



ELCHC Finance Committee Meeting Agenda Packet

Wednesday, March 26, 2025

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

<https://us06web.zoom.us/j/82226151517?pwd=W19fXVfLVzBTEeATFZPv25f4abE7K5.1>

Meeting ID: 822 2615 1517

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ELCHC Finance Committee Meeting Agenda

Wednesday, March 26, 2025

I. CALL TO ORDER

Michelle
Zieziula, Chair

A. Roll call/Quorum Verification

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 I must pertain to an item on the approved agenda

III. CONSENT AGENDA

M. Zieziula

A. Approval of Minutes for February 3, 2025 - 3

IV. ACTION ITEM

A. Approval of Contract Amendment for Brandz Agency - 6

V. FINANCE REPORT

G. Meyer

A. Financials Budget to Actual through January 31, 2025 - 7

B. January Pillar - 9

VI. CEO REPORT

Dr. Hicks

A. Listening Sessions

B. Retreat News

C. Children's Summit 2025 Update (Save the date September 18, 2025)

D. Human Resources 3rd Party Search & Interviews

VII. ANNOUNCEMENT

M. Zieziula

A. Next, ELCHC Finance Committee meeting-Monday, June 2, 2025

VIII. ADJOURNMENT

M. Zieziula

Monday, February 3, 2025, at 3:00 pm
Hybrid Meeting
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Michelle Zieziula, Chair

Committee Members Present:

Michelle Zieziula*, Wyton Geary*, Noelle Wostal*, Felicia Thomas*

Committee Members Absent:

Dr. Jacquelyn Jenkins

ELCH Board Members Present:

None.

ELCHC Staff:

Dr. Fred Hicks, Gary Meyer, Sabrina Ruiz*, Alison Fraga, Kevin Smith*, Yarima Hernandez Tamayo*, Abigail Perez*, Rebecca Salgado*, and Nancy Will

Other Attendees:

Paul Quin, and Dennis Hebert

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Zieziula called the meeting to order at 3:01 pm.

Approval of Minutes for September 30, 2024, Finance Committee Regular Meeting

Chair Zieziula called for a motion to approve the September 30, 2024, Regular Finance Committee meeting minutes. Noelle Wostal made a motion. Wynton Geary made a second. The motion carried unanimously.

PUBLIC COMMENT

No, public comment.



FINANCIAL REPORT

Financials Budget to Actual June 30, 2024-Preliminary Financials, First Close & FY25 Notice of Award Summary

Gary Meyer, Chief Financial Officer, presented the Budget to Actual FY 2024/2025 through January 29, 202, reported the following:

- Committee went through exercise as Mr. Meyer explained where ELCHC funding is sourced from with committee participation
- School Readiness (SR) ELCHC team doing a great job with increasing the number of children enrolled and are pulling from the wait list to max out opportunities to serve children
- SR is enrolling ahead of this time last year, with 13,200 children with last year at 12,816. We are 3% above this same time last year.
- School Readiness Plus (SR+) was described as a family that is over income and not eligible to receive the services ELCHC provides. SR+ gives families who are just over the threshold an opportunity to be served and currently, there are 19 children in the program with a total of 166 children in the program throughout the entire state of Florida
- We need the income limits lifted for regular SR to make an impact
- Voluntary Pre-Kindergarten (VPK) currently services 9,822 children and this number is reflected in the financials; last year was 9,758; we are 1% above last year
- Providers receive a Quality Performance Incentive (QPI) differential rate, rewarding them for quality CLASS score above 4.5; we are underfunded by \$1 million dollars (\$4 M versus \$3M)
- Providers receive a Gold Seal differential rate, rewarding them for being accredited by an approved accrediting body (there are 16 approved accrediting bodies). This is 20% of their provider rates. 147 of our providers receive this differential rate. Last year the ELCHC assisted 69 providers in pursuit of accreditation. We are underfunded by \$700,000 (\$6.5M versus \$5.8M)
- The Department of Early Learning (DEL) is trying to get a state-wide pot of \$19.5 Million dollars approved, but at this time we are unsure. DEL has provided written guidance that Coalitions are to plan enrollments as if these funds are not awarded, so Hillsborough is acting accordingly.
- For the first six months of the year, we have cleared the waitlist every week. In an abundance of caution, we began creating a waitlist last week until we receive additional funding.
 - There are at least 9 other Coalitions across the state in a similar funding situation, and several much worse.
 - Miami has almost 5,000 (4,849)
 - Broward and Orange are at 2,000 (2,357 and 1,772)
 - Hillsborough has 102

- Better to create a waitlist now and rise back up by July 1 to set the stage for FY26

There was committee discussion on DEL launching the Re-obligation process and asking for additional funding to assist with the shortfalls. Mr. Meyer shared that it could take a month or longer to hear about the re-obligation outcomes. Mr. Meyer stated that the ELCHC funding like all Coalitions is not fungible, and monies cannot be moved around they are very prescribed.

