



ELCHC Board of Directors Regular Meeting

Monday, July 1, 2024

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

<https://us06web.zoom.us/j/83806222965?pwd=xlfxyAIRjwDaCuwEEf0xPzydsXAvbA.1>

Meeting ID: 838 0622 2965

Passcode: 870738



ELCHC Board of Directors Regular Meeting

Monday, July 1, 2024

I. WELCOME & CALL TO ORDER

A. Patel

A. Roll call/Quorum

B. Pledge of Allegiance

R. Bacon

II. CONSENT AGENDA

A. Approval of the June 8, 2024 Board of Directors Retreat Meeting Minutes - 3

B. Approval of the June 8, 2024 Board of Directors Special Meeting Minutes - 10

C. Approval of allocation of funds for accreditation training and coaching (contract renewal) - 12

III. 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.

IV. CHAIRMAN'S REPORT

A. Mission Moment

B. Committee Updates - 29

C. Young Children's Summit Update - 31

*Elected Officials who have RSVP affirmative: Sherrif Chronister, Superintendent Van Ayers, Marcia Mejia (Congresswoman Castor's Office), State Representative Susan Valdes, Clerk of Court Cindy Stuart *School Board Members: Nadia Combs, Henry Washington, Lynn Gray, and Stacy Hahn*

V. DISCUSSION

A. Ms. Carol Wick's Summary Report of the Board of Directors Retreat - 32

B. Board of Directors Retreat Takeaways

VI. ANNOUNCEMENT

A. Next, Board of Directors Meeting is scheduled for Monday, August 19, 2024

VII. 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.

VIII. ADJOURNMENT

A. Patel

Saturday, June 8, 2024, at 9:00 am
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Board Members Present:

Aakash Patel, Rebecca Bacon, Dr. Daira Barakat, Tracye H. Brown, Gino Casanova, Annette Eberhart, Dr. Lise Fox, Dr. Daphne Fudge, Adam Giery, Amanda Jae, Dr. Jacquelyn Jenkins, Commissioner Gwendolyn Myers, Allison Nguyen, Beth Pasek, Dr. Shawn Robinson, Michelle Zieziula, and Derek Zitko

Board Members Absent:

Dr. Larissa Baia, Dr. Jodi Marshall, and Chantal Porte

ELCHC Staff:

Dr. Fred Hicks, Nancy Will, Gary Meyer, Sabrina Ruiz, Alison Fraga, Rick Rampersad

Other Attendees:

Frazier Carraway, and Dennis Hebert

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 8:53 am.

Chair Patel welcomed everyone to the Early Learning Coalition of Hillsborough County Board of Directors Retreat 2024.

The Board of Directors introduced themselves stating their names, titles and shared how long they have served on the board and why they serve.

Ms. Wick introduced herself and the work that she has done with other early learning coalitions throughout the state of Florida, sharing her experiences as a chief executive officer before becoming a consultant and including her work in the fundraising world.

PUBLIC COMMENT I

No, public comment I.

Roles & Responsibilities

A. Board Survey

Ms. Wick presented an overview of the board survey results and laid out different structures of board and CEO governing. Ms. Wick highlighted:

1. Board of Directors that hold too much power where the CEO takes a back seat
2. CEO has too much power and the Board of Directors takes a back seat

Ms. Wick shared the best practice is for the Board of Directors to do annual assessments both on the individual board member level as well as the board as a whole.

Ms. Wick asked how many board members had joined Dr. Hicks on one of his recent visits to a provider center. Ms. Wick shared that for the board of directors to feel more involved and to gain a better understanding of the interworking of the provider side as well as the CEO and staff side it would be highly recommended that board members join Dr. Hicks on one of his weekly visits.

There was board member conversation and suggestions that would clarify the inside workings of the coalition in gaining a better understanding of each department and the complexity of the work being done.

Board Suggestions:

- Reporting at committee meetings and board meetings go back to being led by coalition staff to have some interaction with leadership at all levels and to ask some deeper questions on what initiatives and programs being brought forward for approval by the board.
- The financial reporting aligns more closely with the mission statement so that the work of the coalition is seen more clearly geared toward fiduciary responsibility of funding.
- "Palm card" summary and/or helpful definitions of the mission and goals of the coalition along with data points to be able to speak to when board members are out in the community
- Recognition of staff members at board meetings so that the relationships between staff that execute the decisions of the board under Dr. Hicks's leadership can be visible and appreciated

Ms. Wick opened the floor to the discussion of another question from the board survey.

Do I read and understand financial statements?

There was board discussion not having a complete understanding of the financial statements and reports as presented at committee and board meetings.

Board Suggestions:

- Gary Meyer, Chief Financial Officer to sit down with Finance committee members individually or as a committee to review the financial statements and reports. So that finance committee members can better explain the financials at different committee meetings as well as board meetings to those who have questions.
- Small group trainings with Mr. Meyer and perhaps one or two people on his team to lead these trainings for all board of directors' members
- Having a board of directors' member serve on the Finance Committee that does not have a finance background to help those board members who also do not have a finance background

Ms. Wick shared that most board of directors in her experience usually do not have a complete understanding of finance and reporting. Ms. Wick also explained that non-profit organizations have some of the most difficult accounting to understand, especially for those without any type of financial background.

Ms. Wick opened the floor to the discussion of another question from the board survey.

Do you prepare for and participate in board meetings and committee meetings?

Ms. Wick shared the results of 94% of board members stating they do prepare and 4.4% reported not preparing for meetings.

Ms. Wick shared the result of the survey question...

Do you find serving on the ELCHC Board of Directors satisfying and rewarding?

There was board discussion on believing strongly in the mission and pillars of the organization and desiring to play a part in helping to educate the youngest learners in the county.

Board Suggestions & Highlights:

- Dr. Hicks does a great job in presenting his CEO reports at every committee meeting and board meeting to keep members informed on the happenings of the coalition internally and externally i.e. Day of Play events, Teacher's Night Out, etc..
- Board minutes to be e-mailed out within two weeks of a board meeting
- Too many e-mails are sent out
- Outlook calendar invites/planners serve as a better form of communication with the board of directors in being able to keep up with meetings, events, etc..
- Desire to see more of the public facing social media interviews, and coalition awareness campaigns that are out in the community
- The desire to get to know board members better was expressed.
- Outlook calendars should be sent a month in advance of any events that the coalition is putting on in the community so that board members can participate if available.

Alison Fraga, Chief Development Officer shared that the coalition does send out a newsletter via e-mail and that all board of directors should be receiving this monthly. Mrs. Fraga also reported that all interviews done by Dr. Hicks and Chair Patel are immediately posted on all the social media platforms that the coalition has including Facebook, the coalition's website, as well as on "X" formerly known as Twitter and LinkedIn.

Board attorney, Frazier Carraway shared that due to the Sunshine law it is not easy for board members to meet up and get to know each other as desired because it would be considered a board meeting and would need to be publicly notified and scheduled.

