



# ELCHC Governance Committee Meeting

Monday, September 26, 2022 @ 3:00 pm

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

Meeting ID: 822 6059 9474

Passcode: 612421

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## ELCHC Governance Committee Meeting Packet

September 26, 2022

### I. CALL TO ORDER

S. Holmquist  
Johnson

- A. Roll call/Quorum Verification
- B. Approval of Minutes for August 1, 2002 Regular Meeting - 3
- C. Approval of Minutes for August 4, 2022 Special Meeting - 7
- D. Approval of Minutes for August 25, 2022 Special Meeting - 10

### II. ACTION ITEMS

### III. INTERIM CEO REPORT

G. Meyer

- A. Legislative Update

### IV. DISCUSSION ITEMS

- A. CEO Search Firm Update
- B. Treasurer Position
- C. Board Recruitment
- D. Board of Directors Annual Forms

C. Gomez

G. Meyer

G. Meyer

K. Minney

### V. 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*

### VI. ADJOURNMENT



Monday, August 1, 2022, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

**MEETING ATTENDANCE**

**Facilitator:** Dr. Stephie Holmquist Johnson, Chair

**Committee Members Present:**

Dr. Daphne Fudge, Dr. Stephie Holmquist Johnson, Aakash Patel\*

**Committee Members Absent:**

Jodi Marshall and Adam Giery

**ELCHC Staff:**

Kelley Minney, Kiyana Scott, Gary Meyer, Rick Rampersad, Stacey Francois, Megan Folts, Hannah Goble, Erica Turchin\*, and Helen Sovich

**Other Attendees:**

Frazier Carraway and Tonia Williams\*

*\*Indicates attendance via Zoom meeting platform.*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum had been established, Committee Chair Dr. Holmquist Johnson called the meeting to order at 3:05 pm.

**Approval of May 23, 2022, regular Governance Committee meeting minutes**

***Aakash Patel made a motion to approve the May 23, 2022, regular Governance Committee meeting minutes. Dr. Daphne Fudge made a second. The motion carried unanimously.***

**PUBLIC COMMENT I**

There was no Public Comment.

**ACTION ITEMS**

**A. Reappointment of Board Member**

Gordon Gillette, CEO, reported that Dr. Stephie Holmquist Johnson has interest in serving a second-year term.

***Dr. Daphne Fudge made a motion to approve. Aakash Patel made a second. The motion carried unanimously.***



## **B. Board Recruitment**

Mr. Gillette reported that there are twenty-two (22) Board members and there is an open gubernatorial position on the Board of Directors.

Mr. Gillette reported that he had spoken to Lori Baggett and noted that Ms. Baggett has worked in the nonprofit sector and has a deep background in the community.

There was further discussion on one of the candidates' time constraints due to the candidate opening their own education facility.

***Dr. Stephanie Holmquist Johnson called for a motion to table the action item until after inviting the three potential candidates to the next board meeting. Aakash Patel made a motion to approve. Dr. Daphne Fudge made a second. The motion carried unanimously.***

## **C. Revised Board Membership Application**

Kelley Minney, Manager, Donor Relations, reported on the Board membership application revisions.

***Dr. Daphne Fudge made a motion to approve. Aakash Patel made a second. The motion carried unanimously.***

## **CEO REPORT**

### **A. Action Steps**

Mr. Gillette reported on the action steps for the continuous improvement of customer service and equity.

### **B. Leadership Updates**

Mr. Gillette reported on the recent updates of leadership in Provider Relations and Family Services, highlighting the following:

- Deborah Vega will report to Gary Meyer as Manager, Reimbursement
- Lauren Morgan will report to Hannah Goble as Manager, Provider Supports
- Stacey Francois' title changed to Director, Program Initiatives & Education
- Megan Folts will report to Mr. Gillette as Director, State Policy & Analysis

### **C. CLASS Observations**

Mr. Gillette reported that the Early Learning Coalition of Hillsborough County staff is exploring outsourcing CLASS observations to Teachstone.

### **D. Request for Proposal for Organizational Culture**

Mr. Gillette reported that the request for a proposal for the organizational culture to hire a consultant is developed and will be released soon.

## **E. CEO Retirement**

Mr. Gillette announced his retirement as CEO to the Governance Committee. Mr. Gillette reported that his last day will be August 19, 2022.

There was further discussion regarding a search committee to find and hire a new CEO.

***Aakash Patel made a motion to dig up the old request for a proposal and revise it. Dr. Daphne Fudge made a second. The motion carried unanimously.***

Board Attorney, Frazier Carraway advised that all recommendations for a new CEO should be directed to the search firm.

The Governance Committee discussed holding a special meeting on August 4, 2022, at 3:00 pm.

There was further discussion on announcing Gordon's retirement to the full Board and the community.

## **DISCUSSION ITEMS**

### **A. Governance Committee Roles & Responsibilities**

Mrs. Minney discussed the roles and responsibilities of the Governance committee as stated in the ELCHC Board of Directors bylaws.

