



BOARD OF DIRECTORS  
MEETING APPROVED  
MINUTES

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. Stephe 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: Stephanie Holmquist

Date: Jul 7, 2023

Dr. *Stephie Holmquist Johnson, Secretary*






# 11.07.2022 Special Meeting of the Board of Directors Meeting Minutes \_ ApprovedFinal

Final Audit Report

2023-07-07

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## "11.07.2022 Special Meeting of the Board of Directors Meeting Minutes \_ ApprovedFinal" History

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