Ms. Wick lead a discussion on board members sharing a compelling vision for the organization's future especially with American Rescue Plan Act (ARPA) dollars sunseting on June 30, 2024 and new challenges that providers may be facing.

There was discussion on board members taking responsibility to learn as much as possible about the mission and pillars of the organization so that improvements could be made on an individual level as well as the entire board of directors.

There was continued board discussion on truly understanding the ins and outs of the coalition and the early education space from every perspective from the educator in the classrooms, to the owners of the centers, the legislators and lawmakers that set policies, procedures and budget to the staff of the ELCHC and the work that is done in background to ensure everything is running as smoothly as possible.

Ms. Wick posed the question of whether the Board of Directors would like to have a strategic plan to accomplish the things that had been mentioned.

The board discussed the different committees and what questioned what committee addresses some of the issues that were being discussed.

Amanda Jae, Chair of the Service Delivery & Efficiency Committee shared that her committee does invite providers to the table to discuss opportunities and challenges they are facing as well as their many successes. Mrs. Jae also reported that staff regularly attend her meetings to give updates on all the community engagement and activities that are scheduled.

Ms. Wick shared that a healthy board of directors is one that gets more strategic and are aligned with goals, strategies and objectives.

There was board discussion about alignment in strategy from the CEO to the board members and what they may look like moving forward as the coalition has now moved passed some major hurdles that it had to overcome the last few years.

The Board of Directors had a lengthy conversation on having unscripted workshops to be able to discuss strategy, ideas, current trends in early education, etc..in an informal setting focused on more strategy, planning and the sharing of ideas for the future of the coalition, its mission and goals.

B. How can I serve?

Ms. Wick opened the floor to Dr. Fred Hicks, CEO of ELCHC, for his presentation.

CEO Support

Dr. Hicks read through the mission and pillars of the coalition reminding board members what the mission of the organization should mean to everyone who serves. Dr. Hicks thanked everyone for their attendance and expressed his gratitude for their continued support in serving the youngest learners in Hillsborough County.

Dr. Hicks invited all board members to join him on one of his weekly visits to providers to meet the teachers, owners and students of the centers the board regularly makes decisions that affect everyone involved.

Dr. Hicks shared that the coalition serves around 9,000-10,000 students who test at around 70% ready for kindergarten. Dr. Hicks explained that getting ready for kindergarten is important and shared there are study after study showing the importance and impact of early education on the life of a child. Dr. Hicks also shared early education is not just about learning site words, or learning numbers it is about having an adult believe in you and invest time in you so that a young child can begin to see themselves as valuable.

Dr. Hicks reported The Children's Board of Hillsborough County recently committed \$1 million dollars to serve children who are above the 150% of the federal poverty level. Dr. Hicks also reported that the state legislator may be providing an additional \$30 million to be divided amongst all 30 early learning coalitions in the state of Florida however, this was not finalized.

Dr. Hicks also reported that helping with children with unique abilities is high on the priority list and is working with possible partnerships with Suncoast Credit Union, the United Way, and others as the additional funds requested by coalitions did not make it to the governor's desk but died in committee.

Dr. Hicks explained the eligibility cliff with an example of an hourly waged parent receiving a small increase of \$1.00 an hour and that increase causing him to fall over the eligibility cliff therefore no longer able to receive the services the coalition provides.

There was board discussion on the different partnerships the coalition has historically had with other early education/education organizations throughout the community.

Rebecca Bacon, Executive Director of the Children's Board of Hillsborough County explained how the Children's Board determines the need for the different organizations that apply for funding. Mrs. Bacon also shared with the board the different serves and ways the Children's Board supports children and their families.

There was board discussion on the differences between Voluntary Prekindergarten (VPK) and School Readiness (SR). Dr. Hicks presented the differences between the two programs.

There was discussion around the Young Children Summit and how the Summit was an idea that Dr. Hicks brought to the table as he stepped into the role of CEO of the ELCHC. Discussion continued as the Summit is not a fundraising event but more of an educational Summit for business leaders in the Hillsborough Community and stressing the importance of working families through the education of the youngest learners in the county.

There was a question if there was an annual report produced from the ELCHC with a snapshot of all the finances and initiatives that are approved by the board.

Dr. Hicks shared with the board that the annual report is posted on the ELCHC website every year in full transparency of every cent that is spent.

Board Suggestions:

- To have the annual packet available at the Young Children Summit this year
- To have staff and leadership at the tables for discussion that are familiar with early education to ward off ideas or suggestions that early education professionals know will not be fruitful

There was board discussion on the gaps of the board of directors, and the seats available both governor appointed and private sector regular seats. The discussion included:

- Candidates that have a financial background, leadership from local financial institutions

Board Request:

- Sending out an Outlook calendar invite to the full board with a note that registration is required to have a seat at the table for the Young Children's Summit

Break

Who do you know?

A. Board Make-Up

Ms. Wick shared that 90% of organizations funded primarily with government money tend to have a negative outside public appearance and are seen as a government pass through, unfortunately. Ms. Wick also shared that those in the early education space know and understand the services provided by the ELCHC and all ELC nationwide are to help end the cycle of public assistance by allowing mom and dad the opportunity to work. Ms. Wick shared that the example Dr. Hicks gave of the working family that would lose services due to a small hourly bump in pay continues to hit children of color and their families the hardest.

Ms. Wick shared with the board that she has extensive experience in raising money and has been asked to help in raising money for various organizations.

Ms. Wick posed the following questions to the board of directors for thoughts around fundraising:

1. Do you have the confidence and knowledge to be able to share the mission and purpose of the services that the ELCHC provides to potential financial donors?
2. Who do you know with deep pockets that has a vested interest in early education that may not be aware that they should have a vested interest in early education?
3. Who needs to hear this message?
4. Is there anyone not comfortable with asking?

Ms. Wick shared a personal experience with her daughter and son-in-law who works in ministry at a church not making a large salary. Ms. Wick shared that her daughter was not able to find childcare in her area for less than \$1800.00 a month and that her son-in-law at one point thought he might need to stop working to care for their child. Ms. Wick shared her family's story is not too different from millions of American families nationwide. Ms. Wick posed the question; who does not want to work to support their family? Ms. Wick stated that parents by and large desire to care for their own families and childcare has a heavy price tag that many families cannot afford.

Ms. Wick reported there are billions of donated dollars every year. Ms. Wick stated it is important to get the message across as to why is the ELCHC the best investment. Ms. Wick also shared that 90% of fundraising is the why question.

Ms. Wick gave an example of the program D.A.R.E. she stated the why question was answered, to prevent young children and teens from doing drugs. Ms. Wick shared that the highest rate of drug use was found to be among children who had graduated from the D.A.R.E. program yet millions and millions of dollars were raised because people/corporations bought into the why.

Ms. Wick asked the board members to write a list of 5 companies or people the coalition should invite to the Young Children Summit and asked for some to share the companies and or people they had written down.

Ms. Wick asked who the largest employers are in Hillsborough County.