### **B. Board Attendance**

Kiyana Scott, Executive Administrative Assistant, reported on Board attendance for fiscal year 21-22, noting that there was an average attendance of 81% for regular meetings.

### **C. Board Building Recommendations/Board Matrix**

Mrs. Minney reviewed the Board building recommendations and Board matrix with the Committee. Mrs. Minney informed the Governance Committee that the recommendations and matrix should serve to identify any gaps and assist with selecting new board members.

### **D. CEO Evaluation**

Mr. Gillette reported that in House Bill 419, Early Learning Coalitions are required to complete a standardized evaluation form for Chief Executive Officers/Executive Directors.

***Dr. Stephanie Holmquist Johnson called for a motion for the Executive Committee to fill out the form should it be necessary by August 30. Aakash Patel made a motion. Dr. Daphne Fudge made a second. The motion carried unanimously.***

## **INFORMATION ITEMS**

A copy of the Board roster was provided to the Committee.

**ADJOURNMENT**

*Citing no further business, Dr. Daphne Fudge made a motion to adjourn the meeting at 4:20 pm. Aakash Patel made a second. The motion carried unanimously.*

Read and approved by: \_\_\_\_\_

*Dr. Stephie Holmquist Johnson, Secretary*

*Date*

DRAFT

**MEETING ATTENDANCE**

**Facilitator:** Dr. Stephie Holmquist Johnson, Chair

**Committee Members Present:**

Dr. Daphne Fudge, Dr. Stephie Holmquist Johnson, Dr. Jodi Marshall\*, Aakash Patel

**Committee Members Absent:**

Adam Giery

Board Members Present:

Allison, Nguyen and Kelley Parris\*

**ELCHC Staff:**

Alison Fraga, Hannah Goble, Abby Perez, Gay Meyer, Kelley Minney, Kiyana Scott\*, Helen Sovich, Erica Turchin, Dominique Watson\*, Jeremy Morehouse\*, Lauren Morgan\*, Tiffany Skals\*, Kenya Rowe\*, Ingrid Sanchez\*, Megan Folts\*

**Other Attendees:**

Genet Stewart\*, Beneytte Davis\*, Marni Fuente\*, Angela\*(last name not provided), Andrea\*(last name not provided), Tonia Williams\*, Britney\*(last name not provided), Kristy Sams\*, Dominique Floyd\*, Tonja\*(last name not provided), Sandy Murman\*, Danielle\*(last name not provided), Blair Maxwell\*, Carole Yokell\*, Henry Queen\*, Denise\*(last name not provided), Aleta Ford\*, Rick Davis, Willie R. Coachman, Niki Carraway, Thomasina Allen, Demetria Waddell

\*indicates attendance via Zoom

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum was present, Committee Chair, Dr. Stephie Holmquist Johnson called the meeting to order at 4:01 pm.

Dr. Holmquist Johnson stated that the Governance Committee convened for a special meeting to discuss the next steps after CEO Gordon Gillette announced his retirement earlier in the week. Dr. Holmquist Johnson reminded board members that searching for a new CEO would be conducted under Florida Sunshine Law and ELCHC Bylaws. Dr. Holmquist Johnson announced that Mr. Gillette's final day at the ELCHC would be August 19, 2022, and that the Executive Committee would address an interim CEO at the August 15, 2022, Executive Committee meeting.



## **ACTION ITEMS**

There were no Action Items.

## **DISCUSSION ITEMS**

### **A. Review Process and Draft of Request for Proposal (RFP) for Executive Search Firm**

Gary Meyer, Chief Financial Officer, stated that the staff leveraged the process from the previous executive search to create a timeline and process that reflects state procurement guidelines and governance requirements. Staff will post the RFP to the ELCHC website and My Florida Marketplace for a minimum of two weeks.

Alison Fraga, Chief Development Officer, stated that a contract template would be included with the RFP so that the bidder has the information in advance (i.e., insurance requirements).

The Committee requested that staff provide a list of Search firms that received the RFP.

The Committee requested that staff keep a record of disqualified RFP's and include the reason for their disqualification.

Staff reviewed the proposed timeline with the Committee. The Committee agreed to call a special Governance Committee on Thursday, August 25, 2022, to review and score proposals and to make a recommendation of an executive search firm to go before the entire board for approval. The Committee agreed to call a special meeting of the Board of Directors on Tuesday, September 6, 2022, at 3:00 pm to approve the Governance Committee's recommendation of an executive search firm.

Staff and the Committee reviewed the draft RFP for an Executive Search Firm and made the following changes:

1. Contract term is August 2022 to June 30, 2023.
2. Change notification of award from two weeks to 30 days.
3. Target employment date for CEO is January 3, 2023.
4. Add "experience building diverse and inclusive environments" under CEO qualifications.
5. Update language under Scope of Service to "Consult with the Executive Committee of the Board, independently to..."
6. Add under Methodology and Approach Narrative heading G "include methodology and/or rubric for scoring the potential candidates."

