



# Board of Directors Meeting Agenda AMENDED Packet

February 20, 2023 at 3:00 PM ET

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

<https://us06web.zoom.us/j/87645016245?pwd=WkJjYW1mYWxBZ0xMZ1QwSDdhc0hkUT09>

Meeting ID: 876 4501 6245

Passcode: 763741



## Board of Directors Meeting Agenda AMENDED Packet

February 20, 2023

### I. WELCOME & INTRODUCTIONS

A. Patel

A. Roll call/Quorum Verification

B. Pledge of Allegiance

### II. PUBLIC COMMENT I

*Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment 1 must pertain to an item on the approved agenda. Statements or remarks are to be directed towards the Board and not to either a member of the staff or member of the public. Persons addressing the Board shall refrain from statements, remarks, or conduct that is uncivil, vulgar, profane or otherwise disruptive to the conducting of the Board's business.*

### III. CHAIRMAN'S REPORT

A. Patel

A. 2023 Childcare Center & Family Center Visits

B. Invite new Chancellor to Hillsborough for Tour

### IV. CONSENT AGENDA

A. Patel

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

A. February 20, 2023 Board of Directors Meeting Agenda

B. July 14, 2022 Board of Directors Special Meeting Minutes - 4

C. September 6, 2022 Board of Directors Special Meeting Minutes - 7

D. October 17, 2022 Board of Directors Meeting Minutes - 13

E. November 7, 2022 Special Meeting of the Board of Directors Meeting Minutes - 16

### V. ACTION ITEMS

A. Patel

A. Reappointment of Dr. Shawn Robinson to the Board of Directors - 21

B. Allocation of Funds to the University of Florida Lastinger Coaching Program - 26

C. Allocation of Funds to the Business Leadership Institute for Early Learning - 27

D. Allocation of Funds to Roebuck Technologies - 28

E. Allocation of Funds to OneConnectionIT LLC - 29

F. Approve Allocation of funds to Teachstone, Inc. for the Purchase of

Professional Development Training and Materials - 30

G. Approve Allocation of Funds to Contract with Studio Kimchi for video animation - 31

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A. Governance Committee - 33

B. Service Delivery & Efficiency Committee - 34

C. Executive Committee - 35

## **VII. CEO REPORT**

F. Hicks

A. Community & Legislative Affair visits

B. Legislative Special Appropriations: Summer Boost

C. Children's Summit

D. School Readiness Enrollment Goals

E. Provider Assessments

F. Department of Children and Family Services Licensing Transition

G. Marketing & Fundraising - 36

## **VIII. FINANCIAL REPORT**

G. Meyer

A. Financial Report - 39

## **IX. DISCUSSION ITEMS**

A. Reassign Committees - 45

B. Open Treasurer Position - 48

## **X. PUBLIC COMMENT II**

*Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment.*

## **XI. INFORMATION ITEMS**

## **XII. ADJOURNMENT**

Thursday, July 14, 2022, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## MEETING ATTENDANCE

**Facilitator:** Aakash Patel, Chair

### Board Members Present:

Aakash Patel, Adam Giery\*, Kelley Parris\*, Commissioner Gwen Myers\*, Dr. Shawn Robinson\*, Dr. Jacquelyn Jenkins\*, Dr. Daphne Fudge, Dr. Lise Fox\*, Dianne Jacob\*, Dustin Portillo, Cynthia Chipp\*, Beth Pasek\*, Tracye Brown\*, Sheila Rios\*, Michelle Zieziula\*, Carl Harness\*, Jodi Marshall\*, Amanda Jae\*, Dr. Stephie Holmquist Johnson

### Board Members Absent:

Lee Bowers, Allison Nguyen, and Luke Buzard

### ELCHC Staff:

Gordon Gillette, Kelley Minney, Alison Fraga, Helen Sovich, Gary Meyer, Kiyana Scott, Meena Saxon, Gwyneth Feldhake\*, Diane Kollner\*, Ally Provau\*, Janet Welch\*, Susan O' Carroll\*, Abigail Perez\*, Rayn Moses\*, Renee Rudolph\*, Sharon Hayes\*, Marth Aguiar\*, Nichole Gonzalez\*, Shayna Urrabazo\*, Lauren Morgan\*, Jessica Sladky\*, Ivelisse Valentin\*, Kevin Smith\*, Dominique Watson\*, Ingrid Liliana\*, Lissette Godwin\*, Joseline Ramirez\*, Megan Folts, and Hannah Goble

### Other Attendees:

Willie R. Coachman, Dr. Demetria Waddell, Genet Stewart\*, Kristy Sams\*, Christy Lee\*, Benettye Davis\*, Patrick Folts\*, Chris O'Donnell\*, Blair Maxwell\*, Lisa Brock\*, Tammy Shamburger\*, Michelle Guess\*, Cam Walden\*, Sherena Murdock\*, James King\*, Montavious Morgan\*, Jenae King\*, Constance Webb\*

*\*Indicates attendance via Zoom meeting platform.*

## CALL TO ORDER

### Quorum Verification

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

The Board and those in attendance recited the Pledge of Allegiance.

### PUBLIC COMMENT I

There was no Public Comment I.

### ACTION ITEMS

There were no Action Items.

## CEO REPORT

Frazier Carraway, Board Attorney, reported on the process of submitting a public comment to address the Board of Directors.

Gordon Gillette, CEO, provided a brief report on the termination of a former employee and highlighted the following:

- On June 22, 2022, Roshaun Gendrett was terminated from the Early Learning Coalition of Hillsborough County (ELCHC).
- Mr. Gendrett sent an email on June 28, 2022, to members of the Board of Directors, alleging racial discrimination.
- On June 28, 2022, the ELCHC informed the Board of Directors that an independent investigation would be conducted into the allegations.
- Phyllis Townzey, Attorney and board-certified specialist in labor and employee conducted the investigation and completed interviews of all parties. Due to a family health emergency, there has been a delay in the final investigation report.
- Mrs. Townzey asked for Mr. Gendrett to participate in the investigation, Mr. Gendrett declined and indicated that he would be pursuing the matter with the Equal Employment Opportunity Commission (EEOC).

Mr. Gillette reported that legal counsel advised that when the independent investigation report is final, it will not be made public as it may be subject to legal action and that the report is protected from disclosure under the Florida Sunshine Law until the completion of any legal action.

Mr. Gillette reported that the investigator, Mrs. Townzey, indicated that there is no basis to conclude that Mr. Gendrett was discriminated against again based on race by a supervisor, employee status review committee, or management and that his termination was based on legitimate non-discriminatory reasons.

Mr. Gillette reported that the ELCHC is convening the Core Values Committee to work on the next steps on continuous training on living and emphasizing the Core Values including Equity.

Mr. Carraway reported that traditionally, personnel matters are not handled by the Board of Directors.

There was further discussion on organizational culture, employee sensitivity training, Diversity, Equity, and Inclusion training, and racial discrimination.

Mr. Carraway reminded the Board of Directors that with the possible case with EEOC and legal proceedings, prematurely speaking on the investigation can affect the agency's ability to defend itself and the Board of Directors should be mindful of not delving into the specifics of the employee termination.

## **DISCUSSION ITEMS**

### **A. Committee Meetings**

Chair Patel reminded the Board of Directors of the scheduled committee meetings.

### **B. New ELCHC Website**

Alison Fraga, Chief Development Officer reported that during the 2020-2022 Strategic Plan, the ELCHC was tasked with brand development. Mrs. Fraga stated that the previous version of the website was seven (7) years old and specifically outdated. Mrs. Fraga reported that in November of 2021 request for proposals was released to hire a website development company; Wingard was retained to assist with the redesign of the ELCHC website, with a total cost of \$21, 000.

**C. Provider Site Visits**

There was further discussion on provider site visits.

**PUBLIC COMMENT II**

Willie R. Coachman made a public comment regarding the relationship between the Board of Directors and ELCHC staff.

Montavious Morgan made a public comment on measuring how the ELCHC is performing with diversity.

Dr. Demetria Waddell made a public comment regarding the relationship between the childcare providers and ELCHC staff.

**ADJOURNMENT**

*Citing no further business, Dr. Stephie Holmquist Johnson made a motion to adjourn the meeting at 4:36 pm. Dr. Fudge made a second. The motion carried unanimously.*

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

*Dr. Stephie Holmquist Johnson, Secretary*

*Date*



Tuesday, September 6, 2022, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## MEETING ATTENDANCE

**Facilitator:** Aakash Patel, Chair

### Committee Members Present:

Lee Bowers\*, Allison Nguyen, Dianne Jacob, Dustin Portillo, Dr. Daphne Fudge, Dr. Stephie Holmquist Johnson, Kelley Parris\*, Commissioner Gwen Myers\*, Dr. Shawn Robinson\*, Michelle Zieziula\*, Sheila Rios\*, Lee Bowers\*, Amanda Jae\*, Dr. Jodi Marshall\*, Stacie Ward\*, Melissa Raburn, Dr. Jacquelyn Jenkins\*, Adam Giery\*, Tracye Brown\*, and Aakash Patel

### Committee Members Absent:

Carl Harness, Cynthia Chipp, and Dr. Lise Fox

### ELCHC Staff:

Kelley Minney, Kiyana Scott, Erica Turchin, Alison Fraga, Gary Meyer, Yarima Hernandez Tamayo, Kevin Smith, Rick Rampersad, Megan Folts, Hannah Goble, Abigail Perez, Helen Sovich, Sharon Hayes\*, Renee Rudolph\*, Kimbra Bradley\*, Tiffany Skals\*, Meena Saxena, Stacey Francois, Jessica Salgado, Lissette Goodwin, Nichole Gonzalez, John Medina, and Kenya Dickerson-Rowe

### Other Attendees:

Frazier Carraway, Genet Stewart\*, Tonia Williams\*, James King\*, Angela Chowning\*, Miriam Ortiz\*, Lindsay Wells, Christina Holloway, Willie R. Coachman

*\*Indicates attendance via Zoom meeting platform.*

## CALL TO ORDER

### Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 3:03 pm.

