unique viewpoint on education as well as creating programs that are available for all children. I am passionate about building the foundational steps that carry children into their elementary years. I understand the impact this program is having on children and could contribute on ways to make it more accessible as well as easier to navigate. I have had my own experience navigating this for my guardian ad litem child who is in foster care. Also, owning a school, I think I can relate and help providers who need more guidance.

Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the Office of Early Learning (OEL), Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

☒ No ☐ Yes If yes, please explain:

On which committees would you be interested in serving?

☐ Governance ☒ Finance ☐ Legislative Affairs
☒ Service Delivery & Efficiency ☒ Provider Review Hearing

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Gender Identity:	<input type="checkbox"/> Male	Race/Ethnicity:	<input type="checkbox"/> Native American, American Indian, or Alaska Native
	<input checked="" type="checkbox"/> Female		<input type="checkbox"/> Asian or Asian American
	<input type="checkbox"/>		<input type="checkbox"/> Black or African American
	Transgender		
	<input type="checkbox"/> Non- binary		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Does not disclose		<input checked="" type="checkbox"/> White or Caucasian
			<input type="checkbox"/> Hispanic, Latino or Spanish
			<input type="checkbox"/> Other
			<input type="checkbox"/> Unknown
Age Range:	<input type="checkbox"/> 18-24	<input type="checkbox"/> 25-35	
	<input checked="" type="checkbox"/> 35-44	<input type="checkbox"/> 45-54	
	<input type="checkbox"/> 55-64	<input type="checkbox"/> 65 or Above	
	<input type="checkbox"/> Does not disclose		
Are you a person living with a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> Does not disclose	
	<input checked="" type="checkbox"/> No		
Have you ever served or now serve in active duty in any of the U.S. Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> Does not disclose	
	<input checked="" type="checkbox"/> No		

COMMITMENT AND OPERATIONAL STATEMENTS

Time Commitment: Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

Employment: The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

Government in the Sunshine: The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.

Beth Ann Valavanis

7/20/22

Applicant Signature

Date

Application forms may be completed in full and submitted to:

Kelley Minney, Manager, Donor Relations
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: kminney@elchc.org
Website: www.elchc.org
Telephone: (813) 867-0753
Fax: (813) 435-2299

ELCHC GOVERNANCE COMMITTEE MEETING – August 1, 2022

ACTION

ITEM III.C.

ISSUE: Revised Board Membership Application

RECOMMENDED ACTION: Approve the revised Board Membership Application.

NARRATIVE:

The following revision(s) were made on the Board Membership Application:

- On page 2 of the Board membership application for the question that asks, “On which committee would you be interested in serving”, the Development Committee was added.
- On page 2 of the Board membership application changed “Office of Early Learning (OEL)” to “Division of Early Learning (DEL)” .

(1 Attachment)

PERSONAL INFORMATION

Last Name	First Name	Middle
<hr/>		
DOB: mm/dd/yyyy	Title	
<hr/>		
Employer/Affiliation		
<hr/>		
Street Address		
<hr/>		
City/State/Zip Code		
<hr/>		
Phone	Mobile	Fax
<hr/>		
Email Address:		
<hr/>		
Are you a parent?	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, ages of Children
<hr/>		
Is your employer	<input type="checkbox"/> a private, for-profit enterprise, <input type="checkbox"/> a community based non-profit organization	
<hr/>		
<input type="checkbox"/> Other (please specify):		
<hr/>		

COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

What is your educational background?

What experience do you have working with young children and families?

How would the ELCHC benefit from your involvement on the Board?

Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the **Division of Early Learning (DEL)**, Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

☐ No ☐ Yes If yes, please explain:

On which committees would you be interested in serving?