There was board response included the BayCare system with 29,000 employees, Hillsborough County Schools, Wal-Mart, Publix grocery, Tampa Bay Lighting, PNC Bank, Suncoast Credit Union, Amazon, etc.. Ms. Wick asked which of these companies does not understand the impact of early education as a vehicle for parents showing up to work day in and day out? Ms. Wick also asked are these companies being invited to the table of discussion on the importance of early education.

Ms. Wick reported that based on the board matrix there is a gap for folks under the age of 35 and how important it is to gain the perspective of different generations.

Ms. Wick asked that board members think about their replacement and consider starting a dialogue with someone who might be interested in taking their place who is passionate about education and understands the significance of early education for the betterment of society.

PUBLIC COMMENT II

No, public comment II.

NEXT STEPS

- Setting up workshops
- New committee for the financial education of the board of directors

Ms. Wick asked each board member to share their biggest takeaways from the board retreat.

Chair Patel shared that a workshop could be scheduled for August or September to get started on the implementation of some of the ideas shared.

Chair Patel asked the board about the best date for the next board retreat. There was board discussion that a Friday would work out best.

Chair Patel thanked Ms. Carol Wick for her facilitation of the board retreat.

ADJOURNMENT

Chair Patel asked for a motion to adjourn citing no further discussion.

Dr. Shawn Robinson made a motion to adjourn the meeting at 11.45 pm. Commissioner Myers made a second. The motion carried unanimously.

LUNCH (Reflection)

Read and approved by: _____

Derek Zitko, ELCHC Secretary

Date



Saturday, June 08, 2024, at 8:50 am
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Board Members Present:

Aakash Patel, Rebecca Bacon, Dr. Daira Barakat, Tracye H. Brown, Gino Casanova, Annettee Eberhart, Dr. Lise Fox, Dr. Daphne Fudge, Adam Giery, Amanda Jae, Dr. Jacquelyn Jenkins, Commissioner Gwendolyn Myers, Allison Nguyen, Beth Pasek, Dr. Shawn Robinson, Michelle Zieziula, and Derek Zitko

Board Members Absent:

Dr. Larissa Baia, Dr. Jodi Marshall, and Chantal Porte

ELCHC Staff:

Dr. Fred Hicks, Nancy Will, Gary Meyer, Sabrina Ruiz, Alison Fraga, Rick Rampersad

Other Attendees:

Frazier Carraway, and Dennis Hebert

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 8:47 am.

PUBLIC COMMENT I

There was no Public Comment I.

CONSENT AGENDA

The following items were included under the Consent Agenda:

- A. Approval of fund for Zoo Tampa
- B. Approval of allocated funds for business leadership training technology licenses (contract renewal)
- C. Approval of allocation of funds for Early Childhood Educator INCENTIVE\$ (contract renewal)

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

PUBLIC COMMENT II

There was no Public Comment II.



ADJOURNMENT

Citing the time, Beth Pasek made a motion to adjourn the meeting at 8:52 am. Dr. Lise Fox made a second. The motion carried unanimously.

Read and approved by: _____

Derek Zitko, ELCHC Board of Directors Secretary

Date

Board of Directors Regular Meeting

July 1, 2024

CONSENT AGENDA

ITEM II.C.

ISSUE:	Approval of allocation of funds for accreditation training and coaching (contract renewal)
FISCAL IMPACT:	Not to exceed \$142,000
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning School Readiness American Rescue Plan Act Discretionary Grant funds (\$36,000) and Quality funds (\$106,000)
RECOMMENDED ACTION:	Approval of allocation of funds to Business Leadership Institute for Early Learning, Inc. not to exceed \$142,000
NARRATIVE:	

Vendor Representative Present at Meeting: Robyn Perlman, President, Business Leadership Institute for Early Learning, Inc. (BLI).

Product or Service: BLI has designed a continuum of programming to extend the BLI Master Class Curriculum. The use of this Accreditation Academy model includes facilitation, support, marketing and logistical coordination by BLI. Activities conducted by BLI include, the provision and support of a home-based and a center-based Accreditation Specialists for outcomes protocol development and execution; tracking and reporting of data; participant business accreditation cost benefit analysis; addressing challenges as they arise; contract management for compliance and quality control; and fiscal management.

To ensure qualified candidates, BLI has designed and executed the recruitment process including development of the application, evaluation criteria, interviewing, selection, and onboarding services. For community building, BLI marketing strategy includes developing and executing ongoing communication between BLI and the participants throughout the process.

BLI will have oversight working with ELCHC for approval of participants selected for the 2023 – 2024 family home-based and center-based childcare cohorts of Master Class. Up to 6 participants will be selected in each category for Accreditation Academy.

Brief History: The ELCHC launched an RFP for business leadership training in January, 2022. BLI won the bid over ten bidders. BLI has successfully trained 223 childcare program owners and directors with the ELCHC with an average evaluation score of 4.5 out of 5.0.

Purpose: To train providers and provide tools to increase revenue and profitability in a post-American Rescue Plan Act world. To prepare providers for accreditation in order to achieve the 20 percent Gold Seal bonus on their School Readiness rates.

Contract Performance: BLI had continued to meet contract deliverables over the past two contracts.

Outcome: 90% of participating childcare businesses will become a Florida Gold Seal accredited program.

Budget Impact: Not to exceed \$142,000.



Hillsborough County School Readiness Coalition, Inc.

D/B/A

Early Learning Coalition of Hillsborough County

Contracting With

Business Leadership Institute for Early Learning, Inc.

For

Accreditation Academy

THIS AGREEMENT is made and entered into as of June 1, 2024, (the "Effective Date") by and between the Hillsborough County School Readiness Coalition, Inc. DBA the Early Learning Coalition of Hillsborough County, with offices at 6302 E. Dr. MLK Jr. Blvd, Suite 100, Tampa, Florida, 33619 ("COALITION") at date of contract execution, and Business Leadership Institute for Early Learning, Inc. with offices at 1271 Hayes Street, Hollywood, FL, 33019 ("CONTRACTOR").

The COALITION and the CONTRACTOR agree to the following:

A. Effective Term

The term of this Contract shall commence on June 1, 2024 ("Effective Date") and shall conclude on June 30, 2025 ("Term").

B. Purpose

This AGREEMENT defines the professional services provided by the CONTRACTOR. The CONTRACTOR shall provide its professional services, as specified in the Scope of Work.

C. Scope of Work

The CONTRACTOR will provide the following:

CONTRACTOR has designed a continuum of programming to extend the BLI Master Class Curriculum. The use of this Accreditation Academy model includes facilitation, support, marketing and logistical coordination by BLI. Activities conducted by BLI include, the provision and support of a home-based and a center-based Accreditation Specialists for outcomes protocol development and execution; tracking and reporting of data; participant business accreditation cost benefit analysis; addressing challenges as they arise; contract management for compliance and quality control; and fiscal management.

To ensure qualified candidates, BLI has designed and executed the recruitment process including development of the application, evaluation criteria, interviewing, selection, and onboarding services. For community building, BLI marketing strategy includes developing and executing ongoing communication between BLI and the participants throughout the process.

