



BOARD OF DIRECTORS MEETING APPROVED MINUTES

Monday, February 26, 2024, at 3:00 pm
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Aakash Patel

Board Members Present:

Rebecca Bacon, Dr. Larissa Baia, Dr. Daira Barakat, Dr. Daphne Fudge, Dr. Stephie Holmquist, Amanda Jae, Beth Pasek, Dr. Shawn Robinson, Annette Eberhart*, Cynthia Chipp*, Derek Zitko*, Dr. Jodi Marshall*, Gino Casanova*, Tracye Brown*, Commissioner Gwen Myers*, Aakash Patel

Board Members Absent:

Stacie Ward, Michelle Zieziula, Chantal Porte, Dr. Lise Fox, Adam Giery, Dr. Jacquelyn Jenkins, and Allison Nguyen

ELCHC Staff:

Dr. Fred Hicks, Sabrina Ruiz, Gary Meyer, Lissette Godwin, Nancy Will, Kevin Smith*, Tiffany Skals* and Kari Vernon*

Other Attendees:

Frazier Carraway, Angela Chowning*, Joanna Airall*, Wendy Occipinti*, Tonia Williams*, Mortricia White*, Andres Plaza*, Natalie Coletti*, Dr. Berman*, Dave Streibig*, and Joe Medina

**Indicates attendance via Zoom meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Aakash Patel called the meeting to order at 3:05 pm. Those in attendance recited the Pledge of Allegiance.

Public Comment I

There was no public comment.

CHAIRMAN'S REPORT

A. Mission Moment

Board Member Commissioner Gwen Meyers shared a recent story of shopping at Walmart and being about to tell a father about the coalition and the services that are provided.

B. Recognition of our newest Board of Director, Annette Eberhart & Re-election of Board Member Amanda Jae

Chair Patel congratulated both Annette Eberhart and Amanda Jae on winning the provider elections. Chair Patel called on Ms. Eberhart to share a little about herself with the board. Ms. Eberhart shared with the board that she had been an educator for over 17 years and had always worked with the coalition. Ms. Eberhart shared she was looking forward to



working with all board members to continue the success of the coalition and stated that she was attending Children's Week in Tallahassee. Ms. Eberhart also shared that she completed the new board member orientation two weeks prior to her first board meeting and that she was excited to serve.

Amanda Jae shared that she was grateful to have been re-elected by her peers and that she was looking forward to continuing to serve the coalition and the early education community.

Chair Aakash Patel called for a motion to approve Annette Eberhart as a private provider representative to the Early Learning Coalition of Hillsborough County Board of Directors.

Dr. Shawn Robinson made a motion to approve Annette Eberhart as a private provider representative to the Early Learning Coalition of Hillsborough County Board of Directors. Beth Pasek made a second. The motion carried unanimously.

Chair Aakash Patel called for a motion to approve Amanda Jae as a private provider faith-based representative to the Early Learning Coalition of Hillsborough County Board of Directors.

Dr. Shawn Robinson made a motion to approve Amanda Jae as a private provider representative to the Early Learning Coalition of Hillsborough County Board of Directors. Dr. Stephie Holmquist made a second. The motion carried unanimously.

C. Recognition of service to the ELCHC Board of Directors: Cynthia Chipp & Stacie Ward

Chair Aakash Patel recognized Cynthia Chipp for her faithful service over the years to the coalition and the families it serves.

Ms. Chipp shared that it was a pleasure to serve the community through being an active member of the Board of Directors and will continue to serve the community as a private home provider. Ms. Chipp thanked the board for their welcome to the board four years ago and expressed her gratitude for serving the coalition families on various committees.

Chair Patel recognized Stacie Ward for her service to the Board of Directors and shared that unfortunately she was not able to attend the meeting, however, stated her certificate of appreciation would be mailed out to her.

Chair Patel shared with the Board of Directors that a facilitator had been selected to lead the Board of Directors retreat on Saturday, June 8 from 9:00 am-1:00 pm to be held at the office of the Early Learning Coalition of Hillsborough County. Chair Patel also noted that a light breakfast and lunch would be provided.

