



ELCHC Board of Directors Regular Meeting Agenda Packet

Monday, February 17, 2025

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

Hybrid Meeting

<https://us06web.zoom.us/j/83795467619?pwd=uW8M3pGJpFV9u8nP5u1TPG3i3qyj8B.1>

Meeting ID: 837 9546 7619

Passcode: 860737



ELCHC Board of Directors Regular Meeting Agenda

Monday, February 17, 2025

I. WELCOME & INTRODUCTIONS

A. Patel

A. Roll call/Quorum Verification

B. Pledge of Allegiance

II. PUBLIC COMMENT I

A. Patel

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda. Statements or remarks must be related only to the business of the Board. 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. Mission Moment

B. Board of Directors Retreat Take-Aways

C. Legislative Update

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. Approval of the February 17, 2025, Board of Directors Meeting Agenda

B. Approval of Board of Directors Draft Meeting Minutes- November 4, 2024 - 4

V. ACTION ITEMS

A. Nomination and Election of Board Secretary - 12

A. Patel

B. Committee Appointments - 13

A. Patel

VI. DISCUSSION

A. Patel

A. Summer Boost Update/Results - 15

Dr. Jason
Anthony, USF
Professor of
Child & Family
Studies

VII. COMMITTEE REPORTS

A. Executive Committee - 24

A. Patel

B. Governance Committee - 25

S. Robinson

C. Finance Committee - 26

M. Zieziula

D. Service Delivery and Efficiency Committee - 27

A. Jae

E. Development Committee - 28

S. Robinson

F. Provider Review Hearing Committee - 30

G. Legislative Affairs Committee - 31

VIII. FINANCIAL REPORT

G. Meyer

A. Finance Report including Budget to Actuals & Notice of Award Summary - 32

IX. LEGAL REPORT

P. Quin

A. Sunshine law refresher

X. CEO REPORT

F. Hicks

A. New Board Member Orientation Update - 36

B. Annual Report Summary

C. Board of Directors Retreat Take-Aways

XI. ANNOUNCEMENTS

A. Patel

A. Day of Play -March 1, 2025

Time: 10:00 a.m. to 12:00 p.m.

Location: Gardenville Park & Rec Center

B. Board of Directors Regular Meeting- April 14, 2025

Time: 3:00 p.m.

Location: Early Learning Coalition of Hillsborough County

XII. PUBLIC COMMENT II

A. Patel

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. Statements or remarks must be related only to the business of the Board. 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.

XIII. ADJOURNMENT

A. Patel



Monday, November 04, 2024, 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:

Dr. Larissa Baia, Dr. Daira Avila Barakat*, Dr. Lise Fox, Amanda Jae*, Commissioner Gwendolyn Myers, Beth Pasek, Dr. Shawn Robinson, Gino Casanova, Michelle Zieziula*, Dr. Jacqueline Jenkins*, Kelly Flannery*, Jonathan Ferro, Adam Giery*, Wynton Geary, Brian Mays*, Aakash Patel, Ashley Porch*, Alina Shaffer, Felicia Thomas, Noelle Wostal*, Dr. Lise Fox* and Chantal Porte

Board Members Absent:

Rebecca Bacon, Tracey Brown, and Annette Eberhart,

ELCHC Staff:

Dr. Fred Hicks, Nancy Will, Alison Fraga, Sabrina Ruiz, Lissette Godwin, Stacey Francios, Yarima Hernandez, Tamayo*, Casie Haines*, Kiyana Scott*, Abigail Perez*,

Other Attendees:

Attorney Paul Quin, Yander Tovar, Carla Bonucci Dieterich, K. Valdes, Jeff Goolsby, Shannon Harding, and Erik Zubal,

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting an established quorum, Chairperson Aakash Patel called the meeting to order at 3:00 pm.

Chairperson Patel also noted that the Board of Directors meeting would be recorded.

Pledge of Allegiance

Chair Patel asked Jonathan Ferro to lead the Pledge of Allegiance.

PUBLIC COMMENT I

No, public comment I.

Chair Patel asked that all members of the Board of Directors introduce themselves as the board recently gained seven new members. Each board member also shared the committees they currently serve on and shared their backgrounds in relation to early education.

CHAIRMAN'S REPORT

Mission Moment-skipped



Chair Patel explained the need for the creation of the Development Committee prior to Dr. Hicks's start at the ELCHC. Chair Patel shared with the board that there was once a Communications and Outreach committee, however, it was dissolved due to poor attendance. Chair Patel explained that the need for the creation of the Development committee came from the need to help develop the Children's Summit. Chair Patel explained the need to dissolve the Development committee and create the Communications and Outreach committee once again as the Children's Summit has been well established after two successful years.

Chair Patel asked board attorney Paul Quin to explain the action items listed on the agenda.

Commissioner Gwen Myers stated that the agenda for today's meeting needed to be approved before discussion of any agenda item.

Commissioner Gwen Myers made a motion to approve the agenda for the November 4, 2024, Board of Directors meeting. Gino Cassanova seconded the motion. The motion passed unanimously.

Board attorney Paul Quin explained Action Item B. Committee Appointments and the dissolving of the Development Committee.

There was board discussion on members of the Development Committee moving over to the Communications and Outreach Committee. There was also discussion on the duties of the reinstated Communications and Outreach Committee with ensuring that there would be no overreach in the running of the day-to-day responsibilities of ELCHC staff. Dr. Robinson shared that the Development Committee recently, voted that the any new committee formed should continue to be an adhoc committee just the same as the Development Committee.

