



ELCHC Governance Committee Meeting Amended Agenda Packet

Monday, August 4, 2025 at 3:00 pm

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

<https://us06web.zoom.us/j/83979096626?pwd=0jZi5ZutdfYVOC6VAaQTWmb4wM7bmf.1>

Meeting ID: 839 7909 6626

Passcode: 038751



ELCHC Governance Committee Meeting Amended Agenda

Monday, August 4, 2025

I. CALL TO ORDER

S. Robinson

A. Roll call/Quorum Verification

II. PUBLIC COMMENT

S. Robinson

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.

III. ACTION ITEMS

S. Robinson

A. Approval of May 19, 2025 Governance Committee Meeting Minutes - 3

B. New Board Membership - 6

IV. DISCUSSION ITEMS

S. Robinson

A. Reminder to complete the CEO Annual Evaluation

B. ELCHC Board of Directors Vacancies

C. Board of Directors Attendance

V. CEO REPORT

Dr. Fred Hicks

A. Budget Update

B. Summit 2025 Update

C. 2026 Legislative Priorities

VI. ANNOUNCEMENT

S. Robinson

A. Next meeting of the ELCHC Governance Committee is scheduled for Monday, September 22, 2025

VII. ADJOURNMENT

S. Robinson

VIII. SUPPLEMENTAL DOCUMENTS

A. ELCHC Attendance policy review - 12

B. ELCHC Board of Directors Vacancies -Dr. Lise Fox

Monday, May 19, 2025, at 3:00 pm
Hybrid Meeting
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Dr. Shawn Robinson, Chair

Committee Members Present: Dr. Shawn Robinson*, Adam Giery*, Alina Shaffer*, Dr. Larissa Baia and Brian Mays*

BOARD MEMBERS PRESENT:

None.

COMMITTEE MEMBERS ABSENT:

Aakash Patel

ELCHC Staff:

Dr. Fred Hicks, Nancy Will, Gary Meyer*, and Alison Fraga

Other Attendees:

Yander Tovar, and Andrew Benton Jr.*

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

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

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

Approval of January 27, 2025, Meeting Minutes

A motion to approve was made by Adam Giery. A second was made by Brian Mays. The motion carried unanimously.

Approval of CEO Evaluation and Timeline

There was committee discussion on the timeline as outlined in the agenda packet for the CEO Evaluation and Timeline to ensure that the CEO evaluation would be in before the state deadline also taking into account a merit increase should the board of directors vote for a merit increase.

Dr. Hicks agreed that if there was a merit increase, he would wait until his anniversary date in November 2025 to receive it, to be paid retroactively in correspondence with the date set by the Department of Early Learning deadline of the board of directors' evaluation of August 30, 2025.

Board Council Paul Quin stated it would be best to clarify between the CEO evaluation and the Timeline process with two different motions.

First Motion:

Dr. Robinson called for a motion to approve the timeline schedule of the evaluation process as outlined in the agenda packet with the final approval by the full Board of Directors of the Early Learning Coalition of Hillsborough County (ELCHC) at the June 2025 Annual Board of Directors meeting.

Adam Geary made a motion to approve the timeline schedule of the evaluation process as outlined in the agenda packet with moving the final approval by the full Board of Directors of the ELCHC at the June 2025 Annual Board of Directors meeting. Dr. Larissa Baia seconded. The motion carried unanimously.

Second motion:

Dr. Robinson called for a motion to set the merit increase with the evaluation deadline of August 30, 2025, and will be deferred for merit increase until Dr. Hicks's' anniversary date.

Adam Geary made a motion to set the merit increase with the evaluation deadline of August 30, 2025, and will be deferred for merit increase until Dr. Hicks's anniversary date. Brian Mays seconded the motion. The motion passed unanimously.

Application for Board Membership

This application of Ms. Cayla Dougherty has been delayed.

DISCUSSION ITEMS

By-law Review

Board Council, Paul Quin shared the following:

Mr. Quin shared the following update as brought forward earlier in FY24-25.

