



ELCHC Executive Committee Meeting Agenda Packet

Monday, August 12, 2024 at 3:00pm

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

<https://us06web.zoom.us/j/84673813577?pwd=PxfsxRtidEFE13IALDkaLECAwZqwln.1>

Meeting ID: 846 7381 3577

Passcode: 794272



ELCHC Executive Committee Meeting Agenda

Monday, August 12, 2024

I. CALL TO ORDER

A. Patel

A. Roll Call/Quorum Verification

II. PUBLIC COMMENT

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.

III. ACTION ITEMS

A. Patel

A. Approval of the June 17, 2024 Executive Committee Draft Meeting Minutes - 4

B. Approval of the August 19, 2024 Draft Board of Directors Agenda - 8

IV. DISCUSSION ITEMS

A. Patel

A. Proposed Bylaw Revisions - 10

B. Recommended Candidates for ELCHC Board of Directors Membership by Governance Committee

A. Board Membership Application - Felicia Thomas.pdf - 30

B. Board Membership Application-Noelle Wostal.pdf - 34

C. Board Membership Application-Brian Mays.pdf.pdf - 38

D. Board Member Application-Jonathan Ferro.pdf - 42

E. Board Membership Application - Ashley Porch.pdf - 46

F. Board Member Application -Kelly Flannery.pdf - 50

G. Board Membership Application - Alina Shaffer.pdf - 58

V. COMMITTEE REPORTS

A. Patel

A. Governance Committee - 62

B. Finance Committee - 63

C. Service Delivery & Efficiency Committee - 84

D. Legislative Committee - 85

E. Development Committee - 86

F. Provider Review Hearing Committee - 87

VI. CEO Report

F. Hicks

A. Children's Summit 2024 Update - 88

B. Provider Visits

C. Board Recruitment Update

D. Year-to- Date Enrollment Report

VII. ANNOUNCEMENT

A. Next, Executive Committee Regular Meeting is scheduled for Monday, October 7, 2024

VIII. ADJOURNMENT

A. Patel

Monday, June 17, 2024, at 3:00 pm
6302 E. Martin Luther King, Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Aakash Patel*, Dr. Shawn Robinson, Amanda Jae*, Michelle Zieziula*,

Committee Members Absent:

None.

ELCHC Staff:

Alison Fraga, Kelley Minney, Kiyana Scott, Gary Meyer, Abby Perez*, Rick Rampersad, Dr. Fred Hicks, Sabrina Ruiz*, Casie Haines and Nancy Will

Other Attendees:

Frazier Carraway, Dennis Hebert, Carol Wick*,

**Indicates attendance by Zoom Meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum was present, Chair Patel called the meeting to order at 3:04 pm.

PUBLIC COMMENT

There was no Public Comment.

ACTION ITEMS

Approval of April 8, 2024, Executive Committee meeting minutes.

Dr. Shawn Robinson made a motion to approve the April 8, 2024, Executive Committee Meeting Minutes. A second was made by Derek Zitko. The motion carried unanimously.

Approval of the June 17, 2024, Draft Board of Directors agenda

Dr. Shawn Robinson made a motion to approve the June 17, 2024, draft Board of Directors agenda. A second was made by Derek Zitko. The motion carried unanimously.

Approval of the Executive Committee Proposed Meeting Schedule FY24-25

Derek Zitko made a motion to approve the executive committee proposed meeting schedule FY24-25 as presented in the agenda packet. Dr. Shawn Robinson made a second. The motion carried unanimously.

COMMITTEE REPORTS

Governance Committee

Dr. Fred Hicks, CEO stated that the Governance Committee met on May 20, 2024, to review and discuss the following:

- Approval of March 25, 2024, committee meeting minutes
- Approval of the FY24-25 Governance Committee schedule of meetings
- Election of Board Officers FY24-25
- Vacant Board of Directors Seats
- ELCHC Board of Directors Appointments
- CEO Report

Dr. Hicks also reported that the next meeting of the Governance Committee is scheduled for July 29, 2024.

Finance Committee

Gary Meyer, Chief Financial Officer reported that the Finance Committee met on June 3, 2024, to review, discuss, and approve the following items:

- Allocation of funds for classroom materials
- Allocation of funds for customer relationship management system
- Allocation of funds for inclusion support services
- Approval of allocated funds for Just Right Reader
- Approval of allocated funds for Microsoft licenses and support
- Recommended FY25 Budget
- Financials Budget to Actual through April 30, 2024
- Division of Early Learning 2023-2024 Financial Monitoring Report
- CEO Report

Mr. Meyer also reported the next meeting of the Finance Committee is scheduled for August 5, 2024. Mr. Meyer also reported that the one finding made by the auditors would be explained in detail at the Board of Directors Annual meeting immediately following the conclusion of the Executive Committee meeting.

Service Delivery & Efficiency Committee

Amanda Jae reported that the Service Delivery & Efficiency Committee was unable to meet for their last scheduled meeting due to lack of quorum.

There was committee discussion on attendance for the Service Delivery & Efficiency committee meetings as well as other committees.

Amanda Jae, also reported that the next, meeting of the Service Delivery & Efficiency Committee is scheduled for August 29, 2024.

Legislative Committee

Dr. Fred Hicks, CEO of ELCHC, reported that there was no Legislative Committee meeting during the last meeting cycle.

Development Committee

Dr. Shawn Robinson reported that the Development Committee met on June 12, 2024, to review and

discuss the following items:

- Department Updates
- Host Committee Updates
- Education of Young Children 2024 Summit
- The Development Committee has scheduled its next meeting for July 10, 2024

Dr. Shawn Robinson shared with the committee that to date the guest list for the Young Children's Summit 2024 included 176 guests and to date three sponsorships had been secured including Elevate consulting firm and thanked Chairperson Aakash Patel for his support of the Education of Young Children's Summit 2024. Dr. Robinson read through a list of dignitaries that had been invited to the Summit and a list of the suggested guests as provided by the ELCHC Board of Directors at the Board retreat in June.

Provider Review Hearing Committee

Dr. Jacquelyn Jenkins reported that the Provider Review Hearing Committee did meet on May 29, 2024, to hear the case of Devined Little Steps vs ELCHC with the following outcome:

The recommendation of the Early Learning Coalition to end the Voluntary Prekindergarten (VPK) contract with Devined Little Steps was overturned with the following conditions:

- 2 (two) technical assistance (TA) visits every 6 (six) months for the next 2 (two) years' probation until June 5, 2025.
- They will be monitored with the School Readiness Tier Two monitoring tool twice during the next two contract years
- Any subsequent licensing violations during the probations period will result in the termination of both their School Readiness and VPK contracts for no less than 2 (two) years.
- Any ELCHC visits resulting in a ratio violation during the probations period will also result in termination of their School Readiness and VPK contracts for no less than 2 (two) years.

The coalition will provide additional support and information on DCF requirements and trainings.

Any changes to Balloon, Sameese L. DBA Devined Little Steps license status or number will not negate the ruling outlined above.

There are no scheduled meetings of the Provider Review Hearing Committee currently.

CEO REPORT

Dr. Fred Hicks reported the following:

- ARPA Wrap-Up
- Children's Summit 2024 Update
- Provider Site Visits
- Board Recruitment Update
- Retreat Follow-up & Takeaways

Due to time constraints and with the Annual Board of Directors immediately following the Executive Committee meeting, Chairperson Patel asked Dr. Fred Hicks, CEO of the ELCHC, to save his reporting to the Annual Board of Directors meeting.

ANNOUNCEMENT

The Executive Committee has its next regular meeting scheduled for August 12, 2024.

ADJOURNMENT

Dr. Shawn Robinson made a motion to adjourn the meeting at 2:54 pm. Dr. Jacquelyn Jenkins made a second. The motion carried unanimously.

Read and approved by: _____ Date: _____

Derek Zitko, Board of Directors Secretary



ELCHC Board of Directors Regular Meeting DRAFT Agenda

Monday, August 19, 2024

I. WELCOME & CALL TO ORDER

A. Patel

- A. Roll call/Quorum
- B. Pledge of Allegiance

II. PUBLIC COMMENT I

A. Patel

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

III. CHAIRMAN'S REPORT

A. Patel

- A. Mission Moment
- B. Young Children's Summit Update

IV. CONSENT AGENDA

A. Patel

- A. Approval of the June 17, 2024, Board of Directors Meeting Minutes

V. ACTION ITEMS

A. Patel

- A. Committee Appointments
- B. ELCHC Board of Director Applicants for membership
 - A. Felicia Thomas, Vice President of Operations- Children's Medical Service Health Plan
 - B. Noelle Wostal, Realtor Remax
 - C. Brian Mays, Brokerage Owner -Patriot Mark Realty
 - D. Jonathan Ferro, Synovus Bank
 - E. Ashley Porch, Human Resources Manager at Americas Mortgage Professionals
 - F. Kelly Flannery, South Tampa Chamber
 - G. Alina Shaffer, TECO

VI. DISCUSSION ITEMS

- A. Applications received by the Governor's Appointment office as of April 15, 2024
- B. CEO Evaluation
- C. Proposed Bylaw Revisions

VII. COMMITTEE REPORTS

- A. Executive Committee A. Patel
- B. Governance Committee F. Hicks
- C. Finance Committee M. Zieziula

D. Service Delivery & Efficiency Committee

A. Jae

E. Development Committee

S. Robinson

F. Legislative Committee

A. Giery

G. Provider Review Hearing Committee

J. Jenkins

VIII. FINANCE REPORT

G. Meyer

A. Financials Budget to Actual June 30, 2024-Preliminary Financials, First Close & FY 25 Notice of Award Summary

IX. ANNOUNCEMENT

A. Patel

A. Next, Board of Directors Regular Meeting is scheduled for Monday, October 14, 2024

X. CEO REPORT

F. Hicks

A. Children's Summit 2024 Update

B. Provider Visits

C. Finance Workshops

XI. 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.

XII. ADJOURNMENT

A. Patel

ELCHC EXECUTIVE COMMITTEE MEETING
August 12, 2024

DISCUSSION ITEM

IV. A.

ISSUE: Proposed Bylaw Revisions

NARRATIVE:

- Addition of verbiage to determine eligibility to serve on the board of directors
 - Article II
Board of Directors
Section 2. (a) Membership, Number and Classes
Addition of the line- "Each and every Director must either live OR work in Hillsborough County"
 - Addition of a Designated Director
 - Article II
Board of Directors
Section 2. (d) Designated Director Class
m. The Sheriff of Hillsborough County, or his or her permanent designee.
 - Addition of Standing Committee-the Communications/Outreach Committee;
Addition of minimum number of committee meetings per year and absence policy
 - Article 5
Committees
Section 2. Standing Committees of the Board
Addition of the Communications/Outreach Committee
Addition of the definition and purpose of the Communications/Outreach Committee
 - Various changes regarding capitalization, grammar and punctuation, none of which constitute change to the substance of the bylaws.
-

(19 pgs. attached)

BYLAWS
OF
HILLSBOROUGH COUNTY SCHOOL READINESS COALITION,
INC.
D/B/A
Early Learning Coalition of Hillsborough County, Inc.

TABLE OF CONTENTS

ARTICLE I	ORGANIZATION	4
Section 1.	Name	4
Section 2.	Objectives	4
Section 3.	Principal Office	4
Section 4.	Members	4
Section 5.	Government in the Sunshine	4
ARTICLE II	BOARD OF DIRECTORS	4
Section 1.	Powers	4
Section 2.	Membership, Number, Class, Voting Rights, Selection & Terms of Office	5
Section 3.	Vacancies	6
Section 4.	Removal of Directors	7
ARTICLE III	MEETINGS OF THE BOARD OF DIRECTORS	7
Section 1.	Place of and public Access to Meetings	7
Section 2.	Annual Meeting	7
Section 3.	Regular Meetings	7
Section 4.	Special Meetings	7
Section 5.	Action at a Meeting; Quorum and Required Vote	8
Section 6.	Rules of Procedure	8
Section 7.	Fees and Compensation	8
Section 8.	Code of Ethics	8
ARTICLE IV	OFFICERS	8
Section 1.	Officers	8
Section 2.	Nomination and Election	9
Section 3.	Removal and Resignation	9
Section 4.	Chair of the Board	9
Section 5.	Vice Chair	9
Section 6.	Chief Executive Officer	9
Section 7.	Secretary	10
Section 8.	Treasurer	10
ARTICLE V	COMMITTEES	10
Section 1.	Committees	10
Section 2.	Standing Committees of the Board	11
Section 3.	Special Committees	12
Section 4.	Term of Office	12
Section 5.	Quorum; Meetings	12
Section 6.	Vacancies	12
Section 7.	Conflict of Interest	13

ARTICLE VI	INDEMNIFICATION AND INSURANCE	13
Section 1.	Right of Indemnity	13
Section 2.	Approval of Indemnity	13
Section 3.	Insurance	13
ARTICLE VII	GENERAL PROVISIONS	13
Section 1.	Voting Shares	13
Section 2.	Check, Drafts, Etc.	13
Section 3.	Inspection of Corporate Records	14
Section 4.	Endorsement of Documents; Contracts	14
Section 5.	Conflict of Interest and Related Party Transactions	14
Section 6.	Dissolution	14
Section 7.	Fiscal Year	15
ARTICLE VIII	AMENDMENTS	15
Section 1.	Amendment	15
Section 2.	Record of Amendments	16

**BYLAWS
OF
THE HILLSBOROUGH COUNTY SCHOOL READINESS COALITION, INC.**

ARTICLE I

Organization

Section 1. Name. The name of this Corporation is Hillsborough County School Readiness, Coalition Inc. (the "Corporation") and shall conduct business as The Early Learning Coalition of Hillsborough County as registered pursuant to the Fictitious Name Act, 865.09 F.S. with the Division of Corporations, Florida Department of State.

Section 2. Objectives. The Corporation has been formed to coordinate and improve the quality and delivery of school readiness, voluntary pre-kindergarten and out-of-school time services for the children and families of Hillsborough County, Florida.

Section 3. Principal Office. The principal office of the Corporation shall be fixed and located by the Board of Directors of the Corporation at any place within the County of Hillsborough, State of Florida. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another in the County of Hillsborough.

Section 4. Members. The Corporation shall have no "members" as that term is defined in 617.01401(12) Florida Statutes.

Section 5. Government-in-the-Sunshine Law. The Corporation is committed to ensuring that the deliberations of its Board of Directors are conducted ~~openly~~openly, and the actions of the Board are taken openly in accordance with the Government-in-the Sunshine Law, Chapter 286 of the Florida Statutes. Accordingly in the event of a conflict between a provision of these Bylaws and a section of the Government-in-the-Sunshine Law, the Government-in-the- Sunshine Law shall control.

ARTICLE II

BOARD OF DIRECTORS

Section 1. Powers. Subject to the limitation of the Articles of Incorporation and other provisions of these Bylaws, and the laws of the State of Florida, all corporate

powers shall be exercised by, or under the authority of, and the business and affairs of the Corporation shall be controlled by the Board of Directors (sometimes referred to herein as the "Board").

Section 2. Membership, Number, Class, Voting Rights, Selection and Terms of Office.

- (a) Membership, Number and Classes: The Board of Directors shall number at least fifteen (15) but not more than thirty (30) and shall be divided into three (3) classes: Appointed Directors, Designated Directors, and Elected Directors. Each and every Director must either live OR work in Hillsborough County.
- (b) Selection and Terms of Office:
- Appointed Directors shall serve a maximum of two consecutive terms as long as they hold the office so designated.
 - Designated Directors shall serve as directors as long as they hold the offices so designated.
 - Elected Directors shall serve four (4) year terms. Elected Directors are eligible for re-election. However, no elected Director may serve more than two consecutive four-year terms.
- (c) Appointed Director Class: The authorized number of Appointed Directors shall be three (3). All vacancies in the class of Appointed Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be filled by the Governor of the State of Florida as follows:
- 1) The Chair shall be appointed by the Governor
 - 2) Two (2) private sector business members shall be appointed by the Governor.
- In the absence of a governor-appointed Chair, the Commissioner of Education may appoint an interim Chair from the current early learning coalition board membership. (F.S. 1002.83). In the absence of an appointed interim, the Vice-Chair shall serve as interim Chair.
- (d) Designated Director Class: Designated Directors shall number twelve-thirteen (13) and shall include the following:

- a. A department of Children and Families regional administrator or his or her permanent designee who is authorized to make decisions on behalf of the department.
- b. District superintendent of schools or his or her permanent designee who is authorized to make decisions on behalf of the district.
- c. A local workforce development board executive director or his or her permanent designee.
- d. County health department director or his or her designee.
- e. A children’s services council or juvenile welfare board chair or executive director, if applicable.
- f. A department of Children & Families child care regulation representative or an agency head of a local licensing agency as defined in s. 402.302, where applicable.
- g. A president of a Florida College System institution or his or her permanent designee.
- h. One Member appointed by the board of county commissioners or the governing board of a municipality.
- i. A Head Start director.
- j. A representative of private for-profit child care providers, including private for-profit family day care homes.
- k. Representative of faith-based child care providers.
- l. Representative of programs for children with disabilities under the Federal Individuals with Disabilities Education Act.
- m. The Sheriff of Hillsborough County, or his or her permanent designee.

Formatted: Character scale: 100%

- (e) Elected Director Class: Elected Directors shall not exceed ~~fifteen~~fourteen (14). All vacancies in this class of Elected Directors, including, without limitation, vacancies caused by expiration of term, resignation or removal, shall be elected by a majority of the Board then in office. The Elected Directors shall, at all times, be representatives of private sector business, either for-profit or nonprofit, who do not have, nor whose relatives as defined in s.112.3143 F.S. have, a substantial financial interest in the design or delivery of Voluntary Prekindergarten Education programs, School Readiness programs, or out-of-school-time programs.

Section 3. Vacancies.

- (a) A vacancy or vacancies in the Board shall be deemed to exist (i) in case of

the death, resignation, or removal of any Director or (ii) if the authorized number of Directors is increased.

- (b) Any Director may resign effective upon giving written notice to the Chair, the Chief Executive Officer, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If a Director resigns by giving notice specifying that such resignation shall be effective at a future time, a successor may be elected or designated before such time to take office when the resignation becomes effective.
- (c) No reduction in the number of Directors shall have the effect of removing any Director prior to the expiration of his or her term of office.
- (d) When a vacancy occurs in an appointed Director position, the coalition must advertise the vacancy.

Section 4. Removal of Directors. Any member of the Board of this Corporation may be removed from office, with or without cause, by the person or persons authorized to elect or designate the Director in Section 2 (d) - (e) of this Article II.

ARTICLE III
Meetings of the Board of Directors

Section 1. Place of and Public Access to Meetings. All meetings of the Board of Directors shall be held at the principal business office of the Corporation or at such other place within the County of Hillsborough as may be designated from time to time by resolution of the Board of Directors, or in the notice of said meeting. All meetings of the Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the Board.

Section 2. Annual Meeting. The annual meeting of the Board of Directors shall be the regular meeting of the Board held during the fourth quarter of the fiscal year. The officers of the Corporation shall be elected at this meeting.

Section 3. Regular Meetings. The Board of Directors shall meet on the date established by the Board of Directors by resolution. The Board shall meet at least four (4) times during each fiscal year.

Section 4 Special Meetings. Special meetings of the Board of Directors for any purpose or purposes shall be called at any time by the Chair of the Board, the Chief Executive Officer, the Secretary, or by any two (2) directors of the Corporation. Special meetings of the Board of Directors shall be held upon at least two (2) calendar days' prior notice. Notice may be given

orally, by first-class mail, by facsimile, electronic mail, or other electronic means, or by personal delivery to each director at such director's address as is shown upon the records of the Corporation for purposes of notice. Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission to the recipient. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone, to the recipient or to a person at the office of the recipient who the person giving notice has reason to believe will promptly communicate it to the recipient. A notice or waiver of notice shall specify the purpose of any special meeting of the Board of Directors.

Section 5. Action at a Meeting: Quorum and Required Vote. Presence of a majority of Directors at a meeting of the Board of Directors constitutes a quorum for the transaction of business. A Director may send a representative to a meeting, but that representative does not count towards the quorum requirement and does not have voting privileges. Every act or decision done or made by a majority of the ~~D~~irectors present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Board of Directors. Board members attending by phone or other electronic means may be counted towards the quorum requirement.

Section 6. Rules of Procedure. All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order. Nothing in Robert's Rules of Order shall supersede any right or requirement of the Articles of Incorporation or these Bylaws.

Section 7. Fees and Compensation. The Board of Directors shall serve without compensation for their services as directors; however, the Appointed Board Chair or Appointed Vice-Chair may be reimbursed for travel and related expenses to attend State meetings per guidance from the Florida Department of Education Division of Early Learning.

Section 8. Each Board member is subject to Florida Statutes ss. [112.313](#), [112.3135](#), and [112.3143](#). For purposes of s. [112.3143](#)(3)(a) F.S., each voting board member is a local public officer who must abstain from voting when a voting conflict exists.

ARTICLE IV Officers

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

officers of the Corporation must also be Directors of the Corporation. The removal or resignation of a Director who is an officer of the Corporation shall be deemed a resignation by such person from all offices held.

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

Section 3. Removal and Resignation. Any officer may be removed, either with or without cause, by the Board of Directors, at any regular or special meeting thereof. Any officer may resign at any time by giving written notice to the Chair of the Board, the Chief Executive Officer, or the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. Chair of the Board. The Chair of the Board shall preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board of Directors or prescribed by the Bylaws.

Section 5. Vice Chair. In the absence of the Chair, the Vice Chair will exercise the duties of the Chair and shall perform such other duties as may be from time to time required by the Chair or by the Board of Directors.

Section 6. Chief Executive Officer. The Chief Executive Officer, subject to the control of the Board of Directors, shall have general supervision, direction and control of the business and affairs of the Corporation and shall have the general powers and duties of management usually vested in the office of the Chief Executive Officer of a corporation. The Chief Executive Officer shall have the necessary authority and responsibility to operate the Corporation and all of its activities and departments, subject only to such policies as may be issued by the Board of Directors or any of its Committees to which ~~it~~ the Board has delegated powers for such action. The Chief Executive Officer shall act as a duly authorized representative of

the Board of Directors in all matters in which the Board of Directors has not formally designated some other person to act.

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

Section 8. Treasurer. The Treasurer shall keep and maintain, or cause to be maintained, adequate and correct accounts of the properties and business transaction of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The Treasurer shall submit a statement of accounts on a quarterly basis at meetings of the Board of Directors and shall make reports as the Board of Directors may require. The Treasurer shall cause to be deposited or shall cause to be disbursed in accordance with procedures approved by the Board of Directors all monies and other valuables in the name and to the credit of the Corporation and shall have such other powers to perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.

ARTICLE V
Committees

Section 1. Committees.

- (a) The Board of Directors may, by resolution adopted by a majority of the Directors then in office, provided that a quorum is present, establish one or more committees. Members of all committees shall be appointed by the Board of Directors. Committees are of two kinds, those having legal authority to act for the Corporation, known as Standing Committees of the Board, and Special Committees, that do not have legal authority. Members of all committees shall serve at the pleasure of the Board.
- (b) The Board of Directors shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless these Bylaws, The Board or

such committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provisions of Article V applicable to meetings and actions of the Board of Directors. Each committee of the Board shall keep regular minutes of its proceedings and shall report the same to the Board from time to time, as the Board of Directors may require.

Section 2. Standing Committees of the Board. Only ~~D~~irectors 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, the Communications/Outreach 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.

Executive Committee: The Executive Committee is made up of the Officers of the ~~Board; Board~~ and Chairs of the Standing Committees of the Board. The Executive Committee may act on behalf of the Board between regular Board meetings except they are not permitted to do the following: amend the articles or bylaws; dissolve the corporation; dismiss or elect new Board members or officers; hire or fire the chief executive; enter into major contracts or sue another entity; change a board approved budget in excess of their existing authority; or adopt or eliminate major programs.

Finance Committee: The role of the Finance Committee is to recommend policies that protect the organization's assets, review the annual budget, monitor financial reports prepared by staff, oversee the annual audit(s), govern the management of investments, make recommendations to the full Board for approval, and work to make sure the organization is in good financial health. Membership shall consist of board members appointed by the Board Chair with at least one (1) member being a financial expert (CPA or related certification, current/former CEO or CFO).

Governance Committee: 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.

Service Delivery & Efficiency Committee: Membership shall consist of Board members appointed by the Board Chair. The Committee has the responsibility of reviewing, analyzing, and overseeing Coalition programs and recommending action items to the full Board that relateto: Coalition expenditures related to services and quality, program evaluation and improvement, contract compliance, and provider effectiveness. The Committee shall collect data, information, and comments from providers in support of its mission to provide supportive and quality services as well as disseminate such information to the full Board as is relevant.

Communications/Outreach Committee: Membership shall consist of Board members appointed by the Board Chair. This Committee shall be responsible for strategic oversight of communication of the Organization's mission to various stakeholders including donors, the Board and the general public. This committee will provide governance concerning communications, to assure consistency and alignment with the organization's brand, and outreach efforts to foster community engagement and support.

Section 3. Special Committees. The Board of Directors may form one or more committees, in addition to the Standing Committees of the Board, from time to time, to assist in the gathering of information, performance of tasks, or other duties related to the general performance and attainment of the purposes of the Corporation. Each such committee shall establish its rules for the conduct of its affairs, shall establish its duties and purposes, and shall perform such other duties as the Board may prescribe from time to time. Each of these committees will include a Committee Chair or Co-chair. The role of any special committee is to bring forth recommendations to the full Board for consideration.

Section 4. Term of Office. The chair and each member of a standing committee shall serve until the next election of directors and until his or her successor is appointed, or until such committee is terminated, or until he or she is removed, resigns or otherwise ceases to qualify as a member of the committee. The chair and each member of a special committee shall serve for the life of the committee unless they are removed, resign, or cease to qualify as members of such committee.

Section 5. Quorum Meetings. Each committee shall meet as often as necessary to perform its duties, at such times and places as directed by its chairman or by the Board of Directors and in compliance with the Government-in-the Sunshine Law. A majority of the members of a committee shall constitute a quorum. Members attending by phone or other electronic means may be counted towards the quorum requirement. The act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee. Each committee of the Board shall keep accurate minutes of its meetings, the

chair designating a secretary of the committee for this purpose and shall make periodic reports and recommendation to the Board of Directors.

Section 6. Vacancies. Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

Section 7. Conflict of Interest. The Board, through a committee designated for that purpose, shall require not less frequently than once a year statements from each director setting forth all business and other affiliations which relate in any way to the business of the Corporation.

ARTICLE VI
Indemnification and Insurance

Section 1. Right of Indemnity. To the fullest extent permitted by law, this Corporation shall indemnify its directors, officers, employees, and agents, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any proceedings whether civil, criminal, administrative or investigative, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was acting in such capacity.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification, the Board shall promptly determine whether the applicable standard of conduct has been met and, if so, the Board shall authorize indemnification.

Section 3. Insurance. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against that liability under the provision of this Article.

ARTICLE VII
General Provisions

Section 1. Voting Shares. The Corporation may vote any and all shares or memberships held by it in any other corporation by such officer, agent or proxy as the Board of Directors may appoint, or, in the absence of any such appointment, by the Chair, the Chief Executive Officer, the Secretary or the Treasurer. In such case, such officers or any of them similarly may appoint a proxy to vote said shares.

Section 2. Check, Drafts, Etc. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the

Corporation, and any and all securities owned or held by the Corporation requiring signatures for transfer, shall be signed or endorsed by such person or persons and in such manner as from time to time, shall be determined by the Board of Directors.

Section 3. Inspection of Corporate Records. The Corporation shall keep at its principal business office, the originals or copies of its Articles of Incorporation and Bylaws, as amended or otherwise altered to date, certified by its Secretary; written minutes of the meetings of its Board of Directors, and any committees of the Board; its books and records of account; and all other books, records and documents of the Corporation.

Section 4. Endorsement of Documents: Contracts. Any note, mortgage, evidence of indebtedness, contract, conveyance or other instruments in writing, and any assignment or endorsement thereof executed or entered into between the Corporation and any other person, when signed by the Chair, the Chief Executive Officer, the Secretary, or the Treasurer, shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other person that the signing officer(s) had no authority to execute the same. Any such instrument may be signed by any other officers, agents or employees and in such manner as shall from time to time be determined by the Board of Directors and, unless so authorized by the Board of Directors no other officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 5. Conflict of Interest and Related Party Transactions. The Corporation, through its Board of Directors, shall promulgate, from time to time a written conflict of interest and related party transaction policies, according to the current law then in effect, to be adhered to by its offices, directors, employees, and agents, and which includes guidelines for the resolution of existing or apparent conflicts of interest and/or related party transactions.

Section 6. Dissolution. The Corporation may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote. Upon dissolution or termination of the Corporation, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to organizations operated exclusively for charitable, and/or educational purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code and/or an instrumentality of a local government.

Section 7. Fiscal Year. The fiscal or business year of the Corporation shall be July 1 through June 30.

ARTICLE VIII
Amendments

Section 1. Amendment. New bylaws may be adopted, or these Bylaws may be amended, modified or repealed by the Board of Directors of the Corporation; provided, however, that any amendment shall be consistent with the terms set forth in the Agreement between the Corporation and the Florida Department of Education Division of Early Learning. All amendments to the Articles of Incorporation and/or Bylaws will be noticed to the Florida Department of Education Division of Early Learning as an amendment to the Coalition's Plan.

Section 2. Record of Amendments. Any amendment or alteration in these Bylaws shall be forthwith filed with the original Bylaws of the Corporation.

CERTIFICATION OF SECRETARY

I the undersigned do hereby certify:

1. That I am the duly elected and acting secretary of the Hillsborough County School Readiness Coalition Inc. D/B/A Early Learning Coalition of Hillsborough County Inc, a Florida nonprofit corporation; and

2. That the forgoing revised Bylaws, consisting of sixteen (16) pages, exclusive of cover sheet and table of contents, constitute the Bylaws of said corporation as duly adopted the Board of Directors on October 18, 2021.

IN WITNESS WHEREOF, I have executed this Certificate as of this 18th day of October 2021.

Dr. Stephe Holmquist Johnson, Secretary

Record of Amendments:

Amended 09-08-2008	Amended 03-07-2016	Amended 8-8-2016
Amended 11-19-2012	Amended 06-09-2014	Amended: 6-12-17
Amended: 2-12-18	Amended 11-13-2018	Amended 6-17-2019
Amended 10-18-2021		



Please type or print clearly

PERSONAL INFORMATION

Thomas Felicia Sharese
Last Name First Name Middle

DOB: mm/dd/yyyy
Employer/Affiliation Title VP of Operations

Street Address

Tampa, FL 33647
City/State/Zip Code

Phone Mobile Fax

Email Address: felicia.thomas@sunshinehealth.com

Are you a parent? Y N If yes, ages of Children 19,17

Is your employer a private, for-profit enterprise, a community based non-profit organization
 Other (please specify): Publicly Traded Corporation

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	Position(s) Held
Jack and Jill of America, Inc.	2010- Present	Community Service Chair, Grade Group Chair, Lead Teen Advisor, Program Director
American College of Healthcare Executives	2002- Present	Member
Healthcare Financial Management Association	2002- Present	Member

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

What is your educational background?

Master of Health Administration (MHA), Bachelor of Science (BS -Marketing)

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

Professionally I have worked with children and families for over twenty years, serving in various leadership roles for WellCare and Sunshine Health providing healthcare and community support programs to low income and our most vulnerable populations throughout the United States. Additionally, I have previous educational experience working as a pre-school teacher and teacher's assistant for children 0-4 years of age.

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

With over twenty years in the healthcare and managed care industry my professional experiences include: strategic planning, project management, policy and protocol development, and product operations. I have the proven ability to manage key relationships, large-scale projects, and to lead cross-functional teams. Additionally, as the daughter of two educators, I understand the importance of early learning and the impact that it has on the future development of our youth. Serving in this role is particularly important as it aligns with my passion for children and providing the necessary resources that will allow them to grow and

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 Division of Early Learning (DEL), 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
- Development

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		

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

Gender Identity:	<input type="checkbox"/> Male	Race/Ethnicity:	<input type="checkbox"/> Native American, American Indian, or Alaska Native
	<input checked="" type="checkbox"/> Female		<input type="checkbox"/> Asian or Asian American
	<input type="checkbox"/> Transgender		<input checked="" 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 type="checkbox"/> 35-44	<input checked="" 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.

Felicia Thomas

Applicant Signature

6/5/24

Date



Application forms may be completed in full and submitted to:

Nancy Will, Executive Assistant
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: nwill@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340 ext. 170



Please type or print clearly

PERSONAL INFORMATION

Wostal Noelle Vaughan-Lenz
Last Name First Name Middle

DOB: mm/dd/yyyy
Employer/Affiliation Remax Title Realtor

Street Address

Tampa FL 33626
City/State/Zip Code

Phone Mobile Fax

Email Address:

Are you a parent? Y N If yes, ages of Children 8

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	Position(s) Held
Parent-Teacher Association at Mary Bryant Elementary	2020-2023	Ways and Means, Secretary of Communication
Council Alumni Network	2023-Current	Member

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

What is your educational background?
St. Petersburg College 2007-2014, Child Development Associate, Florida Child Care and Education Program Director

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

I spent several years teaching, directing, and facilitating the launch of various early learning facilities in Pinellas County and Hillsborough County; from directing Plato Academies to helping establish the beginning stages of the new Amazing Explorers. Working directly with ELCs and DCF.

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

As a childcare provider, I enjoyed the support to ensure children and families were prepared for their next stages in life and education. I came to know the ELC on a personal level through my son's adoption process, providing resources and lifelong support to our family. I want my experiences and passion to contribute to the well-being of children and families. I want to be a part of programs that enhance education for children and families, bringing communities together in a positive and supportive way. I hope to promote volunteers, reducing the cost of educational programs and making it possible to serve more families.

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 Division of Early Learning (DEL), 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
- Development

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		

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

Gender Identity:	<input type="checkbox"/> Male	Race/Ethnicity:	<input type="checkbox"/> Native American, American Indian, or Alaska Native
	<input checked="" 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 checked="" type="checkbox"/> Unknown
Age Range:	<input type="checkbox"/> 18-24	<input checked="" type="checkbox"/> 25-35	
	<input 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.

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

Nancy Will

Applicant Signature

6/13/2024

Date



Application forms may be completed in full and submitted to:

Nancy Will, Executive Assistant
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: nwill@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340 ext. 170



Please type or print clearly

PERSONAL INFORMATION

Last Name First Name Middle

DOB: mm/dd/yyyy

Employer/Affiliation Title

Street Address

City/State/Zip Code

Phone Mobile Fax

Email Address:

Are you a parent? Y N If yes, ages of Children _____

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	Position(s) Held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

What is your educational background?

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

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

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 **Division of Early Learning (DEL)**, 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 Development

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal

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

Gender Identity: Male Race/Ethnicity: Native American, American Indian, or Alaska Native

Female

Asian or Asian American

Black or African American

Transgender

Non- binary

Native Hawaiian or Other Pacific Islander

Does not disclose

White or Caucasian

Hispanic, Latino or Spanish

Other

Unknown

Age Range: 18-24

25-35

35-44

45-54

55-64

65 or Above

Does not disclose

Are you a person living with a disability?
 Yes
 No

Does not disclose

Have you ever served or now serve in active duty in any of the U.S. Armed Forces?
 Yes
 No

Does not disclose

COMMITMENT AND OPERATIONAL STATEMENTS

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

Applicant Signature	Date
---------------------	------

Application forms may be completed in full and submitted to:

Nancy Will, Executive Assistant
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: nwill@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340 ext. 170



Please type or print clearly

PERSONAL INFORMATION

Ferro Last Name Jonathan First Name Conrad Middle

DOB: [REDACTED] SVP, Wealth Advisor Title

Employer/Affiliation: Synovus Bank

City/State/Zip Code: [REDACTED]

Phone: [REDACTED] Mobile: [REDACTED] Fax: [REDACTED]

Email Address: jonathan.ferro@synovus.com

Are you a parent? Y N If yes, ages of Children: 8

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	Position(s) Held
Alliance Mergers & Acquisitions	8/22-current	Executive Board Member
Tampa Bay Estate Planning Council	8/22-current	Treasurer
Community Foundation Thrive x 5	9/22-1/24	Co-Chair - Business & Family Initiative
The Florida BAR	9/09-current	Member at large

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

What is your educational background?

B.S. - Finance, J.D. - Law, Certified by Florida Bar to practice law, Certified Financial Planner, Certified Exit Planning Advisor, Series 7 & 66 Securities exam.

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

Gender Identity: Male Race/Ethnicity: Native American, American Indian, or Alaska Native

Female

Asian or Asian American

Transgender

Black or African American

Non- binary

Native Hawaiian or Other Pacific Islander

Does not disclose

White or Caucasian

Hispanic, Latino or Spanish

Other

Unknown

Age Range: 18-24

25-35

35-44

45-54

55-64

65 or Above

Does not disclose

Are you a person living with a disability? Yes

No

Does not disclose

Have you ever served or now serve in active duty in any of the U.S. Armed Forces? Yes

No

Does not disclose

COMMITMENT AND OPERATIONAL STATEMENTS

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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".

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

I serve as a former Prosecutor, Advocating for victims of domestic violence, including minor victims and minors subject to the juvenile felony process.

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

As an SVP of a prominent local bank, I'll exert awareness and influence within the business community regarding early learning. My perspective as a former trial attorney can aid in advocating for early childhood legislation.

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 Division of Early Learning (DEL), 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:

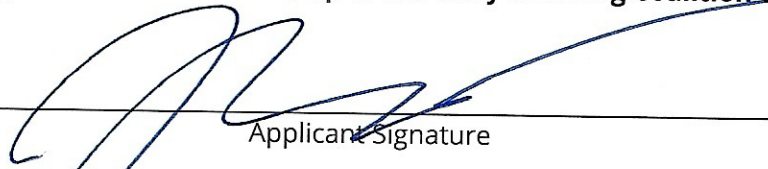
On which committees would you be interested in serving?

Governance Finance Legislative Affairs
 Service Delivery & Efficiency Provider Review Hearing Development


Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
Jinnsy Carson		jcarson@elcpinellas.org	Professional
Blana Sant Angelo		bsantangelo@elctampabay.org	"
Dennye Boyle		dboyle@elctampabay.org	"

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


Applicant Signature

7-3-24
Date



Application forms may be completed in full and submitted to:

Nancy Will, Executive Assistant
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: nwill@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340 ext. 170



Please type or print clearly

PERSONAL INFORMATION

Last Name First Name Middle

DOB: mm/dd/yyyy Title
Employer/Affiliation

Street Address

City/State/Zip Code

Phone Mobile Fax

Email Address: _____

Are you a parent? Y N If yes, ages of Children _____

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	Position(s) Held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

What is your educational background?

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

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

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 **Division of Early Learning (DEL)**, 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 Development

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Name	Phone Number	Email	Professional/Personal

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Female

Asian or Asian American

Black or African American

Transgender

Non- binary

Native Hawaiian or Other Pacific Islander

Does not disclose

White or Caucasian

Hispanic, Latino or Spanish

Other

Unknown

Age Range: 18-24

25-35

35-44

45-54

55-64

65 or Above

Does not disclose

Are you a person Yes

Does not

living with a No

disclose

Have you ever Yes

Does not

served or now No

disclose

serve in active duty in any of the U.S. Armed Forces?

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.

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

Applicant Signature

Date



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Tampa, FL 33619
Email: nwill@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340 ext. 170



Please type or print clearly

PERSONAL INFORMATION

Flannery

Kelly

A

Last Name

First Name

Middle

DOB: mm/dd/yyyy

Employer/Affiliation

Title CEO

Street Address

Tampa FL 33629

City/State/Zip Code

Phone

Mobile

Fax

Email Address:

Are you a parent?

Y

N

If yes, ages of Children

4yo

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	Position(s) Held
Leadership Tampa Bay	2023-Present	Class of 2023
Bosses for Babies (Children's Movement of FL)	2020-Present	Member
Educate Hillsborough	2020	Class of 2020
Girl Scouts of West Central FL	2015-Present	Board 2016-2023
FL Assoc of Chamber Professionals	2013-Presnt	Board 2015-2022

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

What is your educational background?

See attached.

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

See attached.

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

See attached.

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 **Division of Early Learning (DEL)**, 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 Development

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		

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

Gender Identity:	<input type="checkbox"/> Male	Race/Ethnicity:	<input type="checkbox"/> Native American, American Indian, or Alaska Native
	<input checked="" 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 checked="" 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.

Kelly Flannery

Digitally signed by Kelly Flannery
Date: 2024.07.25 12:32:49 -04'00'

Applicant Signature

Date



Application forms may be completed in full and submitted to:

Nancy Will, Executive Assistant
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: nwill@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340 ext. 170

Early Learning Coalition of Hillsborough County

Board Member Application for Kelly Flannery, IOM, FCCP

Page 5/5

STATEMENT OF INTEREST

What is your educational background?

I am proud graduate of Hillsborough County Public Schools, and received my B.S. from Florida State University in Political Science. As a graduate of Educate Hillsborough and a member of Bosses for Babies I have a passion for early learning and understand the important role that access to education has on the future life, learning and career trajectory for children. Most importantly, I am a mom to my four-year-old son who we adopted in 2020.

This past spring I graduated from the Institute of Organization Management (IOM). Institute is a four-year professional development program of the U.S. Chamber of Commerce designed to enhance individual performance, elevate professional standards, and recognize association, chamber of commerce, and other nonprofit professionals who demonstrate the knowledge essential to the practice of nonprofit management.

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

As a board member for the Girl Scouts of West Central Florida I had the opportunity to interact directly with our members and families. GSWCF is the largest leadership development organization for girls with more than 20,000 members in the WCF service area. I also served on the planning committee (and acted as a mentor) for CAMP CEO. Camp CEO is a program that connects Girl Scouts with women leaders from different industries and backgrounds. The program aims to create a safe space for girls to network and learn from women who believe in their potential and support their career goals.

I am also a frequent volunteer in my son's pre-school class.

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

I bring leadership experience having served on various local and state boards over the past 15 years. I am committed and involved with the organizations I choose to participate in. I have a wide network of resources that provide connection opportunities. Most importantly I am passionate about the future of our community and workforce, which all start with early learning.

Kelly Flannery, IOM, FCCP

PROFESSIONAL HIGHLIGHTS

- Tampa Bay Business & Professional Women's Woman of the Year
- Tampa Bay Business & Wealth Women Who Win Two-Time Finalist
- Tampa Bay Business Journal Business of Pride Two-Time Honoree
- Tampa Bay Business Journal BusinessWoman of the Year Two-Time Finalist
- Air Force Commander's Award for Public Service
- President's Award, Air Force Public Affairs Association

CAREER EXPERIENCE

South Tampa Chamber of Commerce, Tampa, FL

President and CEO, 2014-Present

As the Chamber's President and CEO, my focus is to build strong ties for our Chamber's member businesses with each other, MacDill Air Force Base, local government offices and the residents of South Tampa. I work with business owners and community leaders each day to enhance the South Tampa area for both our local businesses and the people who live here.

Director of Events & Membership, 2013-2014

As the Director of Events & Membership, I assisted businesses of all sizes maximize their visibility and increase their presence in the South Tampa community through membership, networking, volunteerism and marketing opportunities.

- Institute of Organization Management (IOM), US Chamber of Commerce, 2024
- Chamber of the Year, Florida Association of Chamber Professionals (FACP), 2020
- Florida Certified Chamber Professional (FCCP), 2019
- Three-Star Chamber of Valor presented by the U.S. Chamber of Commerce, 2018,
- Florida Association of Chamber Professionals Certified+ Chamber of