- | | | |
|--|--|--|
| <input type="checkbox"/> Governance | <input type="checkbox"/> Finance | <input type="checkbox"/> Legislative Affairs |
| <input type="checkbox"/> Service Delivery & Efficiency | <input type="checkbox"/> Provider Review Hearing | <input type="checkbox"/> Development |

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
------	--------------	-------	-----------------------

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Gender Identity:	<input type="checkbox"/> Male	Race/Ethnicity:	<input type="checkbox"/> Native American, American Indian, or Alaska Native
	<input type="checkbox"/> Female		<input type="checkbox"/> Asian or Asian American
	<input type="checkbox"/> Transgender		<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Non- binary		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Does not disclose		<input type="checkbox"/> White or Caucasian
			<input type="checkbox"/> Hispanic, Latino or Spanish
			<input type="checkbox"/> Other
			<input type="checkbox"/> Unknown
Age Range:	<input type="checkbox"/> 18-24	<input type="checkbox"/> 25-35	
	<input type="checkbox"/> 35-44	<input type="checkbox"/> 45-54	
	<input type="checkbox"/> 55-64	<input type="checkbox"/> 65 or Above	
	<input type="checkbox"/> Does not disclose		
Are you a person living with a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Does not disclose	
Have you ever served or now serve in active duty in any of the U.S. Armed Forces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Does not disclose	

COMMITMENT AND OPERATIONAL STATEMENTS

Time Commitment: Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

Employment: The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

Government in the Sunshine: The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.

Applicant Signature

Date

Application forms may be completed in full and submitted to:

Kelley Minney, Manager, Donor Relations
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: kminney@elchc.org
Website: www.elchc.org
Telephone: (813) 867-0753
Fax: (813) 435-2299

ELCHC GOVERNANCE COMMITTEE MEETING – August 1, 2022

DISCUSSION

ITEM V.C.

ISSUE: Board Building Recommendations/Board Matrix

Narrative:

The attached Board Building Recommendations and Board Matrix were created to assist the Governance Committee with the Board recruitment process.

(1 Attachment)

I. Board Building Recommendations

- A. Recommended Board Size: Currently the ELCHC Board is comprised of 24 Directors.
(F.S.1002.83 (2)- minimum 15 and a maximum of 30 members may serve on the Coalition Board of Directors).
- B. Review Board Matrix to determine what critical requirements are needed on the board at the time of approving applications.

II. Process of Potential Board Members

"Private sector business member" means an individual who does not work for a business entity that the government owns or operates. The term also includes: 1. An individual who had a dual employment in both a business entity and the public sector. 2. An Individual who is retired or no longer works for a business entity, provided that individual is not currently employed in the public sector. (Rule 6M-9.110, of the Florida Administrative Code (F.A.C.). Elected Directors shall at all times be representatives of private sector business who do not have, nor whose relatives have, a substantial financial interest in the design or delivery of Voluntary Prekindergarten Education programs, School Readiness programs, or out-of-school-time programs. Please see attached rule regarding "substantial financial interest."

1. Does applicant meet any gaps identified on the Board Matrix?
2. Provide names of prospect to the Governance Committee
3. Governance Committee reviews prospects and decides which ones to pursue or vet.
4. The Chair of the Committee will designate a Committee member to be the ambassador to the potential prospect. This person will reach out to prospect and gauge interest and help educate them about ELCHC.
5. The Ambassador will invite prospect to a meeting (lunch, breakfast for example) with ELCHC CEO to learn more about the organization. This phase may take the form of several meetings and conversations.
6. Provide prospect with board documents including expectations, financials, etc. (via Board Relations Manager)
7. The Ambassador will invite prospect to attend a board meeting to meet other members and see what it's all about.
8. Committee makes a final approval and recommendation to offer term to potential prospect to Board of Directors.
9. Full Board will vote to approve and extend a 4-year term to prospect.

(ELCHC Bylaws-Amended 11/13/19, Article II, Section 2 (b) Appointed and Elected Director shall serve four (4) year terms. Elected Directors are eligible for re-election. However, no Appointed or Elected Director may serve more than two (2) four-year terms).