## CHAIRMAN'S REPORT

### A. Introduction to New Board Members

Chair Patel introduced newly appointed Board Members, Stacie Ward and Melissa Raburn.

Chair Patel recognized and thanked Luke Buzard for his service on the Board of Directors.

### B. Board of Directors Annual Conflict of Interest Forms

Chair Patel reminded the Board of Directors to complete and submit their annual forms to Kelley Minney by September 12, 2022.

### C. Board Meetings



Chair Patel reported that Board and Committee meetings will return in person with a call-in option available starting on October 17, 2022, at the next Board meeting.

#### **PUBLIC COMMENT I**

There was no Public Comment I.

#### **ACTION ITEMS**

##### **A. Reappointment of Board Member**

Dr. Daphne Fudge reported on behalf of the Governance Committee on the recommendation to reappointment Dr. Stephe Holmquist Johnson to serve a second term.

*Kelley Parris made a motion. Dustin Portillo made a second. The motion carried unanimously.*

##### **B. Approval of Executive Search Firm for Chief Executive Officer**

Dr. Stephe Holmquist Johnson reported on behalf of the Governance Committee on the recommendation to approve a search firm for a Chief Executive Officer. Dr. Holmquist Johnson reported that there were five (5) firms that submitted proposals and Spirit Consulting won the bid.

Christopher Gomez, CEO of Spirit Consulting introduced himself and the firm to the full Board of Directors.

There was further discussion on the fees and cost of hiring the search firms. It was noted by Interim CEO, Gary Meyer that a press release will be made public with the announcement of the hiring of Spirit Consulting and contact information for Christopher Gomez for any applicants.

*Dr. Daphne Fudge made a motion. Commissioner Gwen Myers made a second. The motion carried unanimously.*

##### **C. Approval of Allocation to Funds to Hire Consultant for Organizational Assessment in the Areas of Culture and Intercultural Relationships**

Mr. Meyer reported that the request for proposal for the organizational assessment in the areas of culture and intercultural relationships was posted to the ELCHC's website, My Florida bid system, and on social media to solicit bidders.

Mr. Meyer reported that an internal team at the ELCHC scored eight (8) submitted proposals and selected livingHR. Mr. Meyer made the recommendation to hire livingHR to conduct the organizational assessment that will focus on internal policies and produces at the ELCHC until a permanent CEO is hired.

Chair Patel reported that the ELCHC can move forward with the assessment for \$35,000 as phase one.



*Dr. Daphne Fudge made a motion to move forward with Mr. Meyer's recommendation. Beth Pasek made a second. The motion carried unanimously.*

**D. Execute School Readiness Funding Match Contract with Children's Board of Hillsborough County**

Kelley Minney, Manager, Donor Relations, reported that the contract supports families with direct slots services and will serve homeless children ages 9-12.

*Dr. Stephie Holmquist Johnson made a motion. Dianne Jacob made a second. Kelley Parris and Commissioner Gwen Myers abstained. The motion carried.*

**E. Execute Community Development Block Grant (CDBG) contract with City of Tampa**

Mrs. Minney reported that the ELCHC applied for funding for only \$100,000. City of Tampa awarded the ELCHC with additional funds, increasing the funding for the contract to \$164,626. Mrs. Minney reported that the funding will serve low-to-moderate income families that are within the Department of Housing and Urban Development (HUD) income guidelines.

*Dustin Portillo made a motion. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.*

**F. Execute contract with Hillsborough County Board of County Commissioners (BOCC)**

Mrs. Minney reported that the contract with BOCC contract will serve low-to-moderate income families.

*Beth Pasek made a motion. Dianne Jacob made a second. Commissioner Gwen Myers abstained. The motion carried.*

**G. Approval of Allocation of Funds to CDS Furniture**

Mr. Meyer reported that the action item is brought before the Board to approve the purchase of office furniture, which is allocated in the FY 2022-23 budget. Rick Rampersad, Chief Informational Officer reported that the ELCHC is in the process of completing the expansion space buildout with an early completion date of 2023.

*Dustin Portillo made a motion. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.*

**H. Approval of Fee Waiver for Foster Parents with Children in the School Readiness Program**

Hannah Goble, Director, Operations, reported to the Board that At-Risk families will have their co-payment fees waived.

*Dr. Daphne Fudge made a motion. Dianne Jacob made a second. The motion carried unanimously.*

**I. Approval of Allocation of Funds to Lakeshore Learning Materials**

Stacey Francois, Director, Program Initiatives & Education reported that newly contracted providers are given an option to select \$4,000 worth of classroom materials.

Ms. Francois reported that Lakeshore Learning Materials provides free shipping and a 25% discount to the ELCHC.

*Dr. Daphne Fudge made a motion. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.*

**J. Approval of Allocation of Funds to Early Childhood LLC d/b/a Discount School Supply**

Ms. Francois reported that the allocation of funds to Lakeshore Learning Materials will provide new classroom materials for infant and toddler classrooms as part of the Hillsborough Infant Toddler Initiative (HITI).

*Dustin Portillo made a motion. Beth Pasek made a second. The motion carried unanimously.*

**K. Approval of Allocation of Funds to Children's Forum**

Mr. Meyer reported that the ELCHC will outsource CLASS observations to allow the ELCHC staff to focus on positive coaching and mentoring. Mr. Meyer noted that having two vendors, Children's Forum and Teachstone will allow supporting the diversity of English and Spanish-speaking providers.

Ms. Francois reported that 1,400 observations have to be completed for School Readiness (SR) and Voluntary Pre-kindergarten (VPK). The ELCHC has completed approximately 700. The ELCHC is requesting that Children's Forum and Teachstone complete the remaining 50% of observations.

*Dianne Jacob made a motion. Beth Pasek made a second. The motion carried unanimously.*

**L. Approval of Allocation of Funds to Teachstone**

*Beth Pasek made a motion. Allison Nguyen made a second. The motion carried unanimously.*

**M. Approve Modification of Wells Fargo Bank Account Check Signers**

Mr. Meyer reported that with the retirement of former CEO, Gordon Gillette and the departure of the former Treasurer, Luke Buzard, the ELCHC will have to modify the check signers.

*Dr. Daphne Fudge made a motion. Allison Nguyen made a second. The motion carried unanimously.*

**INTERIM CEO REPORT**

**A. School Readiness Update**

Mr. Meyer reported on School Readiness updates, highlighting the following:

- Recent provider site visit
- USF Pediatrics and College of Medicine Outreach Program connects college interns with the ELCHC to learn and visit providers.
- The ELCHC reached 13,000 School Readiness enrollments

Mr. Meyer reported that VPK enrollment numbers are reaching pre-pandemic numbers, noting that last year enrollment was down by 25%, and this year, enrollment is down only by 1%.

Mr. Meyer reported that the ELCHC will begin disbursement of round 2 of the American Rescue Plan Act (ARPA) grants in September/October 2022.

#### **B. Inclusion Classrooms**

Ms. Goble reported that in partnership with the Early Childhood Council, the ELCHC will launch an inclusion support model. This model would provide 30 classrooms with training, coaching, and professional development.

#### **C. Core Values Initiatives & Workforce Updates**

Ms. Francois reported on the new workforce initiative that will provide a one-time stipend of \$500 directly to teachers that complete their 40-hour requirements, Child Development Associate (CDA), or a CDA renewal.

Ms. Francois reported that the ELCHC received eighty-six (86) applications for the initiative.

Ms. Francois reported that the ELCHC will provide a Community of Practice to teachers who have trouble in passing the CDA exam.

Ms. Francois reported on an update to the longevity bonus grants, noting that teachers that have been working at a provider for at least 18 months are eligible for the grant.

### **DISCUSSION ITEMS**

Dustin Portillo commended the positive Board meeting and recognized the work of the ELCHC staff.

Ms. Goble reported that the ELCHC will hire a Provider Experience Coordinator.

Dr. Stephanie Holmquist Johnson and Dr. Daphne Fudge both recounted their experience during recent provider site visits.

### **PUBLIC COMMENT II**

There was no Public Comment II.

