



BOARD OF DIRECTORS MEETING APPROVED MINUTES

Monday, April 17, 2023, 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, Dr. Larissa Baia, Lee Bowers*, Tracey Brown, Dr. Lise Fox*, Dr. Daphne Fudge, Amanda Jae, Dr. Jacquelyn Jenkins*, Dr. Jodi Marshall*, Commissioner Gwen Myers, Kelley Parris*, Beth Pasek, Melissa Raburn*, Dr. Shawn Robinson, Stacie Ward, and Michelle Zieziula*

Board Members Absent:

Carl Harness, Cynthia Chipp, Adam Giery, Allison Nguyen, and Dr. Stephe Holmquist Johnson

ELCHC Staff:

Dr. Fred Hicks, Sabrina Ruiz, Casie Haines, Kelley Minney, Kiyana Scott, Alison Fraga, Gary Meyer, Kevin Smith*, Rick Rampersad, Abigail Perez*, Stacey Francois, Ally Provau*, Jessica Sladky*, Kari Vernon*, Meena Saxena*, and Lauren Morgan*

Other Attendees:

Frazier Carraway, Tonia Williams*, Sara Ashe*, Heidi Honea*, Jeff Goolsby*, Aleta Ford, Sheila Rios, Dianne Jacob, and Dustin Portillo

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Aakash Patel called the meeting to order at 3:06 pm. Those in attendance recited the Pledge of Allegiance.

CHAIRMAN'S REPORT

A. Recognition of Former ELCHC Board Members

Chair Patel recognized three former board members, Dianne Jacob, Sheila Rios, and Dustin Portillo, for their tenure and service on the Board of Directors.

B. Appointment of Derek Zitko to the Development Committee

Chair Patel recommended the appointment of Derek Zitko to the Development Committee.

Dr. Shawn Robinson made a motion to approve. Amanda Jae made a second. The motion carried unanimously.

C. Appointment of Dianne Jacob to the Development Committee





Chair Patel recommended the appointment of Dianne Jacob to the Development Committee as Vice-Chair.

Dr. Shawn Robinson made a motion to approve. Amanda Jae made a second. The motion carried unanimously.

D. Mission Moment

Board member Dr. Larissa Baia gave a mission moment.

E. Board of Directors Matrix Survey

Chair Patel reminded members of the Board to submit the Board matrix survey if they still needed to do so.

F. ELCHC New Leadership Team Members

The newest team members of the Early Learning Coalition of Hillsborough County (ELCHC) leadership team were introduced to the full Board, Casie Haines, Director, Provider Supports, and Sabrina Ruiz, Director, Family Services (Operations).

G. Sunshine Law Refresher

Board Attorney, Frazier Carraway, delivered an oral presentation to the full Board regarding the Sunshine Law. In addition, he conveyed to the Board that having a public comment II on the agenda is not needed and that public comment should be placed at the beginning of each meeting.

H. Appointment of Dr. Daphne Fudge to the Service Delivery & Efficiency

Committee Chair Patel recommended the appointment of Dr. Daphne Fudge as the Vice-Chair of the Service Delivery & Efficiency Committee.

Beth Pasek made a motion to approve. Commissioner Gwen Myers made a second. The motion carried unanimously.

PUBLIC COMMENT I

There was no Public Comment I.

CONSENT AGENDA

The following items were included under the Consent Agenda:

- A. April 17, 2023, Board of Directors Meeting Agenda
- B. Approval of June 20, 2022, Board of Directors Annual Meeting Minutes
- C. Approval of February 20, 2023, Board of Directors Regular Meeting Minutes

Dr. Shawn Robinson made a motion to approve. Commissioner Gwen Myers made a second. The motion carried unanimously.

ACTION ITEMS

- A. **Nomination of Board Member, Michelle Zieziula for ELCHC Board of Directors, Treasurer**

Board Member Michelle Zieziula accepted the nomination of Board Treasurer.

Commissioner Gwen Myers made a motion to approve. Beth Pasek made a second. The motion carried unanimously.

- B. **Approval of Audited Financial Statements – Years Ended June 30, 2022, and 2021**

Jeff Goolsby, Shareholder, MSL, P.A., presented the audited financials and reported non-findings (clean opinion).

There was further discussion on the submission date to the Federal Clearing House and the Children's Board of Hillsborough County (CBHC). Mr. Goolsby reported a hard deadline of March 31, 2023, to the Federal Clearing House as specified by the State Audit. Gary Meyer, Chief Financial Officer, reported that submitting the audited financial statements to CBHC could only be completed upon full Board approval. Board Member Kelley Parris informed the Board that the deadline for ELCHC to submit to CBHC was April 7, 2023.