III. Board Orientation Process of New Board Members

- A. A welcome letter is sent by the Board Chair and CEO
- B. A separate meeting is set with the new board member, CEO, Board Chair, Board Relations Team, and ELCHC Sr. Leadership Team to:
 - a. Provide an overview of the organization's history, mission & vision, & values
 - b. ELCHC Team Members
 - c. Who We Serve
 - d. What We DO
 - e. Florida Statutes
 - f. Board Member Responsibilities
 - g. Government in the Sunshine Law
 - h. Review a mock agenda
 - i. Discuss rules for use of the Consent Agenda
 - j. Robert's Rules of Order
- C. A press release is prepared by staff, approved by new Board member, and distributed to press outlets and social media. The release is also posted to the ELCHC website.
- D. New Board member is invited to participate in and select committee work by either attending several different committee meetings to decide or making a decision based upon personal reflection; committee assignments may be tempered by input from the CEO and/or Board Chair and/or Committee chair based on the needs of the committee.



Board Tenure (Yr Joined)	2019	2016	2015	2019	2018	2016	2019	2021	2018	2015	2020	2014	2021	2020	2022	2013	2019	2014	2020	2021	2009	2022
--------------------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Resources																						
Money to give			X			X			X		X			X								
Access to money			X						X													
Access to other resources (foundations, corporate support)									X	X								X				
Availability for active participation (connection/introduction to network , grant writing)					X				X	X		X						X	X		X	X

Core Competencies																								
Visionary						X	X			X	X	X							X	X			X	X
Accountability							X				X		X							X				
Organizational learning							X			X	X	X								X			X	X
Understanding of mission, vision, values						X	X				X	X	X							X			X	X
Strategic thinking							X			X	X	X	X							X	X		X	
Using data, problem-solving							X				X									X	X		X	
Accurate reporting, transparency							X				X									X				
Scanning for new information							X				X		X							X				
Integrating learning, generalizing to new situations						X	X				X	X								X	X			X

[illegible]

Parent																						
Yes			X		X	X				X	X									X	X	
No								X	X								X	X				

Persons living with a disability																					
Yes																					
No			X		X	X		X	X	X	X						X	X		X	X

Geographic Area of residency - Hillsborough County																			
North						X	X			X									
South												X	X					X	
East										X			X						
West																			
Central																		X	
Does not reside in Hillsborough County			X													X		X	

ELCHC GOVERNANCE COMMITTEE MEETING – August 1, 2022

DISCUSSION

ITEM V.D.

ISSUE: CEO Evaluation (Division of Early Learning Form)

Narrative:

On Wednesday, July 13, 2022 the State Board of Education met to review and approve the attached new Rule 6M-9.120, Early Learning Coalition Performance Standards and Evaluations. The effective date of this rule will be mid-August. The annual performance evaluation form is due annually by August 30th.

(1 Attachment)

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) “Early learning programs” means the local administration of the Child Care Resource and Referral (CCR&R) Network, School Readiness (SR) and Voluntary Prekindergarten (VPK) programs.

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

(d) “Not Substantially Met” means there is little to no evidence that performance standards are satisfactorily met.

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

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

(g) “Performance standards” are the criteria that will establish how well an early learning coalition implements the service delivery and local administration of the CCR&R Network, SR, and VPK programs.

(h) “Substantially Met” means there is evidence that most or all 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 early learning program grant agreement deliverables and reports on or before the due date;
2. Coalition maintains and provides CCR&R services in accordance with Rule 6M-9.300, F.A.C.;
3. Coalition implements the school readiness program according to its DEL approved SR coalition plan pursuant to Rule 6M-9.115, F.A.C.;
4. Coalition maintains compliance with financial management requirements for early learning programs (i.e., fiscal reports, revenue, and expenditures); and
5. Coalition completes corrective action plans within required timeframe, if applicable.