### **ADJOURNMENT**

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

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

*Dr. Stephie Holmquist Johnson, Secretary*

*Date*

DRAFT

Monday, October 17, 2022 at 1:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## **MEETING ATTENDANCE**

**Facilitator:** Aakash Patel, Chair

### **Board Members Present:**

Tracye Brown, Cynthia Chipp\*, Dr. Lise Fox\*, Dr. Daphne Fudge, Adam Giery\*, Carl Harness, Dr. Stephie Holmquist Johnson, Amanda Jae, Dr. Jacquelyn Jenkins, Dr. Jodi Marshall\*, Commissioner Gwen Myers, Allison Nguyen, Kelley Parris, Beth Pasek, Aakash Patel, Dustin Portillo, Melissa Raburn, Dr. Shawn Robinson, Stacie Ward, & Michelle Zieziula

### **Board Members Absent:**

Lee Bowers, Dianne Jacob, & Sheila Rios

### **ELCHC Staff:**

Alison Fraga, Gary Meyer, Rick Rampersad, Kelley Minney, Kiyana Scott, Abigail Perez\*, Helen Sovich, Nancy Metsker, Hannah Goble, Erica Turchin, Cynthia Martinez, Shayna Urrabazo, Janet Diaz Montes, Jennifer Johnson, Jessica Sladky\*, Nicole Gonzalez\*, Gwen Feldhake\*, Kimbra Bradley\*, Kristina Connelly\*, Dominique Watson\*, Lisa Elliot\*, Sharon Hayes\*, Allie Provau\*, Henry Ramos\*, Kalesta Jones\*, Kenya Leal\*, Kenya Rowe Dickinson, Brittany Walton\*, Diane Kollner\*, Dorothy Voegeli\*, Jessica Salgado\*, Joseline Ramirez\*, Tierica Green\*, Meena Saxena\*, Tammi McGinn\*, Krystal Mitchell\*, Kathy Kaaa\*, Karla Torres\*, Kevin Smith\*, Lauren Morgan\*, Jordhan Naranjo\*, Michelle Santiago\*, Aja Price\*, Enidza Rodriguez\*, Armondo Valdez\*, Yalena Sanchez\*, Sander Colon\*, Jackie Ouzts\*, Janet Welch\*, Theon Salley\*, Lance Schenk\*, Yarima Hernandez Tamayo\*, Kari Archambeau\*, Loretha Myrthil\*, Tiffany Basch\*, Norman De Jesus\*, Naomi Hernandez\*, Aniya Young\*, Bobbi Huard\*, Darnell Smith\*, Jennifer Dukes\*, Adinays Reyna Rodas\*, Aida Dubois\*, QiiAni Williams\*, Tammy Freeman\*, Matricia Stubbs\*, Martha Aguiar\*, Javier Tamayo\*, Rayn Moses, Eric Cruz\*, Suzanne O'Carroll\*, Stacey Francois, Lissette Godwin, Ingrid Sanchez\*, & Andrea Houchin\*,

### **Other Attendees:**

Dr. Frederick Hicks, Chris Letsos, Eric Johnson, Frazier Carraway, Megan Folts, Lorinda Gamson, Angela Chowning, Tonia Williams, Evelio Torres\* Montavious Morgan, Kalen Graham\*, Marni Fuente\*, Dr. Tina Honey\*, Denise Pullano\*, Argie Kontodiakos\*, Naomi Riveria\*, Chandra Donalson\*, Christopher Gomez\*, Dr. Alexis Perdereaux-Weekes\*, Laura Boehmer\* Mercy Castiglione\*, Pete Edards\*, James Jacob\*, Tamara Garcia\*, Dr. Natalie Johnson\*, Dr. L. Knowles\*, Genet Stewart\*, L. Benjamin\*, Amy Haile\*, Jason Marlow\*, Rachel Kummelman\*, Laura Villalobos\*, Ed Joseph\*, Renee Graham\*, Walker Costa\* & Molly L\*

*\*Indicates attendance via Zoom meeting platform.*

## CALL TO ORDER

### Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 1:01 pm.

The Board of Directors conducted interviews of the final three candidates for the Chief Executive Officer position during their regular meeting.

Mr. Christopher Gomez, Spirit Consulting, gave a CEO Search summary highlighting the following:

1. 144 candidates were narrowed down to five candidates that underwent background screenings and I/O assessments.
2. Of the five candidates, three finalists were selected, Dr. Frederick Hicks, Eric Johnson, and Chris Letsos.
3. There were two female candidates who withdrew for personal reasons.
4. 33% diversity in finalists when defined by race, ethnicity, sexual orientation, or veteran status
5. 66% diversity in finalists when defined by diversity of thought

The Board of Directors introduced themselves to the three finalists and asked staff and public attending in-person to introduce themselves.

## FINALIST INTERVIEWS

The Board of Directors asked each finalist the same 15 questions about their experience and skills, community alignment, childcare providers, finance, leadership, and relationships, to which the finalists responded. Board members were given time to ask their own questions at the end of each interview.

## BOARD DEBRIEF & VOTING

There was discussion on whether the board could go into Executive Session to discuss the three finalists. Board attorney, Frazier Carraway stated that the candidates cannot be excluded from deliberations. There are very few exclusions to the Sunshine Law and this was not one of them.

Mr. Carraway stated that the Board could not ask public or staff to leave the meeting at anytime. The three finalists volunteered to not be present during the discussion. A portion of the staff that were in-person volunteered to not be present during the discussion.

***Dr. Stephe Holmquist Johnson made a motion to do a written ballot. Dr. Shawn Robinson made a second. Motion failed.***

Board members expressed their concerns of not having an Executive Session to discuss the finalists.

***Dr. Lise Fox made a motion to discuss the candidates as a board. Dr. Shawn Robinson made a second. Kelley Parris voted no. The motion carried.***

There was a discussion about the three finalists. Each board member had an opportunity to share their thoughts on each finalist.

***Commissioner Myers made a motion to vote on one of the said names, Dr. Lise Fox made a second.***

*A roll call vote was taken.*

Lee Bowers	Not present
Tracye Brown	Dr. Hicks
Cynthia Chipp	Dr. Hicks
Lise Fox	Dr. Hicks
Daphne Fudge	Dr. Hicks
Adam Giery	Dr. Hicks
Carl Harness	Dr. Hicks
Stephie Holmquist Johnson	Dr. Hicks
Dianne Jacob	Not present
Amanda Jae	Dr. Hicks
Jacquelyn Jenkins	Eric Johnson
Jodi Marshall	Chris Letsos
Commissioner Gwen Myers	Dr. Hicks
Allison Nguyen	Dr. Hicks
Kelley Parris	Abstain
Beth Pasek	Abstain
Dustin Portillo	Dr. Hicks
Melissa Raburn	Dr. Hicks
Shiela Rios	Not present
Stacie Ward	Chris Letsos
Shawn Robinson	Dr. Hicks
Michelle Zieziula	Dr. Hicks
Chair Aakash Patel	Did not vote

- *Dr. Frederick Hicks received 14 votes*
- *Chris Letsos received 2 votes*
- *Eric Johnson received 1 vote*

*The majority of the members present voted in favor of Dr. Hicks.*

*Kelley Parris and Beth Pasek abstained. The motion carried.*

## ADJOURNMENT

*Citing no further business, Dr. Shawn Robinson made a motion to adjourn the meeting at 6:15 pm.  
Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.*

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

*Dr. Stephie Holmquist Johnson, Secretary*

*Date*

Monday, November 07, 2022, at 3:00 pm  
6302 E. Martin Luther King, Jr. Blvd., Suite 100  
Tampa, FL 33619

## MEETING ATTENDANCE

**Facilitator:** Aakash Patel, Chair

### Board Members Present:

Dianne Jacob, Dr. Daphne Fudge\*, Commissioner Gwen Myers, Dr. Jacquelyn Jenkins\*, Aakash Patel, Sheila Rios\*, Dustin Portillo, Amanda Jae, Tracey Brown, Lee Bowers, Beth Pasek\*, Dr. Shawn Robinson, Adam Giery, Jodi Marshall, Allison Nguyen, Kelley Parris\*, Melissa Raburn, Stacie Ward\*, and Michelle Zieziula

### Board Members Absent:

Cynthia Chip, Dr. Lise Fox, Carl Harness, Dr. Stephie Holmquist Johnson

### ELCHC Staff:

Alison Fraga, Gary Meyer, Rick Rampersad, Kelley Minney, Kiyana Scott, Hannah Goble, Abigail Perez, Helen Sovich, Stacey Francois\*, Erica Turchin

### Other Attendees:

Frazier Carraway

*\*Indicates attendance via Zoom meeting platform.*

## CALL TO ORDER

### Quorum Verification

Noting a quorum had been established, Vice Chair, Dr. Shawn Robinson called the meeting to order at 3:06 pm.

The Board and those in attendance recited the Pledge of Allegiance.

## PUBLIC COMMENT I

There was no Public Comment.

## Chairman's Report

There was no Chair report.

## ACTION ITEMS

### A. Approval of CEO Employment Agreement

Dr. Shawn Robinson gave the floor to legal counsel, Frazier Carraway. Mr. Carraway explained that the last CEO agreement was adapted with the new business terms:





1. Severance pay is no longer available per the Division of Early Learning
2. PTO hours were reduced from 400 hours to 300 hours

***Diane Jacob made a motion to approve the CEO Employee Agreement. Amanda Jae made a second.***

There was a discussion regarding the relocation allowance for Dr. Hicks that was not included in the CEO Agreement. Mr. Carraway suggested to create an addendum that could then be attached to the contract.

***Commissioner Myers moved to amend the contract, paragraph 8, by adding moving expenses and allowances up to \$10,000. Kelley Parris made a second.***

Interim CEO Gary Meyer added that in consultation with Christopher Gomez, Spirit Consulting, it was determined that \$10,000 was an appropriate allocation for moving costs and that a moving allowance was also preapproved by the Division of Early Learning under School Readiness grant guidelines.

***The motion carried.***

***Dr. Shawn Robinson restated the main motion to approve the CEO Employment Agreement with amendment included. The motion carried.***

#### **B. Approval of School Readiness Progressive Enforcement Procedures**

Hannah Goble, Director of Operations, reported that the ELCHC's School Readiness Progressive Enforcement procedures for non-compliance was to determine whether a provider support plan, corrective action plan, disallowed costs, or a contract termination was needed. Ms. Goble stated that the procedures provide clarity on the consequences of non-compliance occurrences.

The Board requested that acronyms were spelled out in the document.

