



## FINANCE COMMITTEE APPROVED MINUTES

Monday, June 7, 2021, at 3:00 pm  
Zoom Meeting

### MEETING ATTENDANCE

**Facilitator:** Luke Buzard, Chair

### Committee Members Present:

Luke Buzard\*, Dianne Jacob\*, Candy Olson\* and Dr. Shawn Robinson\*

### Committee Members Absent:

Joe McElroy

### ELCHC Staff:

Alison Fraga\*, Gordon Gillette\*, Kiyana Scott\*, Kelley Minney\*, Lorinda Gamson\*, Hannah Goble\*, Gary Meyer\*, Megan Folts\*, Yarima Hernandez Tamayo\*, Rick Rampersad\*, Helen Sovich\*, and Abigail Perez\*

### Other Attendees:

Tonia Williams (Children's Board of Hillsborough County)\*

### CALL TO ORDER

#### Quorum Verification

Noting a quorum was present, Committee Chair Luke Buzard called the meeting to order at 3:09 pm.

### Approval of April 5, 2021, Finance Committee regular meeting minutes.

*Dianne Jacob made a motion to approve the April 5, 2021, Finance Committee regular meeting minutes. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### PUBLIC COMMENT

There was No Public Comment

### FINANCIAL REPORT

Gary Meyer, Chief Financial Officer, reviewed the financial statements as of April 30, 2021, and highlighted the following:

- Phase V Grants paid out \$4M in June 2021 and anticipating paying an additional \$4M to childcare providers on July 9, 2021.
- Local funding update – Children' Board of Hillsborough County
  - Payment for parent co-payment
- VPK enrollment trends have improved, increasing the VPK revenue FY 2021 forecast to \$22 M.



- Expenditure in personnel remains overspent due to the activities in Family Services to process School Readiness applications to reduce the number of families on the School Readiness Wait List.

## **ACTION ITEMS**

### **A. FY 2021-2022 Finance committee Meeting Schedule**

*Candy Olson made a motion to approve the FY 2021-2022 Finance Committee Meeting Schedule. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **B. FY 2021-2022 Proposed Budget**

*Candy Olson made a motion to approve the FY 2021-2022 Proposed Budget. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **C. Address facilities needs through consolidation**

Mr. Meyer presented the proposal to amend the lease at the Coalition's primary office location – Interstate corporate Center- for additional space with a concurrent plan to not renew the North Florida lease after its expiration date of January 1, 2023. Mr. Meyer requested approval from the Finance Committee to recommend that the Board of directors authorize staff to enter into the lease expansion.

*Dianne Jacob made a motion to approve the request to recommend full Board approval to authorize staff to enter into the lease expansion. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **D. Approve allocation of Funds for INCENTIVE\$ Program**

Lorinda Gamson, Chief Operating Officer, informed the Finance Committee of the new proposed INCENTIVE\$ scale. The proposed scale will align with the state's Career Pathway. Mrs. Gamson requested approval of the allocation of funds up to \$750,000 to the INCENTIVE\$ Program.

*Candy Olson made a motion to approve. Dr. Shawn Robinson made a second. The motion carried unanimously.*

### **E. Approve allocation of funds to the School Board of Hillsborough County – Early Intervention & Evaluation Services**

Hannah Goble, Director, Family Services, stated that the allocation of funds in the amount of \$196,000 would be used to evaluate School Readiness children and provide an expedited pathway for Individualized Education Plans.

*Dr. Shawn Robinson made a motion to approve. Dianne Jacob made a second. The motion carried unanimously.*

### **F. Approve allocation of funds to the Early Childhood Council**

Ms. Goble stated that the allocation of funds in the amount of \$71,500 would provide Inclusion Support services to children.

*Dianne Jacob made a motion to approve. Candy Olson made a second. The motion carried unanimously.*

**G. Execute an agreement with United Way Suncoast**

Kelley Minney, Manager, Donor Relations, reported that the total allocation from United Suncoast is \$69,112 and must be expended from July 1, 2021, to June 30, 2022. The funds will be used to support ALICE>150 families in the School Readiness Program.

*Dr. Shawn Robinson made a motion to approve. Candy Olson made a second. The motion carried unanimously.*

**H. Outdoor Science/Nature Classroom materials for iSpy Tampa Bay (3-5 Initiative)**

Megan Folts, Director, Provider Relations, stated that the materials will create outdoor classrooms.

There was further discussion on the recruiting process for providers to participate. Alison Fraga, Chief Development Officer, reported that several teachers signed up at the May 21, 2021, Teacher's Night Out event, and any remaining classrooms will be outsourced with community partners.

*Dianne Jacob made a motion to approve. Dr. Shawn Robinson made a second. The motion carried unanimously.*

**CEO REPORT**

Mr. Gillette reported on the following items:

- **FY 2021-2022 Local Funding/Match Commitments**

Mr. Gillette recognized the ELCHC team for their efforts in securing local funding and match commitments for the School Readiness and ALICE>150 programs in the amount of \$1.5M.

- **Legislative Update- House Bill 419**

Implementations of the provisions for House Bill 419 will be effective July 1, 2021.

- **A Day of Preschool and Teacher's Night Out**

Mr. Gillette thanked Alison Fraga and Lorinda Gamson for their leadership and hard work on the two (2) ELCHC events on May 21, 2021.

- **Chief Information Officer**

Mr. Gillette introduced Rick Rampersad, who will serve as the Chief Information Officer for the Coalition. Mr. Rampersad will oversee Management Information System(MIS), Process Improvement, and Facilities.

- **Press Event**

Mr. Gillette informed the Finance Committee that on June 9, 2021, at 2:00 pm, he will join Congresswoman Kathy Castor at Circle C Ranch to discuss the federal support of small businesses and the importance of quality education post-pandemic.

- **Board Member term ended- Joseph McElroy**

Mr. Gillette expressed his appreciation for Mr. McElroy's dedicated service and support while serving on the Board of Directors. Mr. Gillette stated that Mr. McElroy will be recognized on June 21, 2021, at the Board of Director's Annual meeting.

**ADJOURNMENT**

*Dr. Robinson made a motion to adjourn the meeting at 3:40 pm. Candy Olson made a second. The motion carried unanimously.*

Read and approved by \_\_\_\_\_ Date \_\_\_\_\_

**Dr. Stephe Holmquist Johnson, Secretary**