(b) Coalitions will receive a performance rating, as outlined in paragraph (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 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, as applicable;
3. Child care providers upon execution of the statewide provider contract for participation in SR or VPK programs; and,
4. Early learning coalition board members annually.

(b) 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 evaluations of performance standards identified in paragraph (2)(a) of this rule 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 not substantially met. Performance levels measure compliance with performance standard criteria that indicate the coalition's effectiveness in the implementation and financial management of early learning programs.

(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) Not Substantially Met Performance Ratings. The DEL shall issue a corrective action plan to an early learning coalition with a performance rating of "not substantially met" or a customer service satisfaction survey result below sixty (60) percent. Corrective action plans shall include 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 or does not receive a performance rating

above “not substantially met” 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(s) shall annually complete the Chief Executive Officer/Executive Director Annual Performance 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 Annual Performance 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: (<http://www.flrules.org/Gateway/reference.asp?No=Ref-14589>).

(6) Early Learning Coalition Mergers. Coalitions that fail to satisfactorily meet the requirements in subsections (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 (30) 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 services, programs, and operations 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;
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.); and,
9. A description of any record management systems not captured in the Statewide Single Information System.

(b) DEL will notify the impacted adjacent coalitions of an intent to merge within fifteen (15) calendar days of receiving the documentation in paragraph (6)(a) above.

1. The impacted coalition(s) must submit a response to DEL within fifteen (15) 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 any additional information the coalition requires to be able to continue the operations of 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 documentation submitted, applicable coalition corrective action plan results and performance standard outcome measures within the previous two consecutive years to approve a coalition merger. Approved coalition mergers require a coalition to develop a 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 thirty (30) calendar days from the DEL approval date.

Rulemaking Authority 1001.02(1), (2)(n), 1002.82(3), (5), 1002.83(14), FS. Law Implemented 1002.82(3), (5), 1002.83(14), FS. History--New

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 = Exceeds Expectations

2 = 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.

Rating	Performance Indicator
	Provides the Board with professional advice and recommendations based on the organization's strategic plan.
	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.
	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.
	Fosters a harmonious working relationship with the Board.
	Provides support for Board teamwork and effectiveness as ELC advocates in the community; promotes and supports Board recruitment, education, and development.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

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

Rating	Performance Indicator
	Communicates ELC's vision and goals to staff, community, and others; builds commitment to mission and priorities of ELC.
	Provides direction and defines priorities to assure that the ELC's programs and services respond to the needs of families, children, and providers.
	Identifies problems and issues confronting the ELC and recommends/implements appropriate changes and directions.
	Encourages and promotes long range planning and implementation of plans; keeps Board and others informed of trends and decisions that may impact the ELC.
	Measures the extent to which ELC programs improve enrolled children's school readiness skills for transitioning into kindergarten; reports findings to the Board and the community.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 3: Financial Sustainability and Mission Impact – Provides leadership for sound fiscal management practices and procedures. Assures the budget supports the ELC's mission, goals, and long-range planning. Works with the staff, finance committee and the Board to prepare budgets, monitor progress, initiate changes (to operations and budgets) as appropriate, and resolve fiscal issues that affect the ELC.

Rating	Performance Indicator
	Recommends yearly budget for Board approval.
	Manages the Coalition's resources within budget guidelines according to authorized policies and procedures that comply with current laws and regulations.
	Possesses a robust understanding of the ELC's financial needs and communicates them clearly.
	Provides leadership and supports appropriate strategies for attracting funds for the SR Match Program.
	Oversees the planning and implementation of match development activities, including establishing resource requirements, identifying funding sources and establishing strategies to approach potential donors.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

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
	Provides leadership for developing and executing sound personnel procedures and practices that incorporate directives, attitudes, and behaviors reflective of the integrity and ethical values expected throughout the organization.
	Recruits and retains a talented and diverse staff.
	Ensures compliance with relevant workplace and employment laws; maintains a safe, respectful, and inclusive working environment.
	Encourages and supports staff to participate in ongoing professional development opportunities.
	Establishes clear patterns of authority, responsibility, supervision, and communication with staff.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

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 favorable public image to relevant stakeholders.