***Chair Patel called for motion to approve SR progressive enforcement procedures.***

There was further discussion regarding the SR progressive enforcement procedures. Ms. Goble explained the provider support plan noted that the plan would include goals that the provider and ELCHC staff would set in to order prevent future noncompliance issues to ensure strong programs that serve children.

Ms. Goble reported that the ELCHC would host various sessions with providers to gain feedback on how to implement the SR progressive enforcement procedures. Board member, Amanda Jae noted that Service Delivery and Efficiency Committee would facilitate the sessions with providers.

*Dr. Shawn Robinson moved to accept the SR progressive enforcement procedures as presented. Dr. Daphne Fudge made a second. Adam Giery opposed. The motion carried.*

**C. Approval of Voluntary Prekindergarten (VPK) Progressive Enforcement Procedures**

Amanda Jae noted that Service Delivery and Efficiency Committee would facilitate the sessions with providers on the VPK progressive Enforcement procedures.

*Amanda Jae made a motion to approve the VPK progressive enforcement procedures. Allison Nguyen made a second. Adam Giery opposed. The motion carried.*

**D. Execute contract with the University of Florida (UF) Board of Trustees**

Mr. Meyer reported that the Coalition and Hillsborough Early Learning Network are in their fourth year of partnership and that the contract with UF provides additional professional development opportunities through stipends for early childhood education teachers. Chair Patel requested staff to inform board members of the next meeting between the Coalition and Hillsborough Early Learning Network.

*Allison Nguyen made a motion to approve. Dr. Shawn Robinson made a second. The motion carried unanimously.*

**E. Execute the contract with Save the Children Federation, Inc.**

Mr. Meyer stated that Save the Children, a non-profit organization, offered \$50,000 to support childcare providers who were impacted by Hurricane Ian. Mr. Meyer noted that the funds are for materials only.

*Dianne Jacob made a motion to approve the contract with Save the Children pending review by board attorney. Allison Nguyen made a second.*

There was additional discussion about whether the board should wait to approve the contract with Save the Children as board members expressed their concerns about approving the contract without board counsel review.

Alison Fraga, Chief Development Officer, clarified that the allocation was for Hillsborough County childcare providers only.

*Dianne Jacob withdrew her motion to approve the contract with Save the Children since it was clarified that it was for Hillsborough County only.*

Chair Patel sought the advice of Interim CEO Gary Meyer on how to proceed. In October, Mr. Meyer reported to the Finance Committee about the potential funding for providers. Mr. Meyer stated he received the draft contract on Friday, November 4, 2022, and recommended a special meeting to approve the contract after counsel review.

*Adam Giery made a motion to table the item to a future board meeting. Amanda Jae made a second. The motion carried unanimously.*

There was a discussion about having all documents reviewed by counsel before coming to the board for approval. Board members recommended that all documents be reviewed by board counsel and the Executive Committee before full board approval. Chair Patel agreed to the recommendation.

## **Financial Report**

Mr. Meyer reported on the financial statements as of August 31, 2022. The following was highlighted.

1. As of November 7, 2022, 13,340 children enrolled in the School Readiness program.
2. VPK admin is at 4.1% and cannot exceed 5% per the award requirements.
3. The ELCHC is has received another \$4 million in School Readiness revenue.
4. There was an increase in American Rescue plan funding of \$18 million.

## **INTERIM CEO REPORT**

Mr. Meyer gave his Interim CEO report and highlighted the following items:

1. Celebrate You! Week, a provider recognition event that was held the week of October 24, 2022. Kenya Dickinson Rowe, Manager, Eligibility provided a recap about Celebrate You! week and how the celebration positively impacted providers.
2. Business Leadership training. The Business leadership training graduation was scheduled for Wednesday, November 9, 2022, but due to the approaching tropical storm was postponed to November 16, 2022. The graduation will be held at the Coalition in the Atrium of the facility. The Coalition will graduate 72 providers that have participated in the seven-week course. Mr. Meyer stated that Florida Blue is a sponsor of the graduation and will have a representative at the graduation to speak with childcare owners and help them navigate their way to health plans for their teachers.

Board member, Adam Giery commended the ELCHC staff for their hard work and explained why he opposed two of the action items.

## **DISCUSSION ITEMS**

There were no Discussion Items.

## **PUBLIC COMMENT II**

There was no Public Comment II

## **ADJOURNMENT**

*Citing no further business, Adam Giery made a motion to adjourn the meeting at 4:25 pm. Dr. Shawn Robinson made a second. The motion carried unanimously.*

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

*Dr. Stephie Holmquist Johnson, Secretary*

DRAFT

## ELCHC BOARD OF DIRECTORS MEETING – February 20,2023

### ACTION

### ITEM V.A.

**ISSUE:** Reappointment of Board Member

**RECOMMENDED ACTION:** Approve the recommendation of the reappointment of Board member, Dr. Shawn Robinson 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 February 11, 2023.

- Dr. Shawn Robinson

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



*Please type or print clearly*

**PERSONAL INFORMATION**

Robinson

Last Name

Shawn

First Name

H

Middle

DOB: mm/dd/yyyy

Employer/Affiliation Law Office of Shawn H. Robinson

Title Attorney

Street Address

City/State/Zip Code

813.421.5313

Phone

Mobile

Fax

Email Address: shawn@robinsonlegal.info

Are you a parent?

☒ Y

☐ N

If yes, ages of Children

27 & 23

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
Early Learning Coalition of HC	8/2008 - present	Vice Chair
Tampa Kiwanis	6/2008 - present	President/Lt. Governor
Ybor City Chamber	9/2007 - 12/2018	Secretary
Ybor City Development Corp.	9/2007 - 12/2018	Chair/Vice Chair
Hillsborough Kids	10/2008 - 7/2013	Legal/Risk Committee

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

What is your educational background?

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

I have administrative-level supervisory experience over two HCC Child Development Centers and the HCC ELM program. I have more than 14 years experience serving of the ELCHC

Board and created the Associates Degree in Early Childhood Education while at Valencia College and serving on the Orange County ELC Board in 2006/2007.

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

I believe that I can benefit the ELCHC through my training as an educator, my training as an attorney, connections in the community, understanding of various components of the Early

Learning Coalition, past administrative supervision of the HCC Child Development Centers and the HCC ELM program, and organizational skills.

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?

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

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
Dr. Patricia Rand		prand@hccfl.edu	Professional
Courtney Orr		Courtney.Orr@tampagov.net	Professional
Lee Bell		Lee.Bell@ybor.org	Professional

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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 checked="" 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 checked="" 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.

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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.**

**Shawn H. Robinson**

Digitally signed by Shawn H. Robinson  
Date: 2023.01.18 14:02:41 -05'00'

**1/18/2023**

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](mailto:kminney@elchc.org)  
Website: [www.elchc.org](http://www.elchc.org)  
Telephone: (813) 867-0753  
Fax: (813) 435-2299

## ELCHC BOARD OF DIRECTORS MEETING – February 20, 2023

### ACTION

### ITEM V.B.

**ISSUE:** Approve allocation of funds to University of Florida Lastinger Coaching Program

**FISCAL IMPACT:** \$80,000

**FUNDING SOURCE:** Florida Department of Education, Division of Early Learning School Readiness and VPK administrative funds

**RECOMMENDED ACTION:** Approve an allocation of funds to University of Florida Lastinger Coaching Program

---

#### NARRATIVE:

The Flamingo Early Learning Coaching program will develop a cadre of certified coaches with the necessary skills to effectively coach adult learners in various child-care settings. This will enable ELCHC team members to assist providers in creating a culture of continuous quality improvement using reflective practice as the vehicle for improving teaching and learning. Beyond certifying a new cadre of coaches, UF Lastinger Center will work with previously certified coaches through calibration sessions and the opportunity for recertification which will help coaches refine their practice.

## ELCHC BOARD OF DIRECTORS MEETING – February 20, 2023

### ACTION

### ITEM V.C.

<b>ISSUE:</b>	<b>Approve allocation of funds to the Business Leadership Institute for Early Learning</b>
<b>FISCAL IMPACT:</b>	\$50,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers, Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Initiatives in the amount of \$50,000
<b>RECOMMENDED ACTION:</b>	Approve the allocation of funds to Business Leadership Institute for Early Learning in the amount of \$50,000 for FY 2022-2023.

**NARRATIVE:** The Coalition would like to present the Board of Directors with a proposal for the Business Leadership Institute for Early Learning to train 100 provider business owners, directors, or administrative leaders in business leadership from March 2023 to June 2023. Specifically, this training is focused on the financial planning and budgeting principles needed for providers to strategically invest in the American Rescue Plan (ARPA) funding and raise teacher salaries to the new, higher minimum wage. The Business Leadership Institute for Early Learning is a 501(c) (3) not-for-profit entity with deep experience in early learning and providing training in Broward, Palm Beach, Miami-Dade, Orlando, Jacksonville, and Alachua.

## ELCHC Board of Directors Meeting February 20, 2023

### ACTION

ITEM V.D.

<b>ISSUE:</b>	<b>Approve allocation of funds to Roebuck Technologies</b>
<b>FISCAL IMPACT:</b>	\$198,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning School Readiness and VPK administrative funds
<b>RECOMMENDED ACTION:</b>	Approve an allocation of funds to Roebuck Technologies in the amount of \$198,000

---

### NARRATIVE:

The Coalition contracts with Roebuck Technologies for its Information Technology services. These vital services include computer/ server management and repair along with remote and on-site help desk support.