Chairperson Patel explained that the Communications and Outreach Committee would also be assist with fundraising ideas, and strategies to ensure that connections that Board members have could be utilized.

Chairperson Patel stated that the Communications and Outreach Committee would be an adhoc committee and would include the current members of the Development Committee.

There was further discussion on keeping the Development Committee and reinstating the Communications and Outreach Committee which would give opportunity for board members to be move involved at the committee level.

Commissioner Gwen Myers made a motion to reinstitute the Communications & Outreach Committee. Michelle Zieziula made a second. The motion carried unanimously.

Chairman Patel explained the attendance policy as described in the bylaws.

There was board discussion on excused attendance with Chairperson Patel sharing that no Board of Directors member had lost their seat due to attendance issues and would like to ensure that this continues. Chairperson Patel read through the bylaws pertaining to attendance policy.

Board of Directors attorney Paul Quin explained per the bylaws the Governance Committee would discuss the absences for any board member who had three absences.

CONSENT AGENDA

The following items were included under the Consent Agenda:

- A. Approval of November 4, 2024, Board of Directors Amended Meeting Agenda
- B. Approval of Board of Directors Draft Meeting Minutes-August 19, 2024
- C. Approval of Allocated Funds for Classroom Materials
- D. Approval of Allocated Funds for Independent Financial Audit and Tax Services
- E. City of Tampa Financial Support-Certificate of Acceptance and Compliance FY 24-25

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

It was noted that Consent Agenda Item A had already been approved earlier in the meeting.

ACTION ITEMS

- A. Nomination for Board Secretary
Chairperson Patel explained the attendance of meetings for the secretary position which sits on the executive committee by way of position.

Board of Directors attorney Paul Quin read through the description of secretary to the Board of Directors. Mr. Quin suggested that nominations be sent via email to Dr. Hicks or Nancy Will, Executive assistant, prior to the next Board of Directors meeting in February of 2025.

Dr. Larissa Baia made a motion to have the description of the Board of Directors Secretary sent via email and to also accept the nomination of secretary via email prior to the next regular meeting of the Board of Directors. Commissioner Gwen Myers seconded the motion. The motion passed unanimously.

- B. Committee Appointments

Communications & Outreach

Kelley Flanery-Chair

Jonathan Ferro-Vice Chair

Felicia Thomas

Ashley Porch

Chantal Porte

Dr. Robinson made a motion to approve the Communications & Outreach Committee appointments. Dr. Larissa Baia made a second. The motion carried unanimously.

Service Delivery & Efficiency

Amanda Jae-Chair

Dr. Lise Fox-Vice Chair

Commissioner Myers

Annette Eberhart

Dr. Larissa Baia

Amanda Jae made a motion to approve the Service Delivery & Efficiency committee appointments. Commissioner Myers made a second. The motion carried unanimously.

Governance

Dr. Shawn Robinson – Chair

Adam Giery

Dr. Larisa Baia

Brain Mays

Alina Shaffer

Felicia Thomas made a motion to approve the Governance committee appointments. Beth Pasek made a second. The motion carried unanimously.

Legislative

Gino Casanova-Chair

Tracey Brown

Commissioner Myers

Aakash Patel

Amanda Jae

Brian Mays

Dr. Shawn Robinson made a motion to approve the Legislative appointments. Alina Shaffer made a second. The motion carried unanimously.

Finance

Dr. Jenkins, Chair

Michelle Zieziula, Vice Chair

Noelle Wostal

Wyton Giery

Felicia Thomas

Beth Pasek made a motion to approve the Finance appointments. Commissioner Myers made a second. The motion carried unanimously.

Executive

No changes were made.

There was a discussion that Chantal Porte and Rebecca Bacon are the only board members not on a committee.

Dr. Larissa Baia made a motion to approve Chantal Porte to serve on the Outreach and Communications Committee. Commissioner Myers made a second. The motion carried unanimously.

It was noted that Rebecca Bacon was the only board member not assigned to a committee and was unavailable to attend meeting.

C. New Board Member Election

Dr. Hicks shared that Mr. Bob Hyde with Suncoast Credit Union has submitted an application for Board membership. Dr. Hicks recommended that Mr. Hyde be added to the Board of Directors.

Commissioner Myers made a motion to approve the membership of Mr. Bob Hyde to the ELCHC Board of Directors. Beth Pasek made a second. The motion carried unanimously.

It was noted that the Legislative Committee was an adhoc committee per ELCHC bylaws.

D. Approval of CEO Performance Evaluation & Merit Increase Consideration

Chairperson Patel shared with the board that the merit increase would be 4.8% based on Dr. Hicks's evaluation results which would cap his salary at the highest that the state allows at \$221,900.

Commissioner Myers made a motion to approve the merit increase of 4.8% with a maximum salary of \$221,900. Dr. Shawn Robinson seconded. The motion passed unanimously.

COMMITTEE REPORTS

A. Executive Committee

Chairperson Patel reported, the committee met on October 28, 2024 and on the following:

- New Board Member, Robert Hyde
- CEO Merit Increase and Evaluation Process
- Board Orientation

B. GOVERNANCE COMMITTEE

Chairperson Patel shared the Governance Committee did not meet during the last meeting cycle.

C. FINANCE COMMITTEE

Michelle Zieziula, reported that the committee met on September 30, 2024, to review, discuss, and approve the following:

- Approval of allocated funds for intervention
- Gary Meyer, CFO presented the budget to actuals through July 31, 2024.
- CEO Report
- The next meeting of the Finance Committee is scheduled for February 30, 2024., at 3:00 pm.