CONSENT AGENDA

The following items were included under the Consent Agenda:

- A. February 26, 2024, Board of Directors Meeting Agenda
- B. October 23, 2023, Board of Directors Draft Regular Meeting Minutes

- C. Approval of Sliding Fee Scale
- D. Approval to add two paid School Readiness Provider holidays
- E. Approval of allocation of funds for Special Needs Autism research
- F. Approval of allocation of funds for technology hardware
- G. Approval of allocation of funds for NECPA accreditation coaching
- H. Approval of allocation of funds for NAEYC accreditation coaching
- I. Approval of allocation of funds for early literacy outreach
- J. Approval of allocation of funds for family learning partnership

Dr. Shawn Robinson made a motion to approve the Consent Agenda as presented in the agenda packet. Beth Pasek made a second. The motion was carried out with one abstention by Dr. Daphne Fudge.

ACTION ITEMS

A. Ratification of Provider Representatives to the ELCHC Board of Directors

The Board of Directors discussed that the representatives that serve on the board are not set by the coalition but rather are set at the state level. There was continued discussion that for another provider representative to serve on the board legislation would have to be passed in Tallahassee along with a consensus from the other 29 statewide coalitions.

B. Approval of allocation of funds for Child Language Development Solution

Dr. Frederick Hicks, CEO of the ELCHC spoke to the details of the memo attached to the agenda packet for this action item. Dr. Hicks also introduced Ms. Joanna Airall from the Child Language Development Solution who shared with the Board of Directors currently she is working with several coalitions throughout Florida including Orange County, Polk County for three years, Pasco-Hernando, Palm Beach and Escambia since 2017. Ms. Airall shared the data pulled from these coalitions has helped in creating and recognizing opportunities in terms of language development and has also been used to recognize exceptional students. Ms. Airall also shared the data not only helps the students but also supports professional development and job satisfaction among teachers.

Amanda Jae made a motion to approve the allocation of funds for Child Language Development Solution. Dr. Larissa Baia made a second. The motion carried unanimously.

C. CEO Evaluation Results for Merit Increase

Frazier Carraway, Board of Directors legal counsel presented the results of the evaluation for Dr. Hicks's merit increase.

Mr. Carraway shared with the Board of Directors that 15 Board members had taken the survey and scored Dr. Hicks at a 2.79 out of 3.0 scale. Mr. Carraway directed the Board of Directors to the agenda packet for the outline of requirements for a merit increase and shared that Dr. Hicks has completed all the requirements and that a maximum of 13% could be given should the Board of Directors so choose. Mr. Carraway stated that the maximum salary cap set by the state was \$212,100.

The Board of Directors discussed the merit increase needing to include backpay from the date Dr. Hicks celebrated his one-year anniversary with the coalition as Chief Executive Officer in mid-November 2023. The Board of Directors suggested the full 13% for Dr. Hicks's merit increase.

Dr. Daphne Fudge made a motion to approve a 13% merit increase to be backdated to Dr. Hicks's one year anniversary of taking the position of Chief Executive Officer of the ELCHC. Dr. Stephie Holmquist Johnson made a second. The motion carried unanimously.

COMMITTEE REPORTS

A. Executive

Chair Aakash Patel, Committee Chair, stated the Executive Committee met on February 19, 2023, to review and discuss the following items:

- February 26, 2024, Draft Board of Directors meeting agenda
- Committee Reports (Governance, Finance, Service Delivery & Efficiency, Legislative, Provider Review Hearing Committee and Development Committees)
- CEO Report
- Chair Patel noted a vacancy on the Legislative Committee and appointed Mr. Gino Casanova.

B. Governance

Dr. Stephie Holmquist, Committee Chair, stated the Governance Committee met on January 29, 2024, to review and discuss the following items:

- Review of Elected Provider Representatives to the ELCHC Board of Directors Results (Private & Faith-based)
 - Amanda Jae (Faith-based Provider) Re-elected
 - Annette Eberhart (Private for-profit Provider)
- CEO Report
 - CEO Evaluation
 - Hillsborough Day 2024 Recap
- Discussion items from September 2023 Governance Committee Meeting
 - Provider Representation on the Board of Directors
 - Board of Directors attendance
- The next Governance Committee meeting is scheduled for March 25, 2024.