1. Sheriff appointed to the board: Could not be accomplished due to state statute
2. Formation of a new committee: Development & Outreach Committee was created in response to the need to greater support the Children Summit Efforts and give providers an opportunity to further participate and engage with these efforts
3. Board of Directors Members must live and/or work in Hillsborough County: Mr. Quin stated he did not see a reason why the board of directors could not vote on this addition to the ELCHC by-laws.
4. Question from the provider community about adding another provider representative to the ELCHC Board of Directors: Mr. Quin explained that the composition of all ELC's throughout the state

are governed by the Department of Early Learning and the state decisions on board composition. Mr. Quin explained that any additional board representation would have to be made at the state level not at the county level.

Dr. Robinson called for a motion to approve the edits as layout by Board Council, Paul Quin.

Brian Mays made a motion to approve the edits to the bylaws as presented by Board Council, Paul Quin. Alina Shaffer seconded. The motion passed unanimously.

CEO REPORT

Dr. Frederick Hicks reported on the following:

Legislative Update

To date the state is in a holding pattern for the state house and senate to agree with a budget for the FY25-26. Dr. Hicks shared the governor's budget aligns more with what would make coalitions state-wide just about while with last fiscal year's budget. Dr. Hicks shared that the senate's proposed budget aligns with the governor's however, the budget proposed by the house would require a more severe cut to coalition's budgets.

Children's Summit

Dr. Hicks shared to date 60% of the goal had been raised of the \$90,000 goal. Dr. Hicks also shared that invitations had been sent out to community leaders and business leaders throughout the Hillsborough community.

Day of Play

Dr. Hicks shared that Day of Play was a success with great turnout. Dr. Hicks thanked all the partners that joined the ELCHC to make this event a success.

Summer Boost

Dr. Hicks stated that PM3 test scores would be available before the June Board of Directors meeting. Dr. Hicks also shared the children that would be targeted for the Summer Boost program would be 4 year-olds getting ready to enter kindergarten in the fall of 2025. Dr. Hicks shared that Summer Boost is a full day making it easier for parents and/or guardians to arrange drop-off and pick-up schedules unlike the state run Summer Bridge program which is a half-day program.

ANNOUNCEMENT

No announcements.

ADJOURNMENT

Citing no further business, Brian Mays made a motion to adjourn the meeting at 3:35 pm. Alina Shaffer made a second. The motion carried unanimously.

Read and approved by: _____

ELCHC Board of Directors Secretary

_____ *Date*

ELCHC Governance Committee Regular Meeting– August 4, 2025

ACTION

ITEM III.B.

ISSUE: New Board Membership

RECOMMENDED ACTION: Approve the recommendation of Cameron Cassedy for a first four-year term as a private sector business member for election by the full Board.

NARRATIVE:

ELCHC By-Laws Article 5 Section 2

The Governance Committee has the responsibility of recommending action items to the full Board that relate to: Board By-Laws, Board policies, Board meeting procedures and protocols, Board member nominations, Board officer nominations, Board leadership structure, the Chief Executive Officer evaluation process (each early learning coalition shall complete an annual evaluation of the early learning coalition's executive director or chief executive office on forms adopted by DEL), and Chief Executive Officer communication with Board and Florida Department of Education Division of Early Learning (DEL). Membership shall consist of board members appointed by the Board Chair.

Cameron Cassedy has expressed interest in serving on the ELCHC Board of Directors as a private sector business member.

(1-attachment)



Please type or print clearly

PERSONAL INFORMATION

CASSEDY

Last Name

CAMERON

First Name

ANDERSON

Middle

Vice President

DOB: mm/dd/yyyy

Employer/Affiliation CASSEDY FINANCIAL GROUP

Title VICE PRESIDENT

113 S. BOULEVARD, SUITE 200

Street Address

TAMPA, FL 33606

City/State/Zip Code

(813) 261-0004

Phone

Mobile

(813) 251-1743

Fax

Email Address: CLASSEDY@CASSEDYFINANCIALGROUP.COM

Are you a parent?