D. SERVICE DELIVERY AND EFFICIENCY COMMITTEE

Amanda Jae introduced Stacey Francios, Director of Program Initiatives and Education who shared updates on the following:

- 23-24 Quality Survey Data Summary
- 23-24 iSpy Tampa Bay Program Recap
- Inclusion Project and Video

E. DEVELOPMENT COMMITTEE

Dr. Shawn Robinson reported that the committee met on August 8, 2024, to review and discuss:

- Education of Young Children Summit
- Host Committee
- Development Committee Meeting Dates

F. LEGISLATIVE COMMITTEE

The committee did not meet during the last meeting cycle.

Chairperson Patel asked newly appointed Chair, Gino Casanova to scheduled a meeting before the new year. Mr. Casanova spoke to the agenda needed to be created before heading to Tallahassee in the spring.

Dr. Hicks shared with the board that one of Chairperson Patel's ideas to better serve military families would include vouchers and extended hours.

G. PROVIDER REVIEW HEARING COMMITTEE

Dr. Hicks shared that a hearing was being rescheduled due to the recent hurricanes.

Chairperson Patel asked Dr. Hicks to explain what the committee does.

Dr. Hicks shared the explanation of the process of the provider Review hearing.

FINANCE REPORT

Yarima Hernandez Tamayo, manager of Finance & Accounting, reported on the following:

A. Financials Budget to Actual ending July 31, 2024

- a. Ms. Hernandez Tamayo shared to note that this reporting only includes one month into the new fiscal year and that the ELCHC is waiting on funds so there will be more to report at the new Board of Directors meeting.

Mrs. Hernandez Tamayo walked the board through the financial packet in the agenda packet.

CEO REPORT

Dr. Hicks reported on the following: Due to time Dr. Hicks gave a brief summary of items A. through C.

A. Post Hurricane Milton Update

- a. Casie Haines, Director of Provider Supports shared with the board all centers that are still closed due to damages and shared an overview of the status post Hurricane Milton.

B. Division of Early Learning, Chancellor Miller visit

- a. Dr. Hicks shared due to hurricanes Chancellor Miller's visit will be rescheduled.

C. Education of Young Children Summit Follow Up Contacts

- a. Dr. Hicks shared the expectations for Board members for 2025 as the Summit transition to a fundraiser.

Chairperson Patel shared that a Board of Directors retreat would be taking place in the spring of 2025. There was board discussion with February 1, 2025 from 8:00-1:00 for the next Board of Directors retreat to be hosted at Hillsborough Community College-Ybor City campus.

INFORMATION ITEMS

- A. Division of Early Learning Survey Results
B. 2023-2024 ELCHC Annual Report

ANNOUCEMENTS

- A. Day of Play-December 7, 2024
a. Time-10:00 am-12:00 pm at Jackson Springs Community Center
- B. Board of Directors Regular Meeting-February 17, 2025 at 3:00 pm

PUBLIC COMMENT II

There was no Public Comment II.

ADJOURNMENT

Citing the time, Dr. Jonathan Ferro made a motion to adjourn the meeting at 4:28 pm. Beth Pasek made a second. The motion carried unanimously.

Read and approved by: _____
ELCHC Secretary *Date*

ELCHC Board of Directors Meeting – November 4, 2024

ACTION

ITEM V.A.

ISSUE: Nomination and Election of Board Secretary

RECOMMENDED ACTION: Nominate and Elect a Board Secretary to fill the vacant officer position.

NARRATIVE:

ELCHC Bylaws:

Article III, Section 1. Officers. The officers of the Corporation shall be a Chair of the Board, a Vice Chair, a **Secretary**, and a Treasurer and other officers as the Board of Directors may elect.

Article III, Section 2. Nomination and Election. The officers of the Corporation, other than the Chair shall be elected annually by the Board of Directors at its annual meeting. Each officer so elected shall hold office for a one-year term or until he or she shall resign, shall be removed or otherwise disqualified to serve. At any regular or special meetings of the Board of Directors, ***the Board of Directors may fill a vacancy caused by the death, resignation, removal or disqualification of any officer.*** Officers may be elected to serve additional terms at the discretion of the Board.

Article III, Section 7. Secretary. The Secretary shall record or cause to be recorded, and shall keep or cause to be kept, at the principal business office or such other place as the Board of Directors may order, an electronic copy of minutes that include actions taken at all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given and the names of those present at Board meetings. The Secretary shall give, or cause to be given, notice of all the meetings of the Board of Directors required by the Bylaws or by law to be given, and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

ELCHC Board of Directors Meeting – November 4, 2024

| ACTION | | ITEM V.B. |
|---------------------|--|-----------|
| ISSUE: | Committee Appointments | |
| RECOMMENDED ACTION: | Nominate and Appoint Board Members to Committees that have openings. | |

NARRATIVE:

ELCHC Bylaws, Article V, Section 1. Committees

The Board of Directors may, by resolution adopted by a majority of the Directors then in office, provided that a quorum is present, establish one or more committees. Members of all committees shall be appointed by the Board of Directors. Committees are of two kinds, those having legal authority to act for the Corporation, known as Standing Committees of the Board, and Special Committees, that do not have legal authority. Members of all committees shall serve at the pleasure of the Board.