Rating	Performance Indicator
	Develops and maintains positive relationships with the community, businesses, and civic leaders; encourages community involvement and contribution to the ELC.
	Represents and promotes the ELC through regular attendance and involvement in meetings, conferences, and interagency and community activities dealing with early childhood education and family issues.
	Encourages community involvement and contribution to the ELC.
	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.
	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.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

Domain 6: Professional Skills and Abilities

Rating	Performance Indicators
	Maintains high standards of ethics, honesty, and integrity in all professional matters.

	Is well organized and efficient in the accomplishment of objectives.
	Skillful at analyzing and addressing problems, challenges, and conflicts, even under stress.
	Effectively communicates verbally and in written form.
	Actively engages in continuous professional development.
Rating Average (total divided by 5):	Comments regarding the performance in this domain:

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

Rating	Performance Indicators
Rating Average (total divided by # of indicators):	Comments regarding the performance in this domain:

Performance Domain	Rating Averages
Domain 1	
Domain 2	
Domain 3	
Domain 4	
Domain 5	
Domain 6	
Domain 7 – optional local	
*Overall Rating	

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

Overall Rating:

3.0 = Exceeds Expectations

2.0 – 2.9 = Meets Expectations

1.9 and below = Does Not Meet Expectations

Evaluator Name: _____

Evaluator Signature: _____

Early Learning Coalition of Hillsborough County Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
1	Chair, appointed by the Governor	Yes	Aakash M. Patel 4202 West Carmen Street, Unit 5 Tampa, FL 33609 W: (813) 364-4769 C: (850) 591-0208 F: (813) 343-4324 Aakash@elevate-inc.com Assistant: Julie Connolly W: (813) 412-2620 Julie@elevate-inc.com	Elevate, Inc. President	N/A	Appointed 06.23.14 Reappointed 08.30.18	1 st term 04.30.17 (3 years) 2 nd term ends 04.30.20 (3 years)	2
2	Private sector appointed by the Governor	Yes	Open		N/A	Appointed		1
3	Private sector appointed by the Governor Treasurer	Yes	Luke A. Buzard, CPA, CIA 702 N. Franklin St., Tampa, FL 33602 W: (813) 228-4733 F: (813) 228-4508 labuzard@tecoenergy.com Executive Assistant: Colleen Roop cproop@tecoenergy.com W: (813)228-1962	TECO Peoples Gas VP Pipeline Safety and Regulatory Affairs	N/A	Appointed 10.29.15 Reappointed 03.31.17	Term end 04.30.16 (6 months) Term End 04.30.20 (3 years)	1

Early Learning Coalition of Hillsborough County Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
4	Department of Children & Family Services Regional Administrator or permanent designee	Yes	Beth Pasek 9393 North Florida Avenue, Suite 900 Tampa, Florida 33612 W: (813) 337-5806 C: (813) 460-6131 Beth.pasek@myflfamilies.com	Department of Children and Families Community Development Administrator, Circuit 13	N/A	Legislative Began 11.18.19	N/A	N/A
5	District superintendent of schools or permanent designee	Yes	Tracye H. Brown 901 E. Kennedy Boulevard Tampa, FL 33602 W: (813) 272-4879 tracye.brown@hcps.net Assistant: Vinney Faucette Vinny.Faucette@hcps.net	Hillsborough County Public Schools Chief of Climate & Culture	N/A	Legislative Began 06.06.16	N/A	N/A
6	Regional workforce board executive director or designee	Yes	Michelle Zieziula 4902 Eisenhower Blvd., Suite 250 Tampa, Florida 33634 W: (813) 397-2045 C: (813) 486-9568 Zieziulam@careersourcetb.com	CareerSource Tampa Bay SVP & Chief Impact Officer	N/A	Legislative Began 02.21.2022	N/A	N/A
7	County health department director or designee	Yes	Allison Nguyen, MPH, MCHES 4704-B W. Montgomery Ave. Tampa, FL 33616 W: (813)559-4186 C: (813)466-9953 Allison.Nguyen@flhealth.gov	Florida Department of Health – Hillsborough County Program Manager, Office of Health Equity	N/A	Legislative Began 02.21.22	N/A	N/A