BLI will have oversight working with ELCHC for approval of participants selected for the 2023 – 2024 family home-based and center-based childcare cohorts of Master Class. Up to 6 participants will be selected in each category for Accreditation Academy.

D. Due Date

The CONTRACTOR agrees to be available and shall finish services by June 30, 2025.

E. Compensation & Payment

1. The total price for all the work set forth in the Agreement shall not exceed \$142,000.
2. When both parties have signed this AGREEMENT, the COALITION agrees to make a payment upon receipt of a properly payable invoice according to the invoicing schedule outlined in the proposal, which has been approved by COALITION management.
3. The COALITION shall make payment within thirty (30) calendar days of receipt of invoice.

F. Indemnification

The CONTRACTOR agrees to be liable for and to indemnify the COALITION against all claims, suits, judgment, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the CONTRACTOR, or arising out of the violation of any copyright law by the CONTRACTOR in the course of the performance of this AGREEMENT. In no event shall the CONTRACTOR be liable for or have any obligation to defend the COALITION against such claims, suits, judgment, or damages, including costs and attorney's fees, arising out of the sole negligent acts of the COALITION.

G. Insurance and Risk Mitigation

The CONTRACTOR shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the AGREEMENT and any renewal(s) or extension(s) of it. By execution of this agreement, the CONTRACTOR accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the CONTRACTOR and the clients to be served under the agreement.

1. Commercial General Liability
 - a. Each Occurrence \$1,000,000
 - b. Personal Injury \$1,000,000
 - c. General Aggregate \$3,000,000
 - d. Products & Completed Operations \$3,000,000
 - e. Damage to Rented Premises \$1,000,000
2. Automobile Liability
 - a. Combined Single Limit \$1,000,000
3. Worker's Compensation & Employers' Liability (E.L.)
 - a. E.L. Each Accident \$1,000,000
 - b. E.L. Disease-Each Employee \$1,000,000
 - c. E.L. Disease-Policy Limit \$1,000,000
4. Professional Errors and Omissions \$1,000,000

The CONTRACTOR will have and continuously maintain all other types of insurance as required by law. In the event that any of the coverage described above is canceled by the insurer for any reason, the CONTRACTOR shall immediately notify the COALITION of such cancellation and shall obtain replacement coverage acceptable to the COALITION and provide proof of such replacement coverage within ten (10) calendar days after the cancellation of coverage. All insurance policies shall be with insurers qualified and doing business in Florida. The COALITION shall be furnished proof of coverage of insurance by standard ACORD form certificates of insurance upon request.

H. Proprietary and Confidential Information

1. CONTRACTOR agrees to hold in trust and confidence any confidential and proprietary information or data relating to COALITION business and shall not disseminate or disclose such information to any individual or entity, except CONTRACTOR's employees or subcontractor's performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the COALITION.
2. With respect to any confidential information, the CONTRACTOR's obligations of nondisclosure set forth above shall continue to apply to such information for as long after this Agreement expires or terminate, as such information remains confidential.

3. An item will not be considered confidential information of the COALITION if it is:
 - a. In the public domain prior to disclosure to the CONTRACTOR or subsequent to such disclosure but through no fault of the CONTRACTOR; or
 - b. Obtained from a third party not subject to a duty of confidentiality.
4. The CONTRACTOR agrees that any computer programs, software, documentation, copyrightable work, discoveries, improvements, or other deliverables (hereinafter "Work") developed by the CONTRACTOR solely, or with others, resulting from the performance of CONTRACTOR's responsibilities and obligations pursuant to this Agreement are property of the COALITION. If for any reason the Work would not be considered a work made for hire under applicable law, for the consideration included herein, CONTRACTOR does hereby sell, assign, and transfer to the COALITION its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. CONTRACTOR agrees to provide whatever assistance is necessary for the CONTRACTOR to preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

I. E-Verify

1. The CONTRACTOR shall provide the COALITION within ninety (90) days of the effective date of this Agreement a copy of the "Edit Company Profile" screen indicating the enrollment in the E-Verify program.
2. CONTRACTOR further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above.
3. Pursuant to Florida Statute s 448.09, CONTRACTOR will not employ, contract with, or subcontract with an unauthorized alien as it relates to services included in the contract with the COALITION.

J. CONTRACTOR Information

1. Independent CONTRACTOR Status: CONTRACTOR agrees that the relationship between CONTRACTOR and the COALITION is that of an independent CONTRACTOR for employment tax purposes. CONTRACTOR shall be solely responsible for self-employment, income or any other taxes relating to payments under this agreement including those of any employees.
2. The CONTRACTOR agrees that during the duration of this Agreement as a condition of the COALITION's duty to perform under the terms of this Agreement that the CONTRACTOR will be in compliance with all applicable laws and regulations of the state and federal government.

K. Public Records Law Compliance, Access and Confidentiality

1. All CONTRACTOR records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of CONTRACTOR to maintain records in a location accessible to the public.
2. Pursuant to 2 CFR §200.336, *Access to records*, CONTRACTOR agrees to provide access by COA, the Florida DFS, the Florida Auditor General, HHS, Inspector Generals of federal and state

agencies, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of CONTRACTOR which are pertinent to this specific award for the purpose of making audit, examination, excerpts, and transcriptions. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

3. Representatives of COALITION, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability ("OPPAGA"), and their duly authorized representatives, shall have access, for purposes of examination, to any books, documents, papers, and records, including electronic storage media, of CONTRACTOR as they may relate to this agreement.
4. CONTRACTOR shall maintain (or have immediate access to) books, records, and documents in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by COALITION under this agreement.
5. COALITION shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of confidential information. COALITION agrees to make internal practices, books, and records, including policies and procedures and confidential information, relating to the use of and disclosure of confidential information received from, or created or received by CONTRACTOR on behalf of, COALITION available to COALITION upon request.
6. CONTRACTOR shall include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

L. Remedies

CONTRACTOR agrees to exhaust all administrative remedies, to the extent available, prior to seeking any other contractual or legal remedies.

M. Nonperformance and Financial Remedies

If CONTRACTOR fails to perform in accordance with this Contract, COALITION will apply financial consequences as described in accordance with §§ 287.058(1)(h), 215.971(1)(c), Fla. Stat. (2023). The foregoing does not limit additional financial consequences, which may include but are not limited to withholding funds, withholding payments until deficiency is corrected, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent permitted, or termination of the agreement. Any payment made in reliance on the CONTRACTOR'S evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to COALITION as an overpayment to the extent of such error.

N. Representations and Warranties

The CONTRACTOR will make no representations, warranties, or commitments binding the COALITION without its prior consent. The CONTRACTOR will hold no authority to speak as a spokesperson for, or to act or represent themselves as an agent of the COALITION.