The following STANDING Committee has openings:

- Governance Committee Chair
- Governance Committee Vice Chair

General Committee Appointments

To ensure balanced representation on each committee, Board members are encouraged to serve on at least one committee for the fiscal year. Currently, there are enough board members to fill each committee with a single commitment per person.

(1 attachment)

Approved 2024-2025 ELMC BOARD COMMITTEES

| | | |
|---|---|--|
| <p style="text-align: center;"><u>Executive Committee</u> <i>Standing</i></p> <ol style="list-style-type: none"> Aakash Patel, Board Chair Dr. Shawn Robinson, Vice-Chair Vacant, Secretary Michelle Zieziula, Treasurer & Chair, Finance Committee AmandaJae, Chair SD&E Committee Vacant, Chair of Governance Committee <p style="text-align: center;"><u>Staff Liaisons:</u> Dr. Hicks Nancy Will</p> | <p style="text-align: center;"><u>Finance Committee</u> <i>Standing</i></p> <ol style="list-style-type: none"> Michelle Zieziula, Chair Dr. Jacquelyn Jenkins, Vice Chair Dr. Daira Barakat Noelle Wostal Felicia Thomas <p style="text-align: center;"><u>Staff Liaisons:</u> Dr. Hicks Gary Meyer</p> | <p style="text-align: center;"><u>Governance Committee</u> <i>Standing</i></p> <ol style="list-style-type: none"> Vacant, Chair Vacant, Vice Chair Aakash Patel Adam Giery Tracye Brown Jonathan Ferro Kelley Flannery <p style="text-align: center;"><u>Staff Liaisons:</u> Dr. Hicks Nancy Will</p> |
| <p style="text-align: center;"><u>Service Delivery and Efficiency & Committee</u> <i>Standing</i></p> <ol style="list-style-type: none"> AmandaJae, Chair Dr. Lise Fox, Vice Chair Beth Pasek Commissioner Gwen Myers Dr. Larissa Baia Tracye Brown Rebecca Bacon Annette Eberhart <p style="text-align: center;"><u>Staff Liaisons:</u> Dr. Hicks Stacey Francois</p> | <p style="text-align: center;"><u>Legislative Affairs Committee</u> <i>Special</i></p> <ol style="list-style-type: none"> Adam Giery, Chair Gino Casanova, Vice Chair AmandaJae Aakash Patel <p style="text-align: center;"><u>Staff Liaison:</u> Dr. Hicks Alison Fraga</p> | <p style="text-align: center;"><u>Provider Review Hearing Committee</u> <i>Division of Early Learning (DEL) Required Committee</i></p> <ol style="list-style-type: none"> Dr. Jacquelyn Jenkins, Chair Beth Pasek, Vice Chair AmandaJae Dr. Shawn Robinson Annette Eberhart <p>*The Review Hearing Committee must be composed of at least three but no more than five members of the Coalition Board (DEL Form - SR 20 Statewide Provider Contract, Exhibit 7: Due Process Procedures).</p> <p style="text-align: center;"><u>Staff Liaisons:</u> Dr. Hicks Casie Haines Stacey Francois</p> |
| <p style="text-align: center;"><u>Development Committee</u> <i>Special</i></p> <ol style="list-style-type: none"> Dr. Shawn Robinson, Chair Diane Jacob, Vice Chair* Dr. Stephie Holmquist* Liz Kennedy* <p>*Non-Director role</p> <p style="text-align: center;"><u>Staff Liaison</u> Alison Fraga Abby Perez</p> | <p>Notes:</p> <p>Revised: 08.21.2024</p> | |



Evaluation of ELCHC' Summer Boost

Jason Anthony, Ph.D., Ed.S.



RESEARCH & INNOVATION CENTER

University of South Florida

Background

- “summer slide” / “summer learning loss”
- Definition: loss of academic skills that students experience during summer break
- Who is affected?
 - Most everyone, but...
 - Children from low-income backgrounds and those already struggling academically are most affected by summer slide.





Overarching Aims

- Reduce summer slide among rising kindergarteners who are most at risk for school failure
- Demonstrate impact of ELCHC' Summer Boost program
 - For accountability purposes
 - As proof of concept for seeking support for summer programs in the future
- USF was selected as a research partner to validate findings



Research Questions

- Did children learn foundational school readiness skills during participation in Summer Boost?
- Was children's learning caused by the instruction that they received?



Design Challenge

- Aims at odds:
 - Most program evaluations include a group of participants who receive instruction and a group who does not, but we wanted all children to receive instruction to help thwart summer slide.
- Solution
 - Randomize classrooms to alternative treatments
 - One group gets more math instruction
 - other gets more language & literacy instruction





Measures

- *School Readiness Curriculum Based Measure* (Anthony et al., 2017, 2024)
- More sensitive to learning gains
- Assesses: vocabulary, knowledge of names and sounds of letters, phonological awareness, mathematics, and science
- Available in English and Spanish



Did children demonstrate learning gains?

| Outcome | Growth |
|------------------------|--------|
| Vocabulary | YES |
| Letter Knowledge | NO |
| Phonological Awareness | YES |
| Math | YES |

Learning gains were comparative to the length of program (4 weeks)





Did instruction cause learning gains?

| Outcome | Growth |
|------------|--------|
| Vocabulary | YES |
| Numeracy | YES |

Other areas such as Letter Sounds, Letter Names, Blending, and Operations showed slight improvements.