The Request For Proposal followed ELCHC's standard practices and was posted on My Florida Marketplace and the website on December 13, 2022 and expired on December 30, 2022 at 5:00pm EST. The Coalition received a total of 6 responses which were vetted by a cross-functional team of 4.

Roebuck Technologies scored the highest with a 4.5 out of 5.

The breakdown of scores are as follows:

Roebuck Technologies:	4.5
NTG:	3.0
Showtech:	2.7
SoftSages:	1.6
Golden:	1.3
Verity:	1.3

## ELCHC BOARD OF DIRECTORS MEETING – February 20, 2023

### ACTION ITEMS

ITEM V.E.

<b>ISSUE:</b>	<b>Approve allocation of funds to OneconnectionIT LLC</b>
<b>FISCAL IMPACT:</b>	\$440,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers, Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Initiatives and/or School Readiness in the amount of \$440,000
<b>RECOMMENDED ACTION:</b>	Approve the allocation of funds to OneconnectionIT LLC of \$440,000 for FY 2022-2023.

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### NARRATIVE:

The Coalition would like to present the Board of Directors with a proposal to purchase up to 84 new Microsoft Surface computers, software, and technical support; 16 one-year renewals of software and technical support; and 149 one-year renewals of software. The software includes Microsoft 365 and Adobe Acrobat Pro, and the support is 24/7/365 desktop support in English and Spanish for one year for provider owners, directors, or administrative leaders enrolled in ELCHC business leadership training. In addition, 84 owners will receive multiple hands on, in person training courses in use of the technology. This computer, software, and support package is valued at \$2,840 per unit. Training participants must pay a \$100 deposit upon registration and return their computer to the ELCHC if they drop out of the training program.

## ELCHC BOARD OF DIRECTORS MEETING – FEBRUARY 20, 2023

ACTION		ITEM V.F.
ISSUE:	Approve allocation of funds to Teachstone, Inc. for the Purchase of Professional Development Training and Materials	
FISCAL IMPACT:	\$550,000	
FUNDING SOURCE:	COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers, American Recovery Plan (ARP) Act, Supply Building Initiatives: World Class Workforce	
RECOMMENDED		
ACTION:	Approve the allocation of \$550,000 to Teachstone, Inc. for CLASS professional development training and materials	

### NARRATIVE:

The company Teachstone, Inc. is the vendor for the Classroom Assessment Scoring System (CLASS) Tool that the ELCHC is mandated to use to conduct Program Assessments of School Readiness and VPK providers. We are seeking approval to purchase CLASS professional development training and materials to help guide quality improvement in preparation for meeting the minimum CLASS standards. The Division of Early Learning (DEL) requires specific professional development courses for the ARPA World Class Workforce grant, and in order to provide these trainings and award stipends, we must secure a contract with Teachstone, Inc. DEL has approved our sole source procurement of this Teachstone, Inc. contract.

## ELCHC BOARD OF DIRECTORS MEETING – February 20, 2023

### ACTION

### ITEM V.G.

<b>ISSUE:</b>	<b>Approve Allocation of Funds to Contract with Studio Kimchi for video animation</b>
<b>FISCAL IMPACT:</b>	\$65,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers, Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Initiatives specific to ROAFS/Coalition Program Outreach, Awareness and Family Supports in an amount not to exceed \$65,000
<b>RECOMMENDED ACTION:</b>	Approve staff to execute contract with video animator, Studio Kimchi in an amount not to exceed \$65,000 FY 2022-2023.

**NARRATIVE:** The increasing importance of video marketing with the added complexity of the early learning message and the challenge of infant/toddler actors prompted the need for the Coalition to consider animation as a way to more powerfully share the story of the ELCHC and the importance of early learning. On January 24, 2023, a Request for Proposal (RFP) was posted to the ELCHC's new RFP webpage as well as My Florida Marketplace bid system. The RFP closed 14 days later, February 7<sup>th</sup> at 2:00 PM EST. The Coalition received a total of 20 submissions with one submission left unscored due to its tardiness. A team of 4 scored the submitted proposals using the matrix included in the posted RFP.

**Studio Kimchi** scored the highest with a 15.8 out of a possible 20.

Below is a breakdown of all combined scores.

Able VFX: 11.3  
Blue Dog: 10.55  
Digital Hyper: 11.4  
EW Visions LLC: 8.2  
Goon Valley: 4.7  
Just Add Video: 8.1  
Kelp Creative: 4.9  
Studio Electric: 10.55  
Studio Kimchi: 15.8  
Wingard: 9.8

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Appleton Creative: 10.85  
Cone's GRAPHIX: 6.9  
The Park Ave Co: 5.8  
Barrington Group: 7.05  
Brandwater: 9.65  
Brooklee: 9.5  
Dizzle Graphics: 9.25  
Rock Paper Simple: 6.6  
Seer: 9.25  
Jacono Studios: submitted late/unscored



## ELCHC BOARD OF DIRECTORS – February 20, 2023

### COMMITTEE REPORTS

ITEM VI.A.

**ISSUE:** Governance Committee

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**NARRATIVE:** The Governance Committee met on January 30, 2023, to review and discuss:

- Open Private Sector Seats/Upcoming Terms
- Open Treasurer Position
- Completion of Annual Board of Directors Forms
- Board Matrix

## ELCHC BOARD OF DIRECTORS MEETING – February 20, 2023

### COMMITTEE REPORTS

### ITEM VI.B.

**ISSUE:**

**Service Delivery & Efficiency Committee**

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**NARRATIVE:** The Service Delivery & Efficiency Committee met on January 30, 2023, to review and discuss:

- Department of Children and Families (DCF)
- ELCHC Leadership Restructure Update
- American Rescue Plan Act

## ELCHC BOARD OF DIRECTORS MEETING – February 20, 2023

### COMMITTEE REPORTS

### ITEM VI.C.

**ISSUE:** Executive Committee

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**NARRATIVE:** The Executive Committee met on February 13, 2023, to review and discuss:

- February 20, 2023, Board of Directors Meeting Agenda
- Governance Report
- Service Delivery & Efficiency Report
- CEO Report
  - Special Appropriations
  - Children's Summit

ACTION

ITEM VII

ISSUE:

CEO REPORT

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Narrative: The CEO will review and discuss the following items:

- Community & Legislative Affairs Visits
- Legislative Special Appropriations: Summer Boost
- Children's Summit
- School Readiness Enrollment Goals
- Provider Assessments
- Department of Children and Family Services Licensing Transition
- Marketing & Fundraising

(2 attachments)

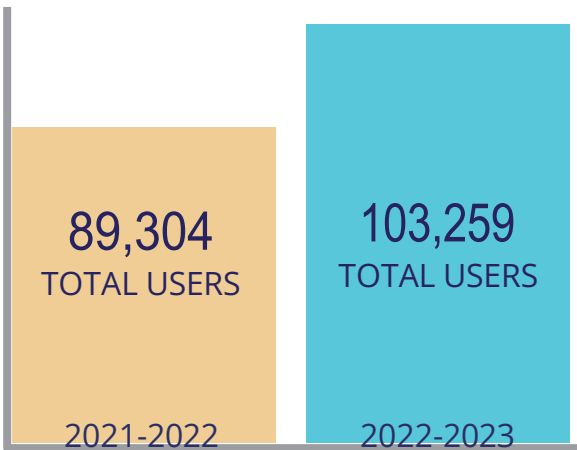


**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY

## FY: 22-23 MARKETING REPORT



### WEBSITE USERS YTD COMPARISON JULY - FEBRUARY



### BROADCASTING CAMPAIGNS

FY: 21-22

**2**

Beasley  
& Commuter Ads  
Total Impressions: 9,854,082

**CURRENT**  
JULY - FEBRUARY

**6**

Beasley, iHeart, NPR,  
Commuter Ads,  
Televisa Univision & Noovie  
Total Impressions: 6.5m+

*\*Campaigns in progress until end of FY*



### SOCIAL MEDIA

Facebook, Instagram, Twitter,  
Linkedin, Tiktok

#### FOLLOWERS

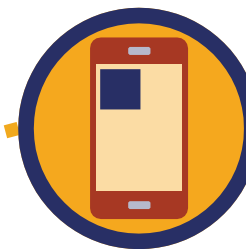


**7,958** CURRENT



**6,036** FY: 21-22

#### ENGAGEMENT



**564,739**  
CURRENT

**10,530**  
FY: 21-22

\*DATA SOURCES: Google Analytics, Sprout Social, and vendor dashboards

# Fundraising Plan FY 22-23

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## EXISTING

- Increase grant funding for signature programming (HITI, iSpy, OMWTK)
- Obtain funding for quarterly family engagement events (Day of Play)
- Increase awareness of funding opportunities (HR Tool Kit)
- **Currently 78% to \$2,100,000 goal**



## ENHANCED

- Identify 3-4 events/meetings per month for Dr. Hicks to connect with potential donors (i.e. Chamber, TBBJ Top 100 etc)
- Identify min 1 speaking engagement per month for Dr. Hicks
- Increase community awareness by hosting a Children's Summit in calendar year 2023

## ELCHC BOARD OF DIRECTORS MEETING – February 20, 2023

### FINANCIAL REPORT

VIII

<b>ISSUE:</b>	Financial Statements as of November 30, 2022
<b>FISCAL IMPACT:</b>	Full Year
<b>FUNDING SOURCE:</b>	Florida Department of Education Division of Early Learning, School Readiness, Voluntary Prekindergarten, and Local Funding

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**NARRATIVE:**

Attached are the Financial Statements as of November 30, 2022.