Early Learning Coalition of Hillsborough County Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
8	President of a Florida College System institution or permanent designee	Yes	Dean Sheila Rios Ybor City Campus 2115 N. 15th Street Tampa, Florida 33606 W: (813) 253-7718 srios17@hccfl.edu	Hillsborough Community College Dean, Associate of Science Programs	N/A	Legislative Began 01.7.21	N/A	N/A
9	Member appointed by Board of County Commissioners or the governing board of a municipality	Yes	Commissioner Gwen Myers 601 E. Kennedy Blvd. 2 nd Floor Tampa, FL 33602 myersg@hillsboroughcounty.org Assistant: Wanda West W: (813) 272-5720 M: (813) 860-7075 westw@hillsboroughcounty.org	District 3 Commissioner	N/A	Legislative Began 11.17.20	N/A	N/A
10	Head Start Director	Yes	Dr. Jacquelyn Jenkins Lee Davis Community Resource Center 3402 N. 2 nd Street Tampa, FL 33605 W: (813) 272-5140, Ext. 52711 jenkinsja@hillsboroughcounty.org Senior Administrative Specialist: Karen Mahorn-Rose mahornk@hillsboroughcounty.org W: (813)272-5140 x 52754	Hillsborough County Head Start/Early Head Start Department Director	N/A	Legislative Began 01.13.14	N/A	N/A
11	Representative of private for- profit child care providers	Yes	Cynthia Chipp 1502 Heather Avenue Tampa, Florida 33612 W: (813) 632-3229 (813) 493-0909 cynthchipp@yahoo.com	Cynthia Chipp Family Childcare Owner	N/A	Began 11.18.19	4 Years 11.18.23	1

Early Learning Coalition of Hillsborough County Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
12	Representative of faith based child care providers	Yes	Amanda Jae Palma Ceia United Methodist Day School 3723 W. Bay to Bay Blvd. Tampa, Florida 33629 W: 813-837-9580 Amanda.jae@palmaceiaumc.org	Palma Ceia United Methodist Church Director	N/A	Began 02.10.20	4 Years 02.10.24	1
13	Representative of programs for children with disabilities under federal Individuals with Disabilities Education Act	Yes	Lise Fox, Ph.D. 13301 Bruce B. Downs Blvd. Tampa, Florida 33612-3807 W: (813) 974-6100 F: (813) 974-6115 lisefox@usf.edu	USF Florida Center for Inclusive Communities-Dept. of Child & Family Studies-College of Behavioral & Community Studies Professor & Co- Director	N/A	Legislative Began 09.17.18	N/A	N/A
14	Children services council or juvenile welfare board chair or executive director	Yes, if applicable	Kelley Parris 1002 East Palm Avenue Tampa, FL 33605 W: (813) 204-1723 F: (813) 228-8122 C: (334) 215-0150 parrisk@childrensboard.org Executive Secretary: Kristina Austin W: (813) 204-1705 austink@childrensboard.org	Children's Board of Hillsborough County Executive Director	N/A	Legislative Began 07.2013	N/A	N/A