O. Debarment and Suspensions Disclosures

This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such CONTRACTOR is required to verify that none of the CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). CONTRACTOR must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

P. Termination Clause

1. **Termination due to lack of funds.** If funds to finance the agreement become unavailable or if the state government withdraws or redirects funds upon which the agreement depends, COALITION may terminate the agreement in writing with no less than 24 hours' notice. The CONTRACTOR shall receive notice by certified mail with proof of delivery after being notified verbally by the COALITION or in person with proof of delivery. COALITION shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.
2. **Termination for cause.** In the event of termination of this agreement by the COALITION for cause, CONTRACTOR shall be liable for COALITIONs expenses for additional managerial and administrative services required to complete or obtain the services or items from another CONTRACTOR.
3. **Termination for convenience.** COALITION by written notice to CONTRACTOR, may terminate the agreement in whole or in part when COALITION determines in its sole discretion it is in the COALITIONs interest to do so. CONTRACTOR shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.
4. **After receipt of a notice of termination.** Except as otherwise specified by COALITION, CONTRACTOR shall:
 - a. Stop work under the agreement on the date of and to the extent specified in the notice.
 - b. Complete performance of the work not terminated by COALITION.
 - c. Take such action as may be necessary, or as COALITION may specify, to protect and preserve any property related to the agreement which is in the possession of CONTRACTOR and in which COALITION has or may acquire an interest.
 - d. Transfer, assign, and make available to COALITION all property and materials belonging to COALITION, upon the effective date of termination of the agreement. No extra compensation will be paid to CONTRACTOR for its services in connection with such transfer or assignment.
 - e. Meet all the public records law requirements specified under the section of this agreement on Public Records Law Compliance.

Q. Force Majeure

1. Neither party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.

2. If any of the causes this paragraph describes suspended or delayed performance in whole or in part, after the causes have ceased to exist, the CONTRACTOR shall perform at no increased cost, unless the COALITION determines, in its sole discretion, that the delay will significantly impair the Agreement's value to the COALITION.

R. Equal Employment Opportunity

The CONTRACTOR is and has been at all times in compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable. The CONTRACTOR agrees that it shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order number 11375, and as supplemented in Department of Labor regulations 42 C.F.R., Part 60, if applicable.

S. No Assignment

Neither this **AGREEMENT** nor any of the rights, interests or obligations hereunder shall be assignable by the CONTRACTOR without the prior written consent of the COALITION.

T. Change Orders

Any change in the details of scope of work or the fee schedule shall require a written amendment to this Agreement (a "Change Order"). Each Change Order shall detail the requested changes to the applicable task, responsibility, duty, budget, timeline or other matter. The Change Order will become effective upon the execution of the Change Order by both parties, and the Change Order will specify the period of time within which CONTRACTOR must implement the changes. Both parties agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order. No Change Order shall become effective unless and until it is signed by both parties hereto.

U. Procurement of Recovered Materials

1. Pursuant to 2 CFR §§200.3017, *Procurement by States*, and 200.322, *Procurement of recovered materials*, CONTRACTOR will comply with the following requirements of Section 6002 of the Solid Waste Disposal Act.
 - a. Procure only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 for buying recycled-content products;
 - b. Procure solid waste management services in a manner that maximizes energy and resource recovery; and
 - c. Establish an affirmative procurement program for purchases of recovered materials identified in the EPA guidelines. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpk-program>. The list of EPA-designated items is available at <https://www.epa.gov/greenerproducts/identify-greener-products-and-service>.
2. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, CONTRACTOR shall procure items designated in the Environmental Protection Agency (EPA) guidelines at 40 CFR Part 247 which contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition unless CONTRACTOR determines such items:

- a. Are not reasonably available in a reasonable period of time;
- b. Fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or
- c. Are only available at an unreasonable price.

Paragraph 2. of this clause shall apply to items purchased under this agreement where:

- 1. CONTRACTOR purchases in excess of \$10,000 of the item under this agreement; or
- 2. During the preceding Federal fiscal year, CONTRACTOR: (i) purchased any amount of the items for use under a contract funded with federal appropriations and was with a federal agency or a state agency or agency of a political subdivision of a state; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

V. Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification attached hereto. COALITION further agrees to comply with the Byrd Anti-Lobbying Amendment, which provides that contractors who apply or submit bids shall file the required certification that each tier will not use federal funds to pay a person or employee or organization for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient (45 C.F.R. § 3).”

W. Clean Air Act and the Federal Water Pollution Control Act

1. Clean Air Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 4401 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

2. Federal Water Pollution Control Act

Contractors with contracts of amounts in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to the COALITION and understands and agrees that the COALITION will, in turn, report each violation as required to assure notification to appropriate Environmental Protection Agency Regional Office. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with assistance provided by the COALITION.

X. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$2,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
2. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements, or other construction activities.
3. The COALITION, its subcontractor, or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The COALITION shall report all suspected or reported violations to DEL.

Y. Davis-Bacon Act, as amended (40 U.S.C. 276a, et. Seq.)

When federal program legislation requires, all construction contracts of more than \$2,000, the recipient's and subrecipient's award shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

1. Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
2. Contractors shall be required to pay wages not less than once a week.
3. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination.
4. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules, and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 29 CFR Part(s) 1, 3, 5, 6 and 7.

Z. Contract Work Hours and Safety Standards (40 U.S.C. 3701 et seq.)

1. Federal and state standards for procurement and contracts administration require all contractual agreements in excess of \$100,000 to address requirements for compliance with federal labor laws. See 45 CFR 75 Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. This provision applies to agreements which include salaries for laborers and for all contracts for repairs, improvements or other construction activities.
2. The ELC shall compute wages on a 40-hour week schedule and pay employees for extra hours worked. None shall be forced to work in unsanitary, hazardous, or dangerous conditions or surroundings.

3. These requirements do not apply to purchase of supplies or materials or articles ordinarily available on the open market or contracts for transportation services.

AA. Agreement

This agreement constitutes the complete AGREEMENT between the School Readiness COALITION of Hillsborough County/dba The Early Learning COALITION of Hillsborough County and CONTRACTOR. Only an instrument of writing signed by both parties can modify its terms and conditions. A waiver of a breach of any of the provisions of this AGREEMENT shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof. This AGREEMENT shall be binding upon the parties hereto and their respective representatives. The laws of the State of Florida shall govern this AGREEMENT. The CONTRACTOR and the COALITION agree that Hillsborough County shall be the venue of any legal action between the parties.

IN WITNESS WHEREOF, the parties hereto have signed this AGREEMENT as of the date first set forth above.

<hr/> CONTRACTOR Robyn Perlman President Business Leadership Institute for Early Learning, Inc.	<hr/> COALITION Dr. Frederick Hicks CEO Hillsborough County School Readiness Coalition, Inc. d/b/a Early Learning Coalition of Hillsborough County
<hr/> Date	<hr/> Date



Scope of Proposed Services
Business Leadership Institute Accreditation Academy Initiative
for
The Early Learning Coalition of Hillsborough County

This is a funding proposal for BLI to provide direct services for the participants in the Accreditation Academy initiative created as an extension of the BLI Master Class Series. The initiative is designed to increase access to high quality programs by families in areas of greatest need. This new model takes an early learning childcare business owner / operator through a seamless process of business development and national accreditation to build business sustainability and high-quality childcare performance-based results.