Outcomes

- All children who participated in Summer Boost showed improvements in vocabulary, phonological awareness, and math
- More math instruction caused greater improvements in math scores, and more language instruction caused greater improvements in vocabulary.
- In short, this study shows unequivocal proof that the summer boost program was effective at improving school readiness



ELCHC BOARD OF DIRECTORS REGULAR MEETING–February 17,2024

COMMITTEE REPORT

ITEM VII.A.

ISSUE: Executive

NARRATIVE: The Executive Committee met on February 10, 2025, to review and discuss:

- Approval of the October 28, 2024 committee meeting minutes
 - Approval of the February 17, 2025 Board of Directors Draft Agenda
 - Board of Directors Retreat Follow up-discussion
 - Legislative Update
 - Committee Reports
 - Governance
 - Finance
 - Service Delivery & Efficiency
 - Legislative
 - Development
 - Provider Review Hearing
 - CEO Report
 - New Board Member Orientation Update
 - Annual Report Summary
 - ELCHC Board of Directors Retreat Take-Aways
 - The next meeting of the ELCHC Governance Committee is scheduled for April 7, 2025.
-

ELCHC BOARD OF DIRECTORS REGULAR MEETING–February 17,2025

COMMITTEE REPORT

ITEM VII.B.

ISSUE: Governance

NARRATIVE: The Governance Committee met on January 27, 2025 to review and discuss:

- Approval of July 29, 2024 Governance Committee meeting minutes
 - Discussion
 - Update on Committee discussion
 - CEO Report
 - New Board Member Orientation Update
 - Annual Report Summary
 - Board of Directors Retreat
 - The next meeting of the ELCHC Governance Committee is scheduled for March 25, 2025.
-

COMMITTEE REPORT

ITEM VII.C.

ISSUE: Finance

NARRATIVE: The Finance Committee met on January 29, 2025 to review and discuss:

- Minutes from September 30, 2025 Finance Committee Meeting
 - Financials Budget to Actual through December 31, 2025 and Notice of Award Summary
 - CEO Report
 - New Board Member Orientation Update
 - Annual Report Summary
 - Board of Directors Retreat: Take-Aways
 - The next meeting of the ELCHC Finance Committee is scheduled for March 26, 2025.
-

COMMITTEE REPORT

ITEM VII.D.

ISSUE: Service Delivery & Efficiency

NARRATIVE: The Service Delivery & Efficiency met on January 30, 2025 to discuss, review and approve the following:

- Discussion
 - Preview of Learning Management System
 - Dr. Jason Anthony, Director & Professor of Child & Family Services at University of South Tampa with results of the Summer Boost initiative data
 - 25-26 Profile Update
 - CEO Report
 - Annual Report Summary
 - Listening Sessions
 - Provider Visits
 - Board of Directors Retreat
 - Announcements
 - Day of Play-March 1, 2025 at Gardenville Parks & Rec Center 10-12
 - Next, Service Delivery & Efficiency Committee meeting is scheduled for Thursday, March 27, 2025
-

COMMITTEE REPORT

ITEM VII.E.

ISSUE: Development

NARRATIVE: The Development Committee was scheduled to meet virtually on September 11, 2024, to review and discuss the agenda below however, due to lack of quorum the meeting was canceled.

Chair of Development Committee and Outreach Committee met on January 22, 2025 to discuss the future of both committees. It was determined to propose the merging of both committees as described in the attached document.

- Host Committee Updates
- Education of Young Children 2024 Summit
- Proposal of merging Development & Community Outreach Committees
- CEO Report
 - Proposed bylaw revision update
 - Cari Miller (State Chancellor of ELC's) visit October 14, 2024.
- Adjournment

(1-attachment)

Recommendation to combine the Development Ad-Hoc Committee with the Communications and Outreach Ad-Hoc Committee into the **new Development and Outreach Ad-Hoc Committee**. The **Development and Outreach Ad-Hoc Committee** would have a subcommittee with a focus on the Annual Summit, the **Summit Host Committee**.

Each **Development and Outreach Ad-Hoc Committee** meeting will highlight a different area of its duties while having updates related to the other areas. Members of this new committee will identify areas of interest based on the internal and external purposes of the committee.

The **Summit Host Committee** is to have one board member from the **Development and Outreach Ad-Hoc Committee** serve as a liaison between the Host Committee and the full Development and Outreach Ad-Hoc Committee and the full Board of Directors.

Proposed Purpose:

The Development and Outreach Ad-Hoc Committee leads the Board of Directors' participation in resource development and outreach for the ELCHC. The Committee works with staff to develop the fund development, friend and advocate development, and outreach plans. The Committee works with staff to relay important information about ELCHC's programs to the Board of Directors and to potential as well as current community stakeholders, partners, and advocates, as appropriate. The Committee develops plans, procedures, and schedules for board involvement in fundraising, partner development, marketing, and community engagement and outreach.

Proposed Duties:

Members of the Development and Outreach Ad-Hoc Committee will have a deep understanding of the programs offered by the ELCHC, provide strategic advice, engage the Board of Directors, and connect staff to additional stakeholders to ensure the ELCHC has all resources necessary to implement and grow programs. It familiarizes board members with friend-raising and fund-raising skills and techniques so that they are comfortable making appropriate introductions and requests through outreach efforts. The Committee plays a strong role in identifying, cultivating, and approaching major donors. The Committee will work with staff on scheduling visits by board members to childcare providers for the purpose of identifying ways in which the ELCHC and its Board of Directors advocate for, provide, or seek support. The Committee will review policies that foster community engagement and garner support of the ELCHC through intentional marketing and outreach efforts. The Committee will investigate new fundraising projects, activities, and ideas for possible use in the future that support the ELCHC and the efforts of this Committee.