C. Service Delivery & Efficiency

Amanda Jae, Chair of the Service Delivery & Efficiency Committee, shared they met on February 1, 2024, to review and discuss the following items:

- Upcoming Events for Providers and the Community: Day of Play at Rowlett Park on February 3, 2024, from 10 am-12:00 pm
- Voluntary Prekindergarten (VPK) STAR PM1 Compliance Conversation
- School Readiness Progressive Enforcement Procedures Updates
- CEO Report

- The next meeting of the Service Delivery & Efficiency Committee is scheduled for April 4, 2024.

D. Development

Dr. Shawn Robinson, Chair of the Development Committee, shared that the Committee met on January 22, 2024, to review and discuss the following items:

- Resource Development Department Updates
- Education of Young Children Summit-Working on contract for Venue
- Violet and Theo Campaign
- Childcare Revamp
- 4-HGTV grants
- Martin Luther King Jr. Parade-2100 books were distributed.

E. Legislative

Dr. Fred Hicks, shared that the Committee met on October 26, 2023, to review and discuss the following items:

- Legislative Priorities
- Travel and dates for Tallahassee for spring 2024 session
- Hillsborough Day Plans

F. Provider Review Hearing

Dr. Daphne Fudge, shared that the Provider Review Hearing committee met on January 22, 2024, to review and discuss:

- Childcare of Brandon vs Early Learning Coalition of Hillsborough County
- The Provider Review Hearing Committee is an ad hoc committee. No future committee meeting is scheduled to date.

F. Finance

Gary Meyer, Chief Financial Officer, reported on the following:

- The approval of allocation of funds for family and provider training
- Finance Report budget to actual through December 31, 2023
- CEO Report
- Next meeting of the Finance Committee is scheduled for March 27, 2024, at 3:00 pm.

Mr. Meyer also reported that the coalition was not exceeding the administrative caps set by the state.

FINANCE REPORT

Gary Meyer, Chief Financial Officer reported enrollment to date was up to 13,500 children being served with the highest enrollment so far this year. Mr. Meyer shared that the coalition had to give back \$1.7 million dollars as the coalition was not able to get enough children placed however, this problem was statewide with various factors including but not limited to teacher shortages.

CEO REPORT

Dr. Fred Hicks provided a brief update on the following items:

- **ARPA Update Evaluation Plan**
 - Dr. Hicks shared that communication has already been sent out to providers to begin to set the expectation as ARPA dollars are scheduled to sunset June 30, 2024. Dr. Hicks shared with the Board some of the challenges in finding other means to be able to provide some of the same initiatives that providers may have gotten accustomed to over the last few years. Dr. Hicks stated that many of the initiatives were, unfortunately, not going to be able to be provided after June 30, 2024 but the team was working hard to face the challenges ahead.
- **CEO Evaluation**
 - Dr. Hicks thanked the Board of Directors for the decision to increase his salary and stated that he would continue to work towards leading the coalition through all the legislative challenges ahead while continuing to gain the trust and faith of the provider community and the community at large through events like the Children’s Summit. Dr. Hicks also shared the success of being about to get funding for a summer boost program for all coalitions statewide and hoping that the bill does not get redlined.
- **BOCC (Board of County Commissioners) Funding**
 - Dr. Hicks shared that the BOCC would be providing match dollars \$276,000.00 to help with families that need coalition services but fall just outside of the qualifications.

DISCUSSION

- A. ELCHC Board of Directors Provider Representative

Chair Patel noted this item had already been discussed earlier in the meeting.

ANNOUNCEMENTS

- A. Next, Day of Play will be in May
- B. Children’s Summit 2024 will be held in September
- C. Next, Regular Board of Directors Meeting is scheduled for April 15, 2024.

PUBLIC COMMENT II

No, public comment.

ADJOURNMENT

Dr. Shawn Robinson made a motion to adjourn the meeting at 4:53 pm. Dr. Stephe Holmquist made a motion to adjourn the meeting. The motion carried unanimously.

Read and approved by: Derek Zitko 04/17/24
Derek Zitko, ELCHC Board of Directors Secretary *Date*

Signature: *Derek Zitko*
Derek Zitko (Apr 17, 2024 12:04 EDT)

Email: derek.zitko@mosaicco.com

02.26.2024 Board of Directors Meeting Minutes_Approved

Final Audit Report

2024-04-17

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