N

If yes, ages of Children 5, 3, 1

Is your employer



a private, for-profit enterprise, ☐ a community based non-profit organization

☐ Other (please specify):

COMMUNITY/CIVIC INVOLVEMENT

Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name

Dates of Membership

Positions Held

TAMPA BAY HISTORY CENTER

2023- Present

ADVANCEMENT COMMITTEE → FOUNDATION TRUSTEE

CITY OF TAMPA - COMMUNITY BENEFITS ADVISORY COUNCIL

7/2024 - Present

MAJORITY APPOINTEE - AT-LARGE MEMBER

ECONOMIC CLUB OF TAMPA

1/2023 - Present

EXECUTIVE BOARD

PAWS ISLANDS CIVIC ASSOCIATION

1/2023 - Present

BOARD MEMBER

STATEMENT OF INTEREST (Use additional pages or cover letter if needed)

What is your educational background?

SEE ATTACHMENT

What experience do you have working with young children and families?

See Attachment -

How would the ELCHC benefit from your involvement on the Board?

See Attachment

Do you, a relative of yours, or your business affiliation, now or within the prior 2 years, have or had direct or indirect ownership of more than 5% of the total assets or income from the Office of Early Learning (OEL), Department of Children & Families (DCF), Department of Education (DOE), an Early Learning Coalition (ELC), a District School's Pre-K program, or an ELC's fiscal agent, service provider, contractor, or subcontractor? (Florida Rules 6M-9.110 Requirements & Criteria for Early Learning Coalitions).

☒ No ☐ Yes If yes, please explain:

On which committees would you be interested in serving?

☐ Governance ☒ Finance ☒ Legislative Affairs
☐ Service Delivery & Efficiency ☐ Provider Review Hearing

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
AAKASH PATEL		AAKASH@elevare-inc.com	Professional / Personal
BRIAN MAYS		BRIAN@PATRIOTMARKETING.COM	Professional / Personal
STEVEN DOUGLAS		SDOUGLAS@FGLCPA.COM	Professional

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Gender Identity:	<input checked="" type="checkbox"/> Male	Race/Ethnicity:	<input type="checkbox"/> Native American, American Indian, or Alaska Native
	<input type="checkbox"/> Female		<input type="checkbox"/> Asian or Asian American
	<input type="checkbox"/> Transgender		<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Non- binary		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Does not disclose		<input type="checkbox"/> White or Caucasian
			<input type="checkbox"/> Hispanic, Latino or Spanish
			<input type="checkbox"/> Other
			<input type="checkbox"/> Unknown
Age Range:	<input type="checkbox"/> 18-24	<input type="checkbox"/> 25-35	
	<input checked="" type="checkbox"/> 35-44	<input type="checkbox"/> 45-54	
	<input type="checkbox"/> 55-64	<input type="checkbox"/> 65 or Above	
	<input type="checkbox"/> Does not disclose		
Are you a person living with a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> Does not disclose	
	<input checked="" type="checkbox"/> No		
Have you ever served or now serve in active duty in any of the U.S. Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> Does not disclose	
	<input checked="" type="checkbox"/> No		

COMMITMENT AND OPERATIONAL STATEMENTS

Time Commitment: Serving on the Early Learning Coalition of Hillsborough County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

Employment: The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

Government in the Sunshine: The Early Learning Coalition of Hillsborough County is a legislatively mandated group and will operate following the rules and guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Hillsborough County.

Cameron A. Conant

Applicant Signature

7/17/2025

Date

Application forms may be completed in full and submitted to:

Kelley Minney, Manager, Donor Relations
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: kminney@elchc.org
Website: www.elchc.org
Telephone: (813) 867-0753
Fax: (813) 435-2299

What is your educational background

I graduated from Florida State University in 2010 with a degree in Economics and a minor in Finance, earning Dean's List honors for academic achievement. My academic experience provided a strong foundation in analytical thinking, economic theory, and financial strategy. In 2019, I earned the Chartered Financial Analyst (CFA) designation, which is considered the highest distinction in the investment management profession. The CFA Charter reflects my commitment to professional excellence, ethical standards, and lifelong learning. My academic achievement and advanced certification have been instrumental in shaping my career in investment and wealth management.