Development and Outreach Ad-Hoc Committee Membership

- Board Members: Shawn Robinson (Chair), Kelly Flannery (Co-Chair), Jon Ferro, Ashley Porch, Felicia Thomas
- Community Members: Stephanie Holmquist, Liz Kennedy

ELCHC BOARD OF DIRECTORS REGULAR MEETING-February 17, 2025

COMMITTEE REPORT

ITEM VII.F.

ISSUE: Provider Review Hearing

NARRATIVE: The Provider Review Hearing Committee met on January 28, 2025 to hear Rose Academy of Achievers vs Early Learning Coalition of Hillsborough County with the following outcome.

The ELCHC recommendation of ending their School Readiness (SR) contract due to 1 class 1 violation, 6 class 2 violations, and 16 class 3 violations over the previous two years.

The Committee agreed to modify the Coalition's recommendations to (18) months of probation; training for CPR and First Aid for all employees; check-ins every three months to ensure everything is up to date and policies are being followed with additional support for management and HR development; and installation of security cameras.

ELCHC BOARD OF DIRECTORS REGULAR MEETING- February 17, 2025

COMMITTEE REPORT

ITEM VII.G.

ISSUE: Legislative

NARRATIVE:

The Legislative Committee met on January 6, 2025 to approve, discuss, and review the following:

- Approval of the December 12, 2024 Meeting Minutes
 - Discussion
 - Hillsborough Day 2025: March 26
 - Children's Week 2025: April 14-18
 - Announcement
 - ELCHC Board of Directors Retreat: February 1, 2025 at H.C.C. Ybor City Campus to begin at 9:00 a.m. with breakfast to be served at 8:00 a.m.
 - Adjournment
 - Doodle Poll out for the scheduling of the next committee meeting prior to Hillsborough Day on March 26, 2025.
-

ELCHC BOARD OF DIRECTORS MEETING – February 17, 2025

FINANCE REPORT

ITEM VIII.

ISSUE: Finance Report

NARRATIVE: Gary Meyer, Chief Financial Officer to report on the following:
A. Financials Budget to Actuals through December 31, 2024 & Notice of Award Summary

(1-attachment)