CEO REPORT

Dr. Frederick, Hicks CEO ELCHC gave reports on the following:

New Board Member Orientation-Mr. Bob Hyde

Dr. Hicks reported that Mr. Hyde completed his new board member orientation in December 2024.

Annual Report Summary

Dr. Hicks reported that the report was handed out at the Board of Directors retreat on February 1, 2025 and a copy was available on the website.

ELCHC Board of Directors Retreat Take-Aways

Dr. Hicks shared a friendly reminder that homework from the retreat would be due at the next Board of Directors Regular meeting. Dr. Hicks then asked committee members to share their take-aways from the retreat.

ANNOUNCEMENTS

Chair Zieziula shared the next meeting of the Finance Committee is scheduled for March 26, 2024 at 3:00 pm.

Chair Zieziula shared that Day of Play is scheduled for March 1, 2025 from 10-12 noon at Gardenville Recreation Center.

ADJOURNMENT

Citing no further business, Felicia Thomas made a motion to adjourn the meeting at 3:42 pm. Michelle Zieziula made a second. The motion carried unanimously.

Read and approved by:

ELCHC Board of Directors Secretary

Date

ELCHC Finance Committee Meeting- March 26, 2025

ACTION

ITEM III.A.

ISSUE: Approve Contract Amendment for Brandz Agency

FISCAL IMPACT: Up to \$71,000

FUNDING SOURCE: Florida Department of Education, Division of Early Learning and Local Funding

RECOMMENDED ACTION: Approve and authorize staff to amend the contract between Early Learning Coalition of Hillsborough County (ELCHC) and Brandz Agency to increase the contract total price of work to not exceed \$71,000 for FY 24-25.

NARRATIVE: This memo addresses the need for an amendment to the existing contract with Brandz Agency, our vendor for promotional and branded items. The initial contract for this fiscal year, with services beginning July 1, 2024, and ending June 30, 2025, was not to exceed \$34,999 is nearing exhaustion due to consistent and effective utilization of services throughout the current fiscal year. To ensure continued access to these services, an amendment is requested to increase the contract total price of work set forth in the agreement to not exceed \$71,000.

Brief History: Brandz Agency was selected as our promotional items vendor through a Request for Proposal (RFP) process in May 2023.

Purpose and Contract Performance: The purpose of this contract is to provide high-quality promotional materials that support the ELCHC's goals, branding, marketing, and outreach efforts. Throughout this fiscal year, Brandz Agency has consistently met or exceeded our expectations. Contract performance has been satisfactory, with deliverables provided on time and within the initial budget. Brandz Agency has demonstrated reliability, responsiveness, and a commitment to quality.

Budget Impact: Up to \$71,000.






