



BOARD OF DIRECTORS SPECIAL MEETING APPROVED MINUTES

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, Beth Pasek

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. Stephie 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. Stephie 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 Early Learning Coalition of Hillsborough County (ELCHC) is passionate about Diversity, Equity, and Inclusion. 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.

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.

Dr. Daphne Fudge made a motion to move forward with Gary'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. Stephie 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: Stephanie Holmquist

May 6, 2023

Dr. Stephie Holmquist Johnson, Secretary

Date






9.6.22 Board of Directos Special Meeting Minutes_Approved

Final Audit Report

2023-05-06

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