Early Learning Coalition of Hillsborough County Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
15	An agency head of a local licensing agency	Yes, if applicable	Carl Harness 601 E. Kennedy Blvd Tampa, Florida 33602 W: (813) 272-1153 C: (813) 545-4478 harnessc@hillsboroughcounty.org Administrative Assistant: Aletta Keplinger-Rodriguez rodriguezale@hillsboroughcounty.org	Hillsborough County, Office of County Administrator Chief Human Services Administrator	N/A	Legislative Began 02.15.21	N/A	N/A
16	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representatio n	Whittington Lee Bowers 17611 Archland Pass Road Lutz, Florida 33558 W: (813) 391-5690 Lee.Bowers@WellCare.com	Sunshine Health Senior Vice President	N/A	Began 09.16.19	4 years 09.16.23	1
17	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representatio n	Dr. Jodi Marshall 710 S Delaware Ave Tampa FL, 33606 W: (813) 892-7773 jodicmarshall@yahoo.com	Learning Solutions Senior Vice President	N/A	Began 10.18.21	4 years 10.18.25	1
18	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representatio n	Dianne Jacob 201 N. Franklin Street, Ste. 1500 Tampa, FL 33602 W: (813) 637-7159 (813) 679-4973 Dianne.jacob@pnc.com	PNC Bank Senior Vice President and Director Client and Community Relations	N/A	Began 04.13.15	4 Years 04.15.19 2 nd term 04.15.23	2

Early Learning Coalition of Hillsborough County Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
19	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representatio n	Dr. Daphne Fudge 19240 Wood Sage Tampa, FL 33647 W: (813) 340-5382 F: (813) 644-4505 C: (813) 482-4838 Your1resource@yahoo.com	Your1resource Training Executive Director of Training	N/A	06.13.16	4 years 06.13.20 2 nd term ends 6.15.24	2
20	Private Sector Business Secretary	Yes, if needed to meet private sector percentage or multi-county representatio n	Stephie Holmquist Johnson, Ph.D. P.O. Box 3546 Plant City, Florida 33563-0010 W: (813) 759-6500 Ext. 1 C: (813) 334-3734 stephie@hecedu.com	Holmquist Educational Consultants, Inc. President	N/A	09.17.18	4 years 09.17.22	1
21	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representatio n	Open	Private Sector	N/A		4 years	
22	Private Sector Business Vice Chair	Yes, if needed to meet private sector percentage or multi-county representatio n	Dr. Shawn Robinson, Esq C: (813) 523-3594 shrobinson@hccfl.edu	Law Office of Shawn H. Robinson. Esq.	N/A	02.11.19	4 years 02.11.23	1
23	Private Sector Business	Yes, if needed to meet private sector	Adam Giery 4320 W. Kennedy Blvd. Tampa, Florida 33601 W: (813) 321-1400	Strategos Group Managing Partner	N/A	09.16.19	4 years 09.16.23	

Early Learning Coalition of Hillsborough County Approved as of [date added when approved by OEL]								
Count or N/A	Designation in F.S. 1002.83(3) and (4)	Voting Member	Name Address Telephone Number Fax Number Email Address	Affiliation and/or Employment	For multi- county coalitions, indicate the county the member represents	Date Appointed	Length of Current Term and Date it Will End	Term
		percentage or multi-county representatio n	C: (407) 462-2767 agiery@strategosgroup.com Executive Assistant: Melisa Taylor mtaylor@strategosgroup.com W: (813)321-1400					
24	Private Sector Business	Yes, if needed to meet private sector percentage or multi-county representatio n	Dustin Portillo 4908 W. Nassau Street Tampa, FL 33607 W: (813)769-4934 C: (813)417-6232 dportillo@casperscompany.com	Caspers Company McDonald's Community Relations	N/A	10.19.20	4 years 10.19.24	

Early Coalition of Hillsborough County Membership Management Approved as of [date added when approved by OEL]	
I.	TOTAL MEMBERSHIP: 22
II.	TOTAL PRIVATE SECTOR MEMBERSHIP: 11 PRIVATE SECTOR PERCENTAGE: 45%
III.	TOTAL NON-VOTING EX OFFICIO MEMBERSHIP: XXXX
IV.	NUMBER OF VACANCIES IN REQUIRED POSITIONS: 2