Budget to Actual
January 31, 2025

	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	53,728,589	53,010,255	718,334	1.4%	90,053,922	78,843,157	11,210,765	14.2%	
School Readiness Match - DEL	579,713	503,176	76,537	15.2%	1,364,389	1,126,233	238,156	21.1%	
School Readiness - Local Funders:									
Children's Board HC	451,659	1,000,000	(548,341)	-54.8%	1,000,000	1,000,000	-	0.0%	
Hillsborough County BOCC	63,066	276,000	(212,934)	-77.2%	276,000	276,000	-	0.0%	
Metro Ministries (Children's Board)	24,192	40,000	(15,808)	-39.5%	40,000	40,000	-	0.0%	
City of Tampa	77,121	125,000	(47,879)	-38.3%	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	636,038	1,441,000	(804,962)	-55.9%	1,476,000	1,476,000	100.0%	0.0%	
Total School Readiness Revenue	54,944,340	54,954,431	(10,091)	0.0%	92,894,311	81,445,390	87.7%	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)	2,695	11,667	(8,972)	-76.9%	11,028	20,000	(8,972)	-44.9%	
Misc. Donations	242,101	48,595	193,507	398.2%	293,507	100,000	193,507	193.5%	
Other Local Funders	293,474	130,261	163,213	125.3%	353,213	190,000	163,213	85.9%	
Total School Readiness Revenue and Local Revenue	55,237,814	55,084,692	153,122	0.3%	93,247,524	81,635,390	11,612,134	14.2%	
Program Expenses									
School Readiness									
Direct Services	45,287,828	43,809,457	(1,478,371)	-3.4%	75,460,068	63,159,126	(12,300,942)	-19.5%	
School Readiness Match - DEL	579,713	503,176	(76,537)	-15.2%	1,364,389	1,126,233	(238,156)	-21.1%	
School Readiness - Local Funders	698,427	1,441,000	742,573	51.5%	1,540,084	1,457,695	(82,389)	-5.7%	
General Contributions and Gifts	293,474	130,261	(163,213)	-125.3%	353,213	90,000	(263,213)	-292.5%	
Total Direct Services	46,859,441	45,883,894	(975,548)	-2.1%	78,717,754	65,833,054	(12,884,700)	-19.6%	
Personnel	6,446,400	6,971,423	525,024	7.5%	11,099,254	11,826,551	727,296	6.1%	
Staff Development	7,526	47,042	39,515	84.0%	38,450	71,956	33,505	46.6%	
Professional Services	417,810	425,314	7,504	1.8%	723,968	666,756	(57,212)	-8.6%	
Occupancy	305,368	356,526	51,158	14.3%	560,030	527,061	(32,969)	-6.3%	
Postage, Freight and Delivery	2,093	4,704	2,611	55.5%	5,051	7,662	2,611	34.1%	
Rentals	3,624	5,900	2,276	38.6%	7,839	10,114	2,275	22.5%	
Supplies	26,517	43,271	16,753	38.7%	52,969	71,356	18,386	25.8%	
Communications	22,234	20,983	(1,251)	-6.0%	37,222	35,971	(1,251)	-3.5%	
Insurance	79,454	48,043	(31,411)	-65.4%	113,770	82,359	(31,411)	-38.1%	
Tangible Personal Property	-	5,362	5,362	-100.0%	3,294	8,656	5,362	61.9%	
Quality	341,675	688,969	347,294	50.4%	1,083,215	1,430,258	347,043	24.3%	
Travel	14,909	40,317	25,408	63.0%	38,561	68,283	29,721	43.5%	
Other Operating	149,740	249,277	99,537	39.9%	323,818	423,355	99,537	23.5%	
Other Operating Expenses	1,370,952	1,935,708	564,757	29.2%	2,988,188	3,403,785	(415,597)	-12.2%	
ELCHC Operating	7,817,351	8,907,132	1,089,780	12.2%	14,087,442	15,230,336	311,699	2.0%	
ECC	26,110	14,292	(11,819)	-82.7%	66,110	80,000	13,890	17.4%	
Inclusion Cost	128,740	175,292	46,552	26.6%	245,000	245,000	-	0.0%	
Scholarships and Other	8,300	104,083	95,783	92.0%	131,217	247,000	115,783	46.9%	
Total School Readiness & Other Expenses	54,839,943	55,084,692	244,749	0.4%	93,247,524	81,635,390	(12,443,328)	-15.2%	
SR Change in Net Assets									
	397,871	-	(397,871)	100.0%	-	-	-	0.0%	
GOALS									
< 5.00 %	School Readiness - Admin	3.0%	3.4%	-0.4%	-11.5%	3.1%	3.3%	-0.2%	-7.4%
> 4.00 %	School Readiness - Quality	7.1%	8.3%	-1.2%	-14.2%	9.2%	9.2%	0.0%	0.5%
< 22.00%	School Readiness - Non-Direct	16.3%	18.5%	-2.2%	-11.9%	18.7%	19.5%	-0.8%	-4.2%
> 78.00 %	School Readiness - Direct	83.7%	81.5%	2.2%	2.7%	81.3%	80.5%	0.8%	1.0%