There was a discussion about administrative funds to cover the cost of an Executive Search Firm.

There was a discussion about a retirement reception for Mr. Gillette on or before September 6, 2022.

Dr. Stephe Holmquist Johnson requested ELCHC name badges for all board members.

## **PUBLIC COMMENT**

Sandy Murman made a public comment about offering her support through the CEO transition.



**ADJOURNMENT**

*Aakash Patel made a motion to adjourn the meeting at 5:23 pm. Dr. Daphne Fudge made a second. The motion carried unanimously.*

Read and approved by: \_\_\_\_\_

**Dr. Stephe Holmquist Johnson, Secretary**

**Date**

DRAFT

Thursday, August 25, 2022, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

**MEETING ATTENDANCE**

**Facilitator:** Dr. Stephie Holmquist Johnson, Chair

**Committee Members Present:**

Dr. Daphne Fudge, Dr. Stephie Holmquist Johnson, Adam Giery\*, and Aakash Patel

**Committee Members Absent:**

Jodi Marshall

**ELCHC Staff:**

Alison Fraga, Rick Rampersad, Gary Meyer, Helen Sovich, Hannah Goble, Kiyana Scott, Kelley Minney, Abby Perez\*, Stacey Francois\*, Megan Folts\*, and Meena Saxena

**Other Attendees:**

Tonia Williams\*, Frazier Carraway

*\*Indicates attendance via Zoom meeting platform.*

**CALL TO ORDER**

**Quorum Verification**

Noting a quorum had been established, Chair Holmquist Johnson called the meeting to order at 3:02 pm.

**ACTION ITEMS**

**A. Approval of Executive Search Firm for Chief Executive Officer**

Board Attorney Frazier Carraway reported that all Governance Committee members turned in their scoring sheets and noted that Spirit Consulting scored the highest. Spirit Consulting scored 17.8 out of 25.

The Committee engaged in further discussion on each firm that submitted a proposal.

The Committee asked Gary Meyer, Interim CEO, how the Coalition will cover the cost of the Executive Search Firm. Mr. Meyer reported that the administrative funds and the past CEO's salary would cover the cost. There was further discussion about offering an out-of-state candidate a compensation package to assist with relocation. The Committee requested that Mr.

Meyer confirm if the compensation package is an allowable cost with the Division of Early Learning (DEL).

There was further discussion on the negotiation process.

***Aakash Patel made a motion to approve the highest number on the scale, which is Spirit Consulting. Dr. Daphne Fudge made a second. The motion carried unanimously.***

## **INTERIM CEO REPORT**

### **A. Gubernatorial Appointments & Private Sector Positions**

Mr. Meyer reported that two gubernatorial appointments were made: Melissa Raburn and Stacie Ward.

Mr. Meyer informed the Governance Committee members of a recent press release and that the orientation for Ms. Ward is scheduled for September 12, 2022. Mr. Meyer noted that Board member Amanda Jae would be joining the orientation for Mrs. Raburn.

Mr. Patel reported that he requested Mr. Meyer to place Ms. Raburn on the Legislative Committee and Ms. Ward on the Finance Committee.

The Committee discussed filling the open Board Officer position of Treasurer.

Mr. Meyer reported that he would be presenting a resolution on September 6, 2022, to the Board of Directors to approve Gary Meyer as an authorized check signer.

The Committee discussed recognizing Mr. Buzard at the upcoming special Board meeting on September 6, 2022. The Committee asked Mr. Meyer to contact Commissioner Gwen Myers to prepare a resolution for Mr. Buzard.

### **B. Provider Termination Update**

Mr. Meyer reported on a recent childcare provider termination, and highlighted the following:

- Mr. Meyer reported that there are twenty-four (24) children (in School Readiness and Voluntary Pre-kindergarten) have already been relocated.

The Committee suggested to Mr. Meyer that he should contact the families as Interim CEO as a follow-up.

The Committee asked if there were any media requests, Alison Fraga, Chief Development Officer reported that there was only one request regarding teacher shortages in Hillsborough County.

**C. Provider Site Visits**

Dr. Stephie Holmquist Johnson shared her experience of a provider site visit with the Committee and staff.

Mr. Meyer reported that he will be visiting childcare provider Alford and Ashe.

There was further discussion on scheduling provider site visits with elected officials and DEL Chancellor Matt Mears.

**PUBLIC COMMENT I**

There was no Public Comment.

**ADJOURNMENT**

*Citing no further business, Aakash Patel made a motion to adjourn the meeting at 4:01 pm. Adam Giery made a second. The motion carried unanimously.*

Read and approved by: \_\_\_\_\_

*Dr. Stephie Holmquist Johnson, Secretary*

*Date*