(5 attachments)



		Budget to Actual November 30, 2022									
		Actual	Budget	Difference			Actual	Budget	Difference		
		YTD	YTD	YTD favorable /(unfavorable)	%	2023 YTD Actual/Forecast	2023 Budget	YTD favorable /(unfavorable)	%		
Program Revenue											
School Readiness	31,319,360	32,622,516	(1,303,155)	-4.0%	78,555,170	74,225,380	4,329,791	5.8%			
School Readiness Match - DEL	765,911	588,580	177,330	30.1%	1,412,593	1,319,509	93,084	7.1%			
School Readiness - Local Funders:											
Children's Board HC	559,281	155,727	403,555	259.1%	700,770	700,770	-	0.0%			
HC Community Development, incl. ALICE>150	8,789	8,789	-	100.0%	8,789	-	8,789	100.0%			
Hillsborough County BOCC	29,233	61,333	(32,100)	0.0%	276,000	276,000	-	0.0%			
HC Childcare -Licensing & Fees	122,837	208,333	(85,496)	-41.0%	500,000	500,000	-	0.0%			
Metro Ministries (Children's Board)	13,755	31,250	(17,495)	-56.0%	68,750	75,000	(6,250)	-8.3%			
City of Tampa	83,472	41,667	41,806	100.3%	100,000	100,000	-	0.0%			
United Way	-	50,558	(50,558)	-100.0%	121,339	121,339	-	0.0%			
United Way (Quality Initiative)	38,507	20,833	17,674	84.8%	50,000	50,000	-	0.0%			
Caspers	25,537	50,000	(24,463)	100.0%	25,537	50,000	(24,463)	-48.9%			
School Readiness - Local Funders	881,411	628,490	252,921	40.2%	1,851,184	1,873,109	(21,925)	-1.2%			
Total School Readiness Revenue	32,966,682	33,839,586	(872,905)	-2.6%	81,635,596	77,417,998	4,217,598	5.4%			
Other Local Funders:											
Conn Foundation	48,180	58,000	(9,820)	-16.9%	58,000	58,000	-	0.0%			
Spurlino Foundation	-	25,000	(25,000)	100.0%	60,000	60,000	-	0.0%			
SR Program Income (training, IECF membership	29,568	8,333	21,235	254.8%	30,123	20,000	10,123	50.6%			
HELN (Hillsborough Early Learning Network)	5,366	3,337	2,029	0.0%	37,000	37,000	-	0.0%			
ELFL (Early Learning Florida)	8,020	41,667	(33,647)	-80.8%	100,000	100,000	-	0.0%			
Lastinger Project	83,333	83,333	-	0.0%	200,000	212,000	(12,000)	-5.7%			
Misc. Donations	75,783	125,000	(49,217)	-39.4%	300,000	300,000	-	0.0%			
Other Local Funders	250,250	344,670	(94,420)	-27.4%	785,123	787,000	(1,877)	-0.2%			
Total School Readiness Revenue and Local Revenue	33,216,932	34,184,257	(967,324)	-2.8%	82,420,164	78,204,997	4,215,167	5.4%			
Program Expenses											
School Readiness											
Direct Services	25,761,910	26,766,545	1,004,635	3.8%	64,981,603	60,145,057	4,836,546	8.0%			
School Readiness Match - DEL	765,911	588,580	(177,330)	-30.1%	1,412,593	1,319,509	93,084	7.1%			
School Readiness - Local Funders	1,018,648	688,861	(329,786)	0.0%	1,043,468	1,800,609	(757,141)	-42.0%			
General Contributions and Gifts	250,250	188,460	(61,790)	0.0%	452,305	452,305	-	0.0%			
Total Direct Services	27,796,719	28,232,447	435,728	1.5%	67,889,969	63,717,480	4,172,489	6.5%			
Personnel	3,638,646	3,666,497	27,851	0.8%	8,747,264	9,488,743	(741,479)	-7.8%			
Staff Development	14,706	34,611	19,905	57.5%	63,117	103,518	(40,401)	-39.0%			
Professional Services	319,380	373,094	53,714	14.4%	806,315	528,692	277,623	52.5%			
Occupancy	199,730	208,352	8,622	4.1%	550,896	538,905	11,991	2.2%			
Postage, Freight and Delivery	12,181	2,437	(9,743)	-399.7%	17,323	4,777	12,546	262.6%			
Rentals	2,895	868	(2,027)	-233.4%	4,666	15,748	(11,082)	-70.4%			
Supplies	31,760	33,343	1,583	4.7%	108,691	63,982	44,709	69.9%			
Communications	8,293	5,556	(2,737)	-49.3%	18,120	35,501	(17,381)	-49.0%			
Insurance	5,879	32,862	26,983	82.1%	59,607	51,211	8,396	16.4%			
Tangible Personal Property	34,821	53,336	18,515	34.7%	118,787	105,906	12,881	12.2%			
Quality	395,444	650,822	255,378	39.2%	1,288,235	1,346,035	(57,800)	-4.3%			
Travel	13,403	27,499	14,096	51.3%	47,114	67,606	(20,493)	-30.3%			
Other Operating	78,494	174,768	96,274	55.1%	320,681	486,674	(165,993)	-34.1%			
Depreciation	-	-	-	0.0%	-	-	-	0.0%			
Other Operating Expenses	1,116,986	1,597,550	480,564	30.1%	3,403,552	3,348,556	54,996	1.6%			
ELCHC Operating	4,755,631	5,264,046	508,415	9.7%	12,150,816	12,837,299	(686,483)	-5.3%			
CCL/ECC	346,355	494,743	148,388	30.0%	1,192,383	1,192,383	0	0.0%			
Inclusion Cost	61,250	102,083	40,833	40.0%	245,000	245,000	-	0.0%			
Scholarships and Other	183,138	90,936	(92,201)	-101.4%	941,996	212,835	-	0.0%			
Total School Readiness & Other Expenses	33,143,093	34,184,257	1,041,164	3.0%	82,420,164	78,204,997	4,215,167	5.4%			
SR Change in Net Assets		73,839	-	(73,839)	-	-	-	-			
GOALS											
< 5.00 %	School Readiness - Admin	3.6%	4.5%	-0.9%	-19.4%	4.0%	4.2%	-0.2%	-4.0%		
> 4.00 %	School Readiness - Quality	6.6%	8.9%	-2.3%	-25.7%	11.6%	9.1%	2.5%	28.0%		
< 22.00 %	School Readiness - Non-Direct	16.4%	19.1%	-2.8%	-14.5%	21.3%	19.0%	2.3%	12.0%		
> 78.00 %	School Readiness - Direct	83.6%	80.9%	2.8%	3.4%	78.7%	81.0%	-2.3%	-2.8%		