Accreditation Academy Program Design, Administration and Oversight:

BLI has designed a continuum of programming to extend the BLI Master Class Curriculum. The use of this Accreditation Academy model includes facilitation, support, marketing and logistical coordination by BLI. Activities conducted by BLI include, the provision and support of a home-based and a center-based Accreditation Specialists for outcomes protocol development and execution; tracking and reporting of data; participant business accreditation cost benefit analysis; addressing challenges as they arise; contract management for compliance and quality control; and fiscal management.

To ensure qualified candidates, BLI has designed and executed the recruitment process including development of the application, evaluation criteria, interviewing, selection, and onboarding services. For community building, BLI marketing strategy includes developing and executing ongoing communication between BLI and the participants throughout the process.

Outcomes

90% of participating child care businesses will become a Florida Gold Seal accredited program.

ACCREDITATION ACADEMY PROCESS

Participant Selection:

- BLI will have oversight working with ELC Hillsborough for approval of participants selected for the 2023 – 2024 family home-based and center-based child care cohorts. Up to 6 participants will be selected in each category.
- Recruitment will be part of the BLI marketing efforts. BLI and ELC Hillsborough will develop a 'Recruitment Candidate Profile' for center-based and home-based selection, as well as application and selection criteria. BLI will work with ELC Hillsborough regarding narrative and content for ELC Hillsborough accreditation cohort recruitment.
- BLI will interview each potential ELC Hillsborough accreditation participant as well as coordinate an interview process with the Accreditation Specialists prior to final selection.
- BLI will conduct virtual or site visits as part of the onboarding of selected candidates.

Provide 2 Accreditation Specialists - 1 for Family Home-based and 1 for Center-based programs:

- BLI will select an Accreditation Specialist for the BLI/NAFCC accreditation process for family home-based childcare businesses.
- BLI will work directly with FACCM (APPLE) to select an Accreditation Specialist to support the BLI/FACCM accreditation process for center-based businesses.

ACCREDITATION SPECIALIST CONTRACT TERMS AND DELIVERABLES:

Accreditation Specialist 1: Family Home-based

The Accreditation Specialist will work with up to six (6) family home-based childcare businesses as this Accreditation Academy cohort attends the BLI Master Class starting February 2024. The Accreditation Specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services will begin after their completion of the Master class in May/June 2024.

Accreditation Specialist 2: Center-based

The Accreditation Specialist will work with up to (6) center-based childcare programs as this Accreditation Academy cohort attends BLI Master Class starting February 2024. The Accreditation Specialist will help them prepare for the accreditation process as they participate in the Master Class and on-site professional services for accreditation will begin after the completion of the Master Class in May/June 2024.

Accreditation Specialist Support during the BLI Master Class 2023-24:

Accreditation Specialists will attend all four sessions of the BLI Master Class 2023-2024 to become acquainted with and familiarize themselves with the business of their assigned participants. They will monitor the participants' progress through the BLI program as well as help them prepare for the accreditation process as they go through Master Class.

Accreditation Specialist Support during the Accreditation Process:

Participants will work to complete the requirements for each standard of the accreditation and submit documentation in the required manner. To give direction for the process, the Accreditation Specialists will have participants follow an outline in four quarterly phases with benchmarks to meet for each phase to ensure the continuation of progress and the successful completion of each business. The businesses are supported at their individual rates of progression and may be in different phases from others in the cohort. Accreditation support is funded as a 12-month process.

Reporting:

BLI will submit quarterly reports on the participants' progress and the support activities provided by the Accreditation Specialists. The Quarterly reports will reflect the work done for the prior quarter, coinciding with the reimbursement request.

Cost:

See attached budget

TIMELINE AND BENCHMARKS OF PROGRESS TOWARD ACCREDITATION
(with Documentation)

Family Home Based Business / Center Based Business

Phase 1

Beginning the Accreditation Process

June 2024 - September 2024

Pre requisite for participants: *Completion of the BLI Master Class Series and submission of a completed Business Plan.*

- **Participants:** Submit a “Funding Request” form for the application and submission fees
(Application Packet or Confirmation Document)
- **Participants** join respective accrediting agencies NAFCC / FACCM and send proof of membership to BLI and ELC Hillsborough
- **ELC Hillsborough** submits funds to accrediting agencies and requests self-study packets for participants
- **Participants:** Receive accreditation packet and begin process
(Application Packet or Confirmation Document)
- **Participants:** Attend an introductory NAFCC / APPLE Accreditation orientation workshop to become familiar with the accreditation process. *(Sign-In sheet)*
- **Accreditation Specialist:** With the owner/operator, conducts an onsite observation and guides a self-assessment and evaluation of current practices as compared to NAFCC / APPLE Quality Standards and submits an initial individual action plan for each business for follow-up.
(Specialist submits individualized action plan)
- **Accreditation Specialist:** Conducts formal onsite and virtual evaluations to monitor and track progress on the action plan, revising or adding to action plan in accordance with observations and recommendations as well as progress on collection of required portfolio documents.
(Specialist submits observation summary reports /contact log to meet benchmark)
- **Participants:** Work cooperatively with the Accreditation Specialist and meet specified benchmarks of progress; collect and submit portfolio documentation in a timely manner.
(Specialist oversees documentation process as prescribed in the portfolio checklist of the appropriate accrediting agency and documents completion of each stage.)

Phase 2

Benchmarks for Accreditation Process

October 2024 - December 2024

- **Accreditation Specialist:** Conducts formal onsite and virtual evaluations to monitor and track progress on the action plan, revising or adding to action plan in accordance with observations and recommendations as well as progress on collection of required portfolio documents.
(Specialist submits observation summary reports / contact log to meet benchmark)
- **Accreditation Specialist:** Conduct **(1) group** virtual meeting with participants and BLI representative to discuss and collaborate on progress.
(Sign in sheet)

- **Participants:** Participate in group meetings for discussion and collaboration on progress.
- **Participants:** Work cooperatively with the Accreditation Specialist and meet specified benchmarks of progress; collect and submit portfolio documentation in a timely manner *(Specialist oversees documentation process as prescribed in the portfolio checklist of the appropriate accrediting agency and documents completion of each stage.)*

Phase 3
Benchmarks for Accreditation Process
January 2025 – March 2025

- **Accreditation Specialist:** Conducts formal onsite and virtual evaluations to monitor and track progress on the action plan, revising or adding to action plan in accordance with observations and recommendations as well as progress on collection of required portfolio documents.
(Specialist submits observation summary reports / contact log to meet benchmark)
- **Accreditation Specialist:** Conduct **(1) group** virtual meeting with participants and BLI representative to discuss and collaborate on progress.
(Sign in sheet)

- **Participants:** Participate in group meetings for discussion and collaboration on progress.
- **Participants:** Work cooperatively with the Accreditation Specialist and meet specified benchmarks of progress; collect and submit portfolio documentation in a timely manner *(Specialist oversees documentation process as prescribed in the portfolio checklist of the appropriate accrediting agency and documents completion of each stage.)*