Budget to Actual
January 31, 2025

	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	18,246,231	19,149,328	(903,097)	-4.7%	31,430,222	32,196,911	(766,689)	-2.4%
Total VPK Revenue	18,246,231	19,149,328	(903,097)	-4.7%	31,430,222	32,196,911	(766,689)	-2.4%
Voluntary Pre-Kindergarten								
Direct Services	17,177,080	18,007,877	830,797	4.6%	29,609,293	30,375,310	766,018	2.5%
Personnel	780,873	983,427	202,554	20.6%	1,472,149	1,480,516	8,367	0.6%
Staff Development	1,505	9,227	7,722	83.7%	7,372	15,094	7,722	51.2%
Professional Services	124,234	51,930	(72,304)	-139.2%	160,547	87,924	(72,623)	-82.6%
Occupancy	59,521	1,232	(58,289)	-4730.5%	60,402	86,239	25,838	30.0%
Postage, Freight and Delivery	196	2,221	2,026	91.2%	1,663	3,688	2,026	54.9%
Rentals	741	809	68	8.4%	1,318	1,386	68	4.9%
Supplies	882	3,840	2,958	77.0%	3,195	6,894	3,699	53.7%
Communications	4,257	2,350	(1,907)	-81.1%	5,936	4,029	(1,907)	-47.3%
Insurance	16,807	24,235	7,428	30.7%	34,117	41,545	7,428	17.9%
Tangible Personal Property	-	1,222	1,222	-100.0%	873	2,094	1,222	58.3%
Quality	1,307	28	(1,279)	-4546.4%	1,307	28	(1,279)	-4546.4%
Travel	6,191	19,828	13,637	68.8%	15,565	27,382	11,817	43.2%
Other Operating	32,820	41,103	8,282	20.2%	56,485	64,779	8,294	12.8%
Other Operating Expenses	248,461	158,025	(90,436)	-57.2%	348,780	341,084	(7,696)	-2.3%
ELCHC Operating	1,029,334	1,141,452	112,118	9.8%	1,820,929	1,821,600	671	0.0%
Total Voluntary Pre-Kindergarten	18,206,414	19,149,328	1,134,884	6%	31,430,222	32,196,911	766,689	2%
VPK Change in Net Assets	39,818	-	(39,818)	100.0%	-	-	-	0.0%
GOALS								
< 5.00 % VPK - Admin	4.9%	5.0%	-0.2%	-3.1%	4.8%	5.0%	-0.2%	0.0%
Total Revenue	73,484,045	74,234,020	(749,975)	-1.0%	124,677,745	113,832,301	10,845,445	9.5%
Total Expenses	73,046,356	74,234,020	(1,187,664)	-1.6%	124,677,745	113,832,301	10,845,445	9.5%
Change in Net Assets	437,689	-	437,689	100.0%	-	-	-	0.0%

FY25 - January 2025

				
	Access	Quality	Education	Total
Program Revenue				
Program Revenue	44,614,602	9,227,471	18,098,194	71,940,268
Match Funding - DEL	579,713	-	-	579,713
				-
Local Funders:				-
Children's Board HC	451,659	-	-	451,659
Hillsborough County BOCC	63,066	-	-	63,066
Metro Ministries (Children's Board)	24,192	-	-	24,192
City of Tampa	77,121	-	-	77,121
United Way (Quality Initiative)	-	20,000	-	20,000
Local Funders	616,038	20,000	-	636,038
Total Program Revenue	45,810,352	9,247,471	18,098,194	73,156,018
Other Local Funders:				
Conn Foundation	13,774	-	-	13,774
Spurlino Foundation	33,484	-	-	33,484
SR Program Income (training, IECF memberships)	2,695	-	-	2,695
HELN (Hillsborough Early Learning Network)	-	-	-	-
ELFL (Early Learning Florida)	1,420	-	-	1,420
Lastinger Project	-	-	-	-
Misc. Donations	276,654	-	-	276,654
Other Local Funders	328,027	-	-	328,027
Total Federal, State & Local Revenue	46,138,379	9,247,471	18,098,194	73,484,045
Program Expenses				
Direct Services	39,821,096	5,708,834	17,177,080	62,707,009
Match - DEL	579,713	-	-	579,713
Local Funders	698,427	-	-	698,427
General Contributions and Gifts	51,373	-	-	51,373
Total Direct Services	41,150,608	5,708,834	17,177,080	64,036,521
Personnel	4,002,876	2,540,134	684,262	7,227,272
Staff Development	2,115	5,412	1,505	9,031
Professional Services	153,506	466,404	76,984	696,894
Occupancy	146,196	159,172	59,521	364,889
Postage, Freight and Delivery	979	1,114	196	2,289
Rentals	1,721	1,903	741	4,365
Supplies	22,987	3,530	882	27,400
Communications	10,905	11,329	4,257	26,491
Insurance	39,854	39,599	16,807	96,261
Tangible Personal Property	-	-	-	-
Quality	95,753	254,223	1,307	351,283
Travel	787	18,298	2,014	21,100
Other Operating	77,804	71,937	32,820	182,561
Other Operating Expenses	552,607	1,032,922	197,035	1,782,563
Total ELCHC Operating Expenses	4,555,483	3,573,056	881,297	9,009,835
Total Revenue	46,138,379	9,247,471	18,098,194	73,484,045
Total Expenses	45,706,090	9,281,890	18,058,377	73,046,356
Change in Net Assets	432,289	(34,418)	39,818	437,689