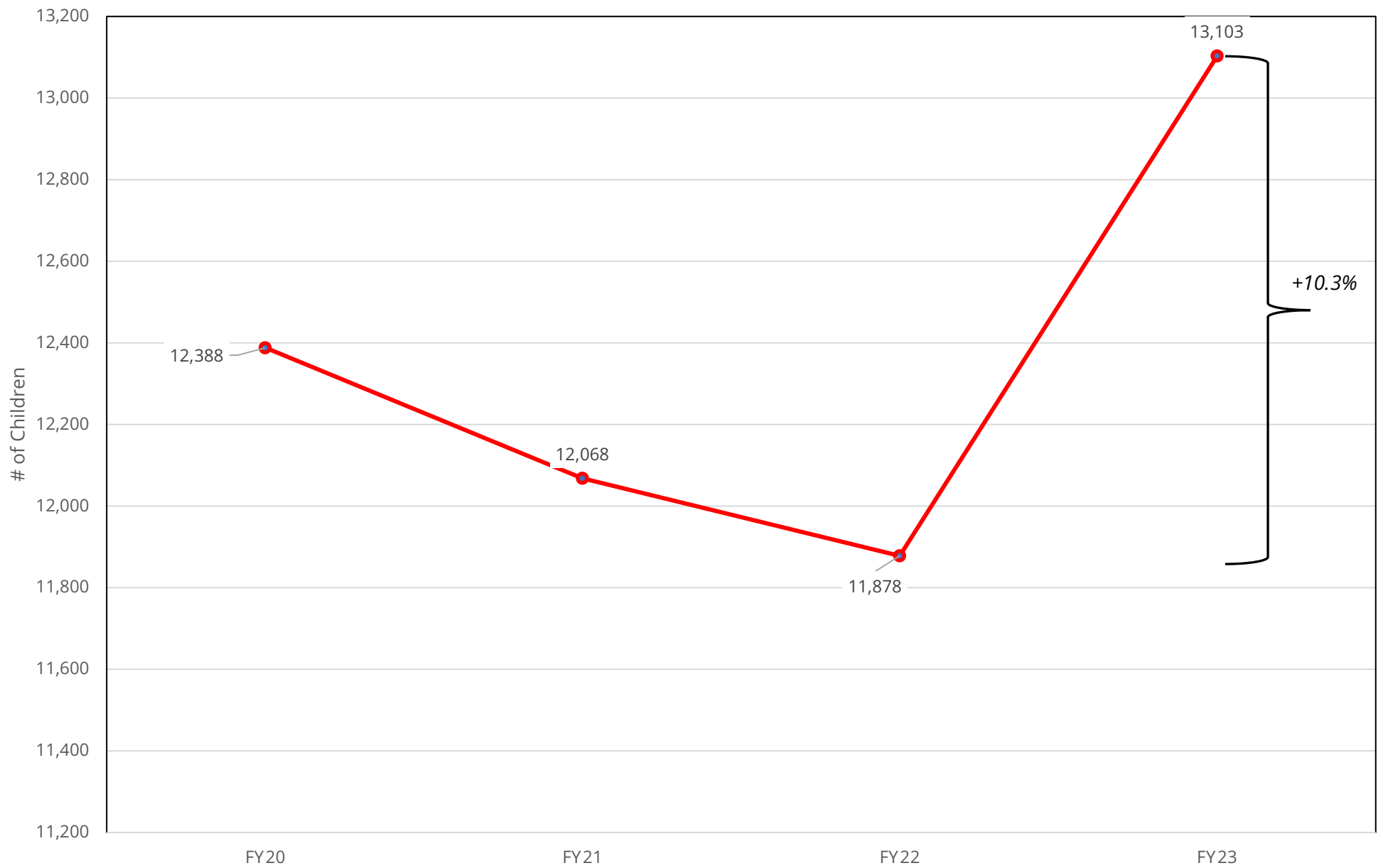


		Budget to Actual November 30, 2022							
		Actual	Budget	Difference		Actual	Budget	Difference	
		YTD	YTD	YTD favorable /(unfavorable)	%	2023 YTD Actual/Forecast	2023 Budget	YTD favorable /(unfavorable)	%
VPK Revenue									
Voluntary Pre-Kindergarten		13,528,303	16,020,164	(2,491,861)	-15.6%	37,798,430	41,560,023	(3,761,593)	-9.1%
Total VPK Revenue		13,528,303	16,020,164	(2,491,861)	-15.6%	37,798,430	41,560,023	(3,761,593)	-9.1%
Voluntary Pre-Kindergarten									
Direct Services		13,039,986	15,342,767	2,302,782	15.0%	36,562,174	39,897,622	(3,335,448)	-8.4%
Personnel		190,994	386,942	195,948	50.6%	720,895	1,017,628	(296,732)	-29.2%
Staff Development		1,094	5,030	3,936	78.3%	10,741	16,005	(5,265)	-32.9%
Professional Services		43,768	41,534	(2,234)	-5.4%	88,127	115,858	(27,731)	-23.9%
Occupancy		11,870	41,648	29,778	71.5%	36,977	61,095	(24,119)	-39.5%
Postage, Freight and Delivery		470	431	(39)	-9.0%	867	523	344	65.8%
Rentals		513	174	(339)	-195.6%	733	3,752	(3,019)	-80.5%
Supplies		37,370	26,732	(10,639)	-39.8%	69,624	5,118	64,505	1260.3%
Communications		1,125	1,111	(14)	-1.3%	2,158	4,082	(1,924)	-47.1%
Insurance		675	11,288	10,613	94.0%	1,489	5,944	(4,455)	-75.0%
Tangible Personal Property		136,758	117,290	(19,468)	-16.6%	271,645	13,693	257,952	1883.8%
Quality		51,731	7,965	(43,766)	-549.5%	-	5,689	(5,689)	-100.0%
Travel		1,420	1,751	331	18.9%	6,759	2,594	4,165	160.6%
Other Operating		9,176	35,503	26,327	74.2%	26,242	10,977	15,265	139.1%
Depreciation		-	-	-	0.0%	-	-	-	0.0%
Other Operating Expenses		295,970	290,455	(5,515)	-1.9%	515,361	245,330	270,031	110.1%
ELCHC Operating		486,964	677,397	190,433	28.1%	1,236,256	1,662,401	(426,145)	-25.6%
Total Voluntary Pre-Kindergarten		13,526,950	16,020,164	2,838,842	17.7%	37,798,430	41,560,023	(3,761,593)	-9%
VPK Change in Net Assets		1,354	-	(1,354)	-	-	-	-	0.0%
GOALS									
< 4.00 %	VPK - Admin	2.2%	3.6%	-1.4%	-39.1%	2.7%	3.3%	-0.6%	-18.3%
American Rescue Plan Act (ARPA)									
ARPA		25,770,084	35,044,910	(9,274,826)	-26.5%	98,557,125	80,753,518	17,803,606	22.0%
Total ARPA Revenue		25,770,084	35,044,910	(9,274,826)	-26.5%	98,557,125	80,753,518	17,803,606	22.0%
ARPA									
Direct Services		25,695,406	34,274,030	8,578,624	25.0%	96,707,014	79,599,609	17,107,405	21.5%
ELCHC Operating		74,678	770,880	696,202	90.3%	1,850,111	1,153,909	696,202	100.0%
Total ARPA		25,770,084	35,044,910	10,664,881	30.4%	98,557,125	80,753,518	17,803,606	22.0%
ARPA Change in Net Assets		-	-	-	-	-	-	-	-
CRSSA - ROAFS -OUTREACH									
ROAFS -OUTREACH		141,483	134,491	6,993	5.2%	572,311	355,000	217,311	61.2%
Total CRSSA - ROAFS -OUTREACH Revenue		141,483	134,491	6,993	5.2%	572,311	355,000	217,311	61.2%
Direct Services		-	-	-		-		-	
ELCHC Operating		141,483	134,491	(6,993)	-5.2%	572,311	355,000	217,311	61.2%
Total CRSSA - ROAFS -OUTREACH		141,483	134,491	(6,993)	-5.2%	572,311	355,000	217,311	61.2%
CRSSA - ROAFS -OUTREACH		-	-	-	-	-	-	-	-
CRSSA / ARPA - Workforce									
CRSSA ADMIN		138,407	108,534	29,873	27.5%	260,481	-	260,481	100.0%
Workforce		3,003,997	2,854,494	149,503	5.2%	8,842,276	1,863,452	6,978,824	374.5%
Total Workforce Revenue		3,142,404	2,963,028	179,376	6.1%	9,102,757	1,863,452	7,239,305	388.5%
Workforce									
Direct Services		2,822,480	2,854,494	32,014	1.1%	8,842,276	1,391,581	7,450,695	535.4%
ELCHC Operating		319,924	108,534	(211,390)	-194.8%	260,481	471,871	(211,390)	(0)
Total Workforce		3,142,404	2,963,028	(179,376)	-6.1%	9,102,757	1,863,452	7,239,305	388.5%
Workforce Change in Net Assets		-	-	-	-	-	-	-	-
Preschool Development Grant (PDG) Revenues									
PDG Revenues		96,932	161,978	(65,046)	-40.2%	386,460	-	386,460	100.0%
Total PDG Revenue		96,932	161,978	(65,046)	-40.2%	386,460	-	386,460	100.0%
Preschool Development Grant (PDG) Expenses									
Direct Services		-	-	-	-	-	-	-	-
ELCHC Operating		96,932	161,978	65,046	40.2%	386,460	-	386,460	100.0%
Total PDG Expenses		96,932	161,978	65,046	40.2%	386,460	-	386,460	-
PDG Change in Net Assets		-	-	-	-	-	-	-	-
Total Revenue		75,896,139	88,508,827	(12,612,688)	-14.3%	228,837,247	202,736,990	26,100,257	12.9%
Total Expenses		75,820,946	88,508,827	(12,687,881)	-14.3%	228,837,247	202,736,990	26,100,257	12.9%
Change in Net Assets		75,193	-	75,193	100.0%	-	-	-	-

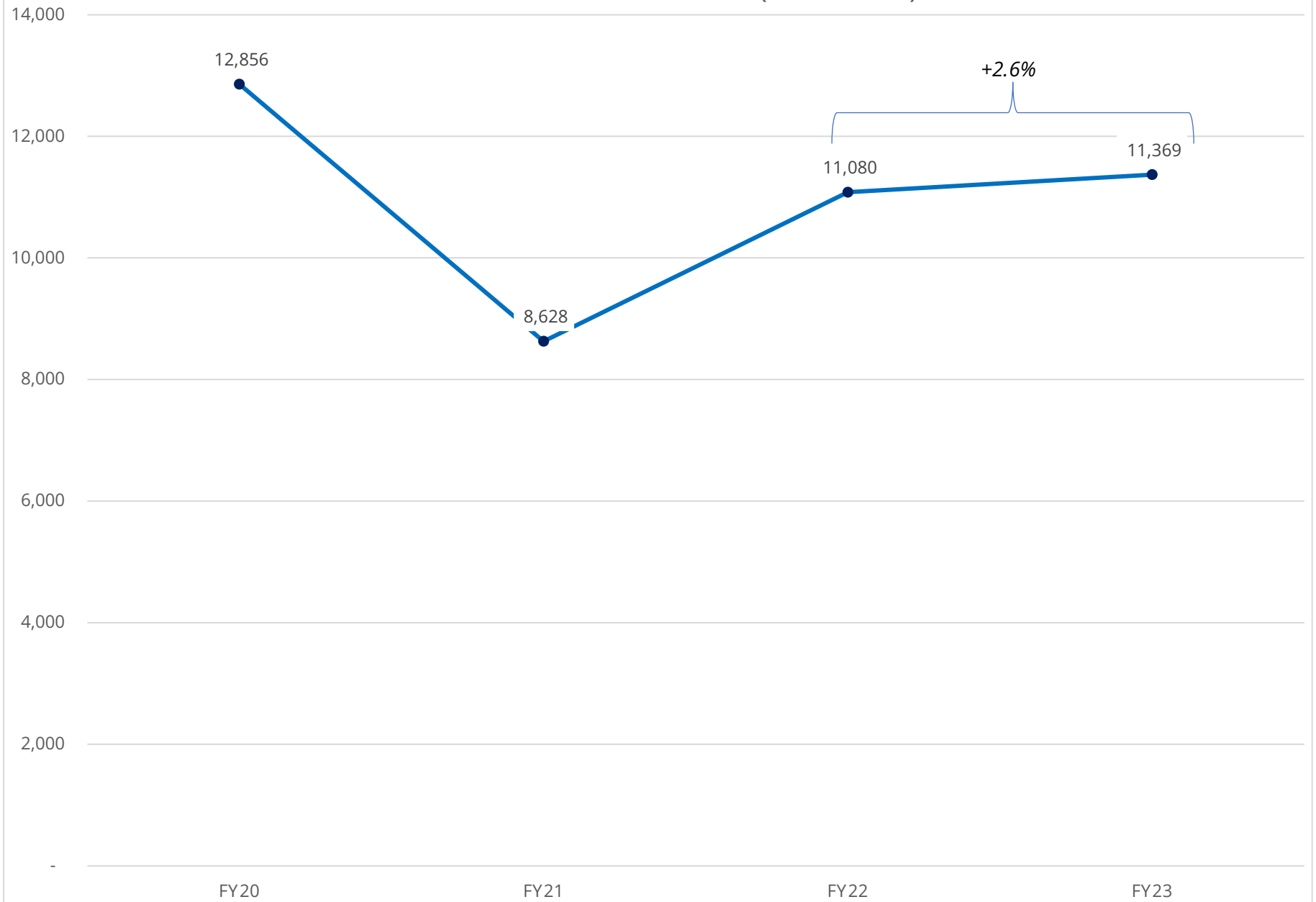
## FY23 Revenue Forecast (\$225M) vs. Budget (\$199M)

