



## GOVERNANCE COMMITTEE APPROVED MINUTES

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 30<sup>th</sup>.

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. Stephie 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. Stephie 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. Stephie Holmquist Johnson made a motion to adjourn the meeting at 3:49 pm. Aakash Patel made a second. The motion carried unanimously.*

Aug 12, 2022

Read and approved by: *Stephanie Holmquist*

**Dr. Stephanie Holmquist Johnson, Secretary**

**Date**