Phase 4
Benchmarks for Accreditation Process
April 2025 - June 2025

- **Accreditation Specialist:** Conducts a “practice” onsite accreditation observation using the Accreditation Standards; Reviews with Participant for final corrections and adjustments prior to final submission of portfolio and site visit.
(Summary report that all portfolio and observation standards are met)
- **Participants:** Submit all portfolio documents to accrediting agency for final portfolio review.
(Specialist provides documentation of final submission)
- **Participants:** Request an appointment for the accreditation observer* to visit.
(Provider submits confirmation of validation visit window)
- **Participants:** Completes accreditation and applies for Gold Seal designation from the State of Florida.
(Provider submits copy of accreditation and confirmation of submission for Gold Seal)

Hillsborough ELC		
Cohort 1 Accreditation Academy		
The Business and Leadership Institute for Early Learning		
Accreditation Academy - 12 month budget		
1 Cohort - 12 participants		
Cohort 1 Accreditation Academy		
Income		
Hillsborough ELC	Payment 1 - 7/15/24	\$ 35,229
Hillsborough ELC		\$ 126,296
Total Income		\$ 161,525
Expenses - Accreditation Academy		
Accreditation Specialist	Center-Based Specialist	\$ 55,000
Accreditation Specialist	Home-based Specialist	\$ 50,000
Program Coordinator	Performance monitoring, oversite of outcome protocols, fiscal oversight	\$ 10,789
Project Leader	Tracking outcomes, data collection, accreditation fee processing	\$ 5,600
Grant Management	Reporting,documentation, invoicing	\$ 7,200
Subtotal		\$ 128,589
10% Administrarion		\$ 12,836
Subtotal		\$ 141,425
*Approximate: Fees payable to accrediting agencies based preschool capacity	6@1,350 for home-based and 6 @ 2,000 for center based	\$ 20,100
Total Accreditation Academy Expenses	Cohort 1	\$ 161,525

Payment: ELC pays accreditation fees		
	7/15/2024	35,229
	10/15/2024	35,398
	1/15/2025	35,398
	4/15/2025	35,400
TOTAL		141,425

Approved 2024-2025 ELCHC BOARD COMMITTEES

<p><u>Executive Committee</u> Standing</p> <p>Aakash Patel, Board Chair Dr. Shawn Robinson, Vice-Chair Derek Zitko, Secretary Michelle Zieziula, Treasurer Amanda Jae, Chair of SD&E Committee Michelle Zieziula, Chair of Finance Committee</p> <p><u>Staff Liaisons:</u> Dr. Hicks</p>	<p><u>Finance Committee</u> Standing</p> <p>Michelle Zieziula, Chair Vacant, Vice Chair Dr. Jacquelyn Jenkins Allison Nguyen Dr. Daira Barakat Dr. Jodi Marshall Dr. Larissa Baia 6</p> <p><u>Staff Liaisons:</u> Dr. Hicks Gary Meyer</p>	<p><u>Governance Committee</u> Standing</p> <p>Vacant, Chair Vacant, Vice Chair Aakash Patel Adam Giery Dr. Jodi Marshall Tracye Brown 4</p> <p><u>Staff Liaisons:</u> Dr. Hicks Nancy Will</p>
<p><u>Service Delivery and Efficiency & Committee</u> Standing</p> <p>Amanda Jae, Chair Vacant, Vice Chair Beth Pasek Commissioner Gwen Myers Dr. Larissa Baia Tracye Brown Rebecca Bacon Annette Eberhart 7</p> <p><u>Staff Liaisons:</u> Dr. Hicks Stacey Francois</p>	<p><u>Legislative Affairs Committee</u> Special</p> <p>Adam Giery, Chair Gino Casanova, Vice Chair Derek Zitko Amanda Jae Aakash Patel 5</p> <p><u>Staff Liaison:</u> Dr. Hicks Alison Fraga</p>	<p><u>Provider Review Hearing Committee</u> <i>Ad hoc</i></p> <p>Dr. Jacquelyn Jenkins, Chair Beth Pasek, Vice Chair Amanda Jae Dr. Shawn Robinson Allison Nguyen Annette Eberhart 6</p> <p><u>Staff Liaisons:</u> Dr. Hicks Stacey Francois</p>

Development Committee
Special

Dr. Shawn Robinson, Chair
Diane Jacob*, Vice Chair
Dr. Jodi Marshall
Dr. Stephie Holmquist*
Derek Zitko

5

Staff Liaison:

Alison Fraga
Abby Perez

Note:

Standing Committees must maintain at least 5 members.

Revised: 06.08.2024

*Non-Director role

SUMMIT UPDATES AS OF 6.24.2024



Event Attendees

- 70 of 175 seats filled
 - 10 ELCHC BOD
 - 9 elected officials



Sponsorships

- Seven sponsors
 - \$12,500
 - Five new, two returning



Next Meeting

- Host 6.25.2024
- Development 7.10.2024



Speakers

- Emcee (Lizbeth Gutierrez)
- Keynote (DJ Pryor)
- Panel
 - Bemetra Simmons
 - Van Ayers
 - Chad Loar (TBD)
 - Bob Rohrlack (TBD)
 - Florida Chamber Rep (TBD)

Board of Directors Regular Meeting

July 1, 2024

DISCUSSION

ITEM V.A.

NARRATIVE: Carol Wick, President of Sharity Global Summary of ELCHC Board of Directors Retreat

(Attachments pgs. 32-53)



Board of Directors Retreat

The Board of Directors reviewed the survey results based on their feedback on their overall performance and that of the board as a whole. Several areas of concern were identified and ideas to address them were made. Below is a summary of the areas addressed and the strategy plan to improve the score over the next year.

Area of Concern:

1. *Am I knowledgeable about the organization's programs and services?*

71% Yes

Action Plan:

- Engage Coalition staff to provide information on programming and items brought to the board for approval.
- Provide board members with a “Palm card” summary and/or helpful definitions of the mission and goals of the coalition along with data points to be able to speak to when board members are out in the community.
- Recognize staff members at board meetings so that the relationships between staff that execute the decisions of the board under Dr. Hicks’s leadership can be visible and appreciated.
- Small group training will be developed on programs and their impact on all Board of Directors members.

2. *Do I read and understand the organization's financial statements?*

53% Yes

Action Plan:

- Align financial reporting with a clear explanation of how the money impacts the programming and mission.
- The finance committee will meet with the CFO to review the financial statements and reports and recommend changes to assist those board members without fiscal expertise to better understand the reporting.
- A board member without fiscal expertise will be asked to serve on the Finance Committee to provide a layperson view of the information and how it should be presented.
- New committee for the financial education of the Board of Directors

3. *Do I recommend and nominate individuals for service to this board?*

35% Yes

Action Plan:

- Continue to build the board with top-quality professionals
 - Determine a succession plan for each board position.
 - Review the matrix for gaps such as age and experience.
 - Candidates that have a financial background, leadership from local financial institutions

4. *During our meetings and in our work together, we allocate an appropriate amount of time to the issues and strategic priorities that matter most.*

47% Yes

Action Plan:

- Board minutes are to be e-mailed out within two weeks of a board meeting.