What experience do you have working with children?

As a parent of three young children, including a five-year-old currently enrolled in the VPK program, I have a deep and personal understanding of the importance of early childhood education and the support systems families rely on during these formative years. Through my direct involvement in my children's development, I've experienced the challenges and opportunities families face in accessing quality care and educational resources. This perspective has given me a strong appreciation for the work ELCHC does in empowering families and preparing children for lifelong success. I am passionate about supporting initiatives that invest in our youngest learners and strengthen the foundation for thriving families and communities.

How would ELCHC benefit from your involvement on the board?

ELCHC would benefit from my involvement on the board through my deep financial expertise and longstanding commitment to public service and education. As a seasoned financial professional and CFA charterholder, I would bring a strategic understanding of fiscal stewardship, sustainability, and responsible growth coupled with my Board experience. I am a long-term thinker, and believe in making a sincere connection with people. These are all skills that are critical in supporting the mission and operations of ELCHC.

I believe that investing in early childhood education is one of the most impactful ways to build a stronger future for our region, and I would be proud to support ELCHC's mission as a board member.

ELCHC Governance Committee Regular Meeting

August 4, 2025

SUPPLEMENTAL DOCUMENTS

ITEM VIII.

ISSUE: Supplemental Documents

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- A. ELCHC Attendance Policy Review
 - B. ELCHC Board of Directors Vacancies

(2-Attachments)

ELCHC Bylaw Excerpt:

Article V

Committees

Section 2. Standing Committees of the Board. Only Directors may be appointed to Standing committees of the Board. Each Standing committee of the Board shall consist of three (3) or more Directors. The Board may designate one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting of the committee. Standing Committees of the Board include the Executive Committee, Finance Committee, Governance Committee and Service Delivery & Efficiency Committee. Standing Committees shall meet no fewer than FOUR (4) times a year and Members are expected to attend each meeting. Each Member shall be entitled to one excused absence per year.

From: Lise Fox <lisefox@usf.edu>
Sent: Sunday, July 6, 2025 6:54 PM
To: Dr. Fred Hicks <FHicks@elchc.org>
Subject: Governance question

WARNING: This is an EXTERNAL EMAIL, do not click on links or open attachments unless you know and trust the sender.

Hi Fred,
I hope you enjoyed your July 4th holiday. I was reviewing the bylaws for the BoD and realized something that might need to be addressed.

When I was appointed to the BoD by Gordon in 2018, it was in my role as the Director of the University Center for Excellence on Developmental Disabilities (UCEDD). I was tagged as serving as a designated director to meet the required seat as a "representative of programs for children with disabilities under IDEA". I have not thought about that for a while, but when reviewing the bylaws recently, it made me wonder if we are not out of compliance as I am no longer a representative of that program. My current role at the University is Chair of the Department of Child and Family Studies. Moreover, I am not sure that our grant-funded UCEDD (this is a program slated to be eliminated in the federal skinny budget proposal) is what was intended for this seat. I believe it should be for a representative from Early Steps (early intervention services under IDEA), or the school district special education director or the director of the Pre-Kindergarten Exceptional Education Preschool Services (PEEPS).

I am happy to step down and can (and will) continue to contribute to the ELC in other ways. Let me know how you want to proceed.

Lise

Lise Fox, Ph.D.
Professor and Chair
Department of Child and Family Studies
College of Behavioral and Community Sciences
University of South Florida
13301 Bruce B. Downs Blvd.
Tampa, FL 33612-3807
813-974-6100 work

About CFS and our accomplishments
www.usf.edu/cbcs/cfs/documents/2024-cfs-impact-final.pdf

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