	FORECAST	BUDGET	
School Readiness	78,551,170	74,225,380	Increase to SR Expansion, Special Needs and Gold Seal Funding
Voluntary Pre-Kindergarten	37,798,430	41,560,023	Decrease to VPK \$15 Incentive
American Rescue Plan Act	98,557,125	80,753,518	Increase for ARPA Phase II
Outreach Funding	572,311	355,000	Reallocation of funds
Workforce Funding	9,102,757	1,863,452	Increase for Build a World Class Workforce Initiative
Preschool Development Grant	386,460	-	Funding extended until June 2023

## School Readiness Historical Enrollment (December)



### Historical VPK Enrollment (December)



## Approved 2022-2023 ELCHC BOARD COMMITTEES

<p style="text-align: center;"><b><u>Executive Committee</u></b>  <i>Standing</i>  <b>Aakash Patel, Board Chair</b>          Dr. Shawn Robinson, Vice-Chair          Dr. Stephie Holmquist Johnson, Secretary          Open, Treasurer          Amanda Jae, Chair of SD&amp;E Committee          Lee Bower, Chair of Finance Committee</p> <p style="text-align: center;"><b><u>Staff Liaisons:</u></b>          Dr. Hicks</p>	<p style="text-align: center;"><b><u>Finance Committee</u></b>  <i>Standing</i>  <b>Lee Bowers, Chair</b>          Carl Harness, Vice Chair          Dr. Jacquelyn Jenkins          Open          Allison Nguyen</p> <p style="text-align: center;"><b><u>Staff Liaisons:</u></b>          Dr. Hicks          Gary Meyer</p>	<p style="text-align: center;"><b><u>Governance Committee</u></b>  <i>Standing</i>  <b>Dr. Stephie Holmquist Johnson, Chair</b>          Dr. Daphne Fudge, Vice Chair          Aakash Patel          Adam Giery          Dr. Jodi Marshall</p> <p style="text-align: center;"><b><u>Staff Liaisons:</u></b>          Dr. Hicks          Nancy Will</p>
<p style="text-align: center;"><b><u>Service Delivery and Efficiency Committee</u></b>  <i>Standing</i>  <b>Amanda Jae, Chair</b>          Open, Vice Chair          Dr. Lise Fox          Beth Pasek          Commissioner Gwen Myers</p> <p style="text-align: center;"><b><u>Staff Liaisons:</u></b>          Dr. Hicks          Stacey Francois</p>	<p style="text-align: center;"><b><u>Legislative Affairs Committee</u></b>  <i>Special</i>  <b>Adam Giery, Chair</b>          Dianne Jacob, Vice Chair          Sheila Rios          Tracye Brown          Michelle Zieziula          Commissioner Gwen Myers</p> <p style="text-align: center;"><b><u>Staff Liaison:</u></b>          Dr. Hicks          Alison Fraga</p>	<p style="text-align: center;"><b><u>Provider Review Hearing Committee</u></b>  <b>Dr. Jacquelyn Jenkins, Chair</b>          Beth Pasek, Vice Chair          Amanda Jae          Dr. Shawn Robinson          Allison Nguyen          Cynthia Chipp</p> <p style="text-align: center;"><b><u>Staff Liaisons:</u></b>          Dr. Hicks          Stacey Francois</p>
<p style="text-align: center;"><b><u>Development Committee</u></b>  <i>Special</i>  <b>Dr. Shawn Robinson, Chair</b>          Dustin Portillo, Vice Chair          Open          Lee Bowers          Dr. Jodi Marshall          Dr. Stephie Holmquist Johnson</p> <p style="text-align: center;"><b><u>Staff Liaison</u></b>          Alison Fraga          Abby Perez</p>		

\*Standing Committees must have at least 5 members

## **Overview of ELCHC Committees**

### **Executive Committee (Board Officers/Committee Chairs)**

The Executive Committee is made up of the Board Chair, The Board Vice Chair, The Board Secretary, and the Board Treasurer, and Chairs of the regularly meeting permanent committees and the standing committees of the Board. The Executive Committee may act on behalf of the Board between regular Board meetings except they are not permitted to do the following: amend the articles or bylaws, dissolve the corporation; dismiss or elect new Board member or officers; hire or fire the CEO; enter into major contracts or sue another entity; change a board approved budget in excess of their existing authority, or, adopt or eliminate major programs.

### **Finance Committee**

Membership shall consist of Board members appointed by the Board Chair.

The role of the Finance Committee is to recommend policies that protect the organization's assets, reviews the annual budget, monitors financial reports prepared by staff, oversees the annual audits, governs the management of investments, makes recommendations to the full board for approval, and works to make sure the organization is in good financial health.

### **Governance Committee**

Membership consists of board members appointed by the Board Chair.

The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the CEO evaluation process, CEO communication with Board and OEL and Coalition staff policies and procedures.

### **Service Delivery & Efficiency Committee**

Membership shall consist of Board members and community members, as deemed necessary, appointed by the Board Chair.

The Service Delivery & Efficiency Committee has the responsibility of reviewing, analyzing, and overseeing Coalition programs and recommending action items to the full Board that relate to: Coalition expenditures related to services and quality, program evaluation and improvement, contract compliance, and provider effectiveness. The Committee shall collect data, information, and comments from providers in support of its mission to provide supportive and quality services as well as disseminate such information to the full Board as is relevant.

### **Legislative Affairs Committee**

Membership shall consist of Board members appointed by the Board Chair.

The Legislative Affairs Committee stays abreast of what is happening at the state & federal level regarding early learning. The activities include the development and implementation of strategies

for advocacy of the Board's legislative agenda to the legislature, Governor, and appropriate constituent groups.

### **Development Committee**

Membership shall consist of Board members appointed by the Board Chair.

The Development Committee leads the Board of Directors' participation in resource development for the ELCHC. The Committee works with staff to develop the fund development plan and relays important information about the ELCHC's programs to the Board of Directors. The committee proposes policies and develops plans, procedures, and schedules for board involvement in fundraising, partner development, and community engagement.

### **Provider Review Hearing Committee**

Membership shall consist of Board members appointed by the Board Chair.

Early Learning Coalitions are responsible for the local implementation of early learning programs funded with state and federal funds, such as the School Readiness Program and Voluntary Prekindergarten Education Program. Providers of such early learning programs may request a review of determinations made by an Early Learning Coalition in accordance with the due process procedures. If a provider disputes any action taken by the Coalition pursuant to the terms of the Statewide School Readiness Provider contract, the provider may request a review hearing where they will have a reasonable opportunity to address the Coalition staff or sub-contractor staff regarding the Coalitions action and to present supporting evidence before a Review Hearing Committee. The Review Hearing Committee shall assess the claim(s) the provider made in its request for review by examining all information and documentation submitted by the provider.

The Chair of the ELC shall appoint the Review Hearing Committee and shall name the chair of the committee. At least one of the members must be a mandatory member as set forth in section 1002.83(4) and at least one other member shall be one of the provider representative members.



### FY 22-23 Board Officer Interest Form

In accordance with the ELCHC Bylaws, the officers of the Corporation, other than the Chair shall be elected annually by the Board of Directors at its annual meeting. The ELCHC Governance Committee is currently seeking a member to serve as **Treasurer** on the Board of Directors for FY 2022-2023.

If you are interested or wish to submit a nomination, please complete the information below.

The Governance Committee will recommend a slate of officers to the membership for a vote at the upcoming annual meeting.

Please return this form to Nancy Will at  
nwill@elchc.org

Board Member Name:

☐ I am interested in Treasurer

☐ I'm not interested in Treasurer and nominate:

\_\_\_\_\_

Signature:

### Overview of Treasurer Responsibilities

Treasurer. The Treasurer shall keep and maintain, or cause to be maintained, adequate and correct accounts of the properties and business transaction of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The Treasurer shall submit a statement of accounts on a quarterly basis at meetings of the Board of Directors and shall make reports as the Board of Directors may require. The Treasurer shall cause to be deposited or shall cause to be disbursed in accordance with procedures approved by the Board of Directors all monies and other valuables in the name and to the credit of the Corporation and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.