5. *Our meetings provide opportunities for constructive, respectful debate of issues.*

71% Yes

6. *Our board is results-oriented and evaluates the performance of major programs and services.*

71% Yes

Action Plan:

- The staff will share public-facing social media interviews, and coalition awareness campaigns that are out in the community when they occur.
- Opportunities to have social gatherings to get to know board members better will be developed.
- Outlook calendars should be sent a month in advance of any events that the coalition is putting on in the community so that board members can participate if available.
- Continue to brainstorm who should be connected to ELCH that still needs to be at the table.
 - Each board member should provide at least 5 names of individuals or companies to invite to the summit.
 - Create a messaging and engagement tool to help local businesses understand the importance of early childhood education and how it impacts their company and employees.



EARLY LEARNING
COALITION OF HILLSBOROUGH COUNTY

BOARD ASSESSMENT

2024

Survey Results



SCORING

Where we stand

4 to 5 is positive

3 to 1 is neutral or negative

Rating scale

A — 90 to 100

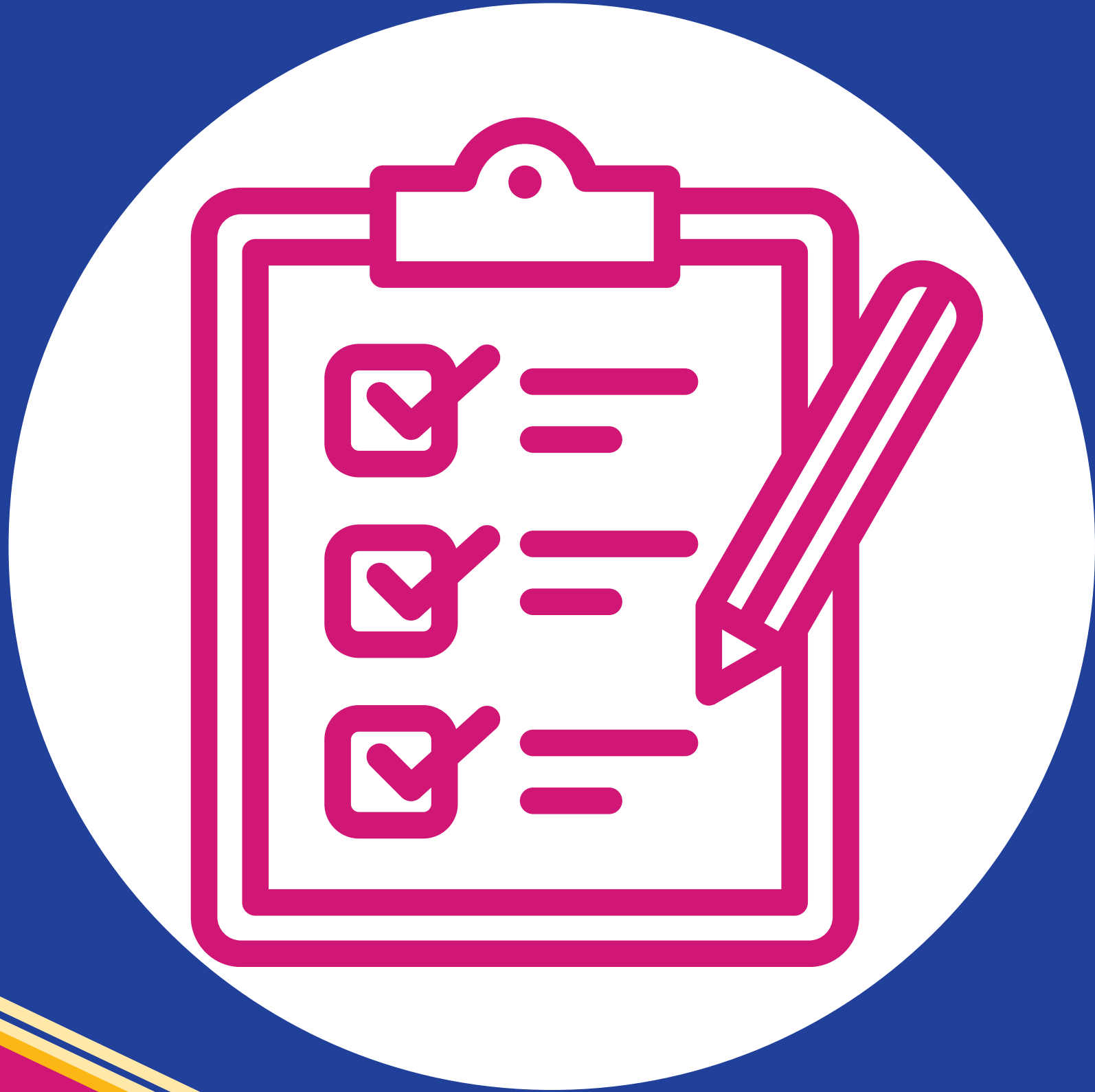
B — 80 to 89

C — 70 to 79

D — 60 to 69

F — 59 and below





BOARD SELF-ASSESSMENT

Do I understand and support the mission of the organization?

THIS YEAR

100%

Yes

4.9



Do I follow trends and important developments related to this organization?

THIS YEAR

94%

Yes

4.4



Am I knowledgeable about the organizations programs and services?

THIS YEAR

71%

Yes

4.0



Do I read and understand the organization's financial statements?

THIS YEAR

53%

Yes

3.8



Do I have a good working relationship with the chief executive?

THIS YEAR

88%

Yes

4.6



Do I recommend and nominate individuals for service to this board?

THIS YEAR

35%

Yes

3.5



Do I prepare for and participate in board meetings and committee meetings?

THIS YEAR

94%

Yes

4.5



Do I act as a goodwill ambassador to the organization?

THIS YEAR

94%

Yes

4.8



Do I find serving on the board to be a satisfying and rewarding experience?

THIS YEAR

88%

Yes

4.4



Our board has a constructive partnership with the chief executive that is built on trust, candor, respect, and honest communication.

THIS YEAR

94%

Yes

4.4



Our board members share a compelling vision for the organization's future.

THIS YEAR

76%

Yes

3.8



During our meetings and in our work together, we allocate an appropriate amount of time to the issues and strategic priorities that matter most.

THIS YEAR

47%

Yes

3.4

Our meetings provide opportunities for constructive, respectful debate of issues.

THIS YEAR

71%

Yes

3.9

Board members put the interests of the organization above all else in making decisions

THIS YEAR

88%

Yes

4.1

Our board is results-oriented and evaluates the performance of major programs and services.

THIS YEAR

71%

Yes

3.7

SHARITY

PARTNER. POWER. PROPEL.



Carol.Wick@Sharityglobal.com



407-697-4563



SharityGlobal.com



Outcomes

Outputs



Warm/Fuzzy Appeals



Anecdotal Examples



Descriptive Statistics



Stakeholder Surveys



Economic Impact



Organizational ROI



Customized ROI