There was further discussion on scheduling a Board of Directors meeting in March 2024 instead of April to meet the deadlines of the Federal Clearing House and CBHC.

Dr. Shawn Robinson made a motion to approve. Commissioner Gwen Myers made a second. The motion carried unanimously.

COMMITTEE REPORTS

- A. **Service Delivery & Efficiency Committee**

Committee Chair Amanda Jae reported that the next meeting on May 27, 2023, will be rescheduled due to scheduling conflicts.

- B. **Governance Committee**

Committee Vice-Chair Dr. Daphne Fudge reported that the Governance Committee previously met and discussed new Board members and the Board matrix survey.

- C. **Executive Committee**

Chair Patel reported that the Executive Committee met for a special meeting on March 16, 2023, to discuss invitations to Board candidates to attend Board meetings and the findings of the LivingHR.

- D. **Development Committee**

Dr. Shawn Robinson reported that the Development Committee attempted to meet on April 12, 2023, but could not establish a quorum. Therefore, the next meeting date will be on April 19, 2023. Dr. Robinson informed the Board that all members are welcome to attend the Committee meetings.



Dr. Robinson reported that the Committee will meet monthly until the Education of Young Children Summit.

Dr. Robinson reported that ELCHC staff members had contacted thirty-eight (38) businesses and had two (2) verbal commitments for sponsorships. In addition, Dr. Robinson verbally read the Education of Young Children Summit agenda to the full Board.

There was further discussion on keynote speakers and donor cultivation, noting the ELCHC donor privacy policy.

E. Finance Committee

Committee Chair Lee Bowers reported that the Finance Committee met on March 29, 2023, to review and approve the audited financial statements as well as the review of the budget to actuals as of January 2023.

FINANCIAL REPORT

Mr. Meyer reviewed the Budget to Actuals as of January 2023 and highlighted the following:

- The ELCHC is within the 5% School Readiness Admin and 4% Voluntary Prekindergarten (VPK) Admin spending caps.
- 13,755 children enrolled in the School Readiness program to date.

CEO REPORT

CEO Dr. Fred Hicks gave his CEO report noting his first 100 days with the ELCHC as CEO. Dr. Hicks highlighted the following during his report:

- A. **Legislative update** – regarding the House and Senate Budget; Summer Boost Appropriation remains in the budget for approval.
- B. **\$60M of American Rescue Plan Act (ARPA) funding** -was distributed to childcare providers and teachers. In addition, a \$600 grant will be made available the week of April 20, 2023, to teachers who have been at a provider site for 18 months.
- C. **House Bill 419** – the University of Florida released the satisfaction surveys to Early Learning Coalitions' Board of Directors, families, and providers. Dr. Hicks noted that the Board of Directors survey consists of five to six questions about the effectiveness and timeliness of information received.
- D. **Increased visibility of ELCHC**
 - a. News, Radio, TV, and local events
 - b. Day of Play event at Jackson Springs Community Center – 180 families attended.
- E. **Upcoming events** -an invitation to Board members to join.
 - a. Teacher's Night Out at the Glazer Children's Museum on May 12, 2023, at 6 pm.
 - b. Education of Young Children Summit on September 21, 2023, at noon.
- F. **Update on organizational chart**
- G. **Update and next steps on the LivingHR report** will be presented to the full Board.
- H. **Provider site visit** – open slots available for Board members.

There was further discussion on LivingHR:

- A. Board members discussed how and why the approval of the allocation to LivingHR came about. The meeting minutes of the September 6, 2022, Board of Directors Special Meeting were read aloud to inform the Board members of the action item and motion that approved the allocation to LivingHR.
- B. Board members recommended conducting an organizational survey in 18 months to determine the progress made.
- C. It was recommended that Dr. Hicks meet one-on-one with members of the Board to help them understand the final report from LivingHR and to address their concerns about the transparency of the report.
- D. Board members requested that a copy of the comments, a synopsis of the report, and information about the last payment to LivingHR be sent to the Board.

DISCUSSION ITEMS

- A. Board Retreat
There was a brief discussion about holding a Board retreat for FY 23-24. Dr. Hicks informed the Board that an ELCHC leadership retreat would take place after hiring a Human Resource director.

PUBLIC COMMENT II

Sarah Ashe publicly commented on the scheduling of monitoring and CLASS Observations.

ADJOURNMENT

Citing no further business, Dr. Shawn Robinson made a motion to adjourn the meeting at 4:26 pm. Commissioner Gwen Myers made a second. The motion carried unanimously.

Read and approved by: Stephanie Holmquist Jun 29, 2023

Dr. Stephe Holmquist Johnson, Secretary

Date






4.17.23 Board of Directors Meeting Minutes_Approved1

Final Audit Report

2023-06-29

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