**Budget to Actual
December 31, 2024**

| | YTD | YTD | Difference | | FY 24-25 | FY 24-25 | Difference | | |
|--|-------------------------------|-----------------|-------------------------------|---------|------------|-----------------|-------------------------------|---------|--------|
| | Actual | Adjusted Budget | YTD favorable / (unfavorable) | % | Forecast | Original Budget | YTD favorable / (unfavorable) | % | |
| Program Revenue | | | | | | | | | |
| School Readiness | 45,430,681 | 39,453,003 | 5,977,677 | 15.2% | 87,855,488 | 78,843,157 | 9,012,331 | 11.4% | |
| School Readiness Match - DEL | 286,255 | 361,362 | (75,108) | -20.8% | 1,193,178 | 1,126,233 | 66,945 | 5.9% | |
| School Readiness - Local Funders: | | | | | | | | | |
| Children's Board HC | 221,375 | 750,000 | (528,625) | -70.5% | 1,000,000 | 1,000,000 | - | 0.0% | |
| Hillsborough County BOCC | 23,697 | 207,000 | (183,303) | -88.6% | 276,000 | 276,000 | - | 0.0% | |
| Metro Ministries (Children's Board) | 19,232 | 30,000 | (10,768) | -35.9% | 29,232 | 40,000 | (10,768) | -26.9% | |
| City of Tampa | 32,985 | 93,750 | (60,765) | -64.8% | 125,000 | 125,000 | - | 0.0% | |
| United Way (Quality Initiative) | 20,000 | - | 20,000 | 100.0% | 35,000 | 35,000 | - | 0.0% | |
| School Readiness - Local Funders | 317,289 | 1,080,750 | (763,461) | -70.6% | 1,465,232 | 1,476,000 | 100.7% | 0.0% | |
| Total School Readiness Revenue | 46,034,225 | 40,895,116 | 5,139,109 | 12.6% | 90,513,898 | 81,445,390 | 90.0% | 0.0% | |
| Other Local Funders: | | | | | | | | | |
| Conn Foundation | 13,774 | 30,000 | (16,226) | -54.1% | 13,774 | 30,000 | (16,226) | -54.1% | |
| Spurlino Foundation | 33,484 | 40,000 | (6,516) | -16.3% | 33,484 | 40,000 | (6,516) | -16.3% | |
| SR Program Income (IECP memberships) | 1,043 | 10,000 | (8,957) | -89.6% | 11,043 | 20,000 | (8,957) | -44.8% | |
| Misc. Donations | 238,426 | 41,652 | 196,774 | 472.4% | 296,774 | 100,000 | 196,774 | 196.8% | |
| Other Local Funders | 288,147 | 121,653 | 166,495 | 136.9% | 356,495 | 190,000 | 166,495 | 87.6% | |
| Total School Readiness Revenue and Local Revenue | 46,322,372 | 41,016,768 | 5,305,604 | 12.9% | 90,870,393 | 81,635,390 | 9,235,003 | 11.3% | |
| Program Expenses | | | | | | | | | |
| School Readiness | | | | | | | | | |
| Direct Services | 38,838,241 | 31,833,703 | (7,004,539) | -22.0% | 73,917,872 | 63,159,126 | (10,758,746) | -17.0% | |
| School Readiness Match - DEL | 286,255 | 361,362 | 75,108 | 20.8% | 1,193,178 | 1,126,233 | (66,945) | -5.9% | |
| School Readiness - Local Funders | 346,824 | 1,080,750 | 733,926 | 67.9% | 1,451,462 | 1,457,695 | 6,233 | 0.4% | |
| General Contributions and Gifts | 288,147 | 121,653 | (166,495) | -136.9% | 356,495 | 90,000 | (266,495) | -296.1% | |
| Total Direct Services | 39,759,468 | 33,397,467 | (6,362,001) | -19.0% | 76,919,007 | 65,833,054 | (11,085,953) | -16.8% | |
| Personnel | 5,151,582 | 5,687,068 | 535,486 | 9.4% | 11,117,079 | 11,826,551 | 709,472 | 6.0% | |
| Staff Development | 7,397 | 44,401 | 37,004 | 83.3% | 40,962 | 71,956 | 30,994 | 43.1% | |
| Professional Services | 346,065 | 362,847 | 16,782 | 4.6% | 791,922 | 666,756 | (125,166) | -18.8% | |
| Occupancy | 261,694 | 305,594 | 43,900 | 14.4% | 567,288 | 527,061 | (40,227) | -7.6% | |
| Postage, Freight and Delivery | 1,518 | 4,122 | 2,604 | 63.2% | 5,057 | 7,662 | 2,604 | 34.0% | |
| Rentals | 2,003 | 5,057 | 3,055 | 60.4% | 7,060 | 10,114 | 3,054 | 30.2% | |
| Supplies | 15,361 | 38,261 | 22,899 | 59.9% | 46,824 | 71,356 | 24,532 | 34.4% | |
| Communications | 16,068 | 17,986 | 1,918 | 10.7% | 34,054 | 35,971 | 1,917 | 5.3% | |
| Insurance | 9,580 | 41,180 | 31,599 | 76.7% | 50,760 | 82,359 | 31,599 | 38.4% | |
| Tangible Personal Property | - | 4,703 | 4,703 | -100.0% | 3,953 | 8,656 | 4,703 | 54.3% | |
| Quality | 245,102 | 602,442 | 357,339 | 59.3% | 461,984 | 1,430,258 | 968,274 | 67.7% | |
| Travel | 11,164 | 35,618 | 24,453 | 68.7% | 39,516 | 68,283 | 28,767 | 42.1% | |
| Other Operating | 127,111 | 218,023 | 90,912 | 41.7% | 332,442 | 423,355 | 90,912 | 21.5% | |
| Other Operating Expenses | 1,043,064 | 1,680,232 | 637,169 | 37.9% | 2,381,822 | 3,403,785 | (1,021,964) | -30.0% | |
| ELCHC Operating | 6,194,645 | 7,367,301 | 1,172,655 | 15.9% | 13,498,901 | 15,230,336 | (312,492) | -2.1% | |
| ECC | 26,110 | 12,250 | (13,860) | -113.1% | 66,110 | 80,000 | 13,890 | 17.4% | |
| Inclusion Cost | 122,500 | 150,250 | 27,750 | 18.5% | 245,000 | 245,000 | - | 0.0% | |
| Scholarships and Other | 3,875 | 89,500 | 85,625 | 95.7% | 141,375 | 247,000 | 105,625 | 42.8% | |
| Total School Readiness & Other Expenses | 46,106,599 | 41,016,768 | (5,089,831) | -12.4% | 90,870,393 | 81,635,390 | (11,278,930) | -13.8% | |
| SR Change in Net Assets | | | | | | | | | |
| | 215,773 | - | (215,773) | 100.0% | - | - | - | 0.0% | |
| GOALS | | | | | | | | | |
| < 5.00 % | School Readiness - Admin | 2.9% | 3.9% | -1.0% | -25.0% | 3.2% | 3.3% | -0.1% | -3.6% |
| > 4.00 % | School Readiness - Quality | 6.6% | 9.4% | -2.7% | -29.1% | 7.5% | 9.2% | -1.7% | -18.8% |
| < 22.00% | School Readiness - Non-Direct | 15.4% | 20.9% | -5.4% | -26.0% | 17.2% | 19.5% | -2.3% | -11.7% |
| > 78.00 % | School Readiness - Direct | 84.6% | 79.1% | 5.4% | 6.9% | 82.8% | 80.5% | 2.3% | 2.8% |

Budget to Actual
December 31, 2024

| | YTD Actual | YTD Adjusted Budget | Difference YTD favorable /(unfavorable) | % | FY 24-25 Forecast | FY 24-25 Original Budget | Difference YTD favorable /(unfavorable) | % |
|---|-------------------|---------------------------|---|----------------|----------------------|-----------------------------|---|--------------|
| VPK Revenue | | | | | | | | |
| Voluntary Pre-Kindergarten | 14,938,672 | 16,025,970 | (1,087,297) | -6.8% | 31,212,622 | 32,196,911 | (984,288) | -3.1% |
| Total VPK Revenue | 14,938,672 | 16,025,970 | (1,087,297) | -6.8% | 31,212,622 | 32,196,911 | (984,288) | -3.1% |
| Voluntary Pre-Kindergarten | | | | | | | | |
| Direct Services | 14,150,762 | 15,087,647 | 936,885 | 6.2% | 29,420,182 | 30,375,310 | 955,128 | 3.1% |
| Personnel | 634,741 | 799,665 | 164,924 | 20.6% | 1,471,577 | 1,480,516 | 8,939 | 0.6% |
| Staff Development | 1,409 | 9,059 | 7,650 | 84.4% | 7,444 | 15,094 | 7,650 | 50.7% |
| Professional Services | 104,799 | 43,234 | (61,565) | -142.4% | 149,809 | 87,924 | (61,885) | -70.4% |
| Occupancy | 51,577 | 1,056 | (50,521) | -4783.4% | 52,633 | 86,239 | 33,606 | 39.0% |
| Postage, Freight and Delivery | 175 | 1,928 | 1,753 | 90.9% | 1,935 | 3,688 | 1,753 | 47.5% |
| Rentals | 406 | 693 | 287 | 41.5% | 1,099 | 1,386 | 287 | 20.7% |
| Supplies | 771 | 3,402 | 2,631 | 77.3% | 3,522 | 6,894 | 3,373 | 48.9% |
| Communications | 3,369 | 2,015 | (1,354) | -67.2% | 5,383 | 4,029 | (1,354) | -33.6% |
| Insurance | 4,097 | 20,773 | 16,675 | 80.3% | 24,870 | 41,545 | 16,675 | 40.1% |
| Tangible Personal Property | - | 1,047 | 1,047 | -100.0% | 1,047 | 2,094 | 1,047 | 50.0% |
| Quality | 869 | 28 | (841) | -2989.0% | 869 | 28 | (841) | ##### |
| Travel | 4,934 | 18,053 | 13,120 | 72.7% | 16,082 | 27,382 | 11,300 | 41.3% |
| Other Operating | 28,771 | 37,369 | 8,598 | 23.0% | 56,169 | 64,779 | 8,610 | 13.3% |
| Other Operating Expenses | 201,177 | 138,658 | (62,520) | -45.1% | 320,863 | 341,084 | 20,221 | 5.9% |
| ELCHC Operating | 835,918 | 938,323 | 102,405 | 10.9% | 1,792,440 | 1,821,600 | 29,160 | 1.6% |
| Total Voluntary Pre-Kindergarten | 14,986,680 | 16,025,970 | 1,231,702 | 8% | 31,212,622 | 32,196,911 | 984,288 | 3% |
| VPK Change in Net Assets | (48,008) | - | 48,008 | -100.0% | - | - | - | 0.0% |
| GOALS | | | | | | | | |
| < 5.00 % VPK - Admin | 4.8% | 5.0% | -0.1% | -2.5% | 4.9% | 5.0% | -0.1% | 0.0% |
| Total Revenue | 61,261,045 | 57,042,738 | 4,218,307 | 7.4% | 122,083,015 | 113,832,301 | 8,250,715 | 7.2% |
| Total Expenses | 61,093,279 | 57,042,738 | 4,050,541 | 7.1% | 122,083,015 | 113,832,301 | 8,250,715 | 7.2% |
| Change in Net Assets | 167,766 | - | 167,766 | 100.0% | - | - | - | 0.0% |

NOTICE OF AWARD SUMMARY

Updated as of 01-29-2025

(dollars in millions)

| | <u>FY25</u> | | <u>FY24</u> | <u>\$ Difference</u> | <u>% Difference</u> | <u>Notes</u> |
|----------|-------------|----|-------------|----------------------|---------------------|---------------------------|
| SR Base | \$ 74.4 | \$ | 67.6 | \$ 6.8 | 10% | 7% provider rate increase |
| VPK Base | \$ 32.0 | \$ | 31.3 | \$ 0.7 | 2% | 2% provider rate increase |

| <u>Additional:</u> | | | | <u>Timing</u> | <u>Funding Source</u> |
|--------------------|--------|----|-----|---------------|-----------------------|
| SR Plus | \$ 1.2 | \$ | - | September | \$23M State reserve |
| Waitlist | \$ 0.4 | \$ | - | December | \$20M State reserve |
| Expanded Services | \$ 6.0 | \$ | 6.8 | January? | \$40M State reserve |

CEO REPORT

ITEM X.

ISSUE: CEO Report

NARRATIVE: CEO Report

- Board of Directors Orientation Update
- Annual Summary Report
- Board of Directors Retreat: Take-aways

(1- attachment)

2023-2024 Annual Report Summary



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

ACCESS

Facilitate access
to early learning

892

contracted
early childhood
programs

18,962

children
enrolled in
school
readiness

11,620

children
enrolled in VPK

14,730

developmental
screenings
completed

QUALITY

Support early
learning providers



3,172

PARTICIPATED IN
PROFESSIONAL
DEVELOPMENT



3,019

EDUCATORS
RECEIVED SUPPORT
THROUGH ARPA



\$12,000,000
TOTAL STIPENDS

DISBURSED TO
EDUCATORS
IN STIPENDS

EDUCATIONAL AWARENESS



24,000

BOOKS GIVEN
TO CHILDREN



100+

COMMUNITY
OUTREACH EVENTS



1,000

BACKPACKS GIVEN TO
RISING KINDERGARTNERS

FINANCIALS

\$111,759,187

OPERATING BUDGET



ARPA GRANT

848 Providers

RECEIVED FUNDING

\$42,168,765

INVESTED BACK TO
EARLY EDUCATION

TO SEE THE COMPLETE REPORT VISIT

WWW.ELCHC.ORG/LEARN-ABOUT-OUR-IMPACT/

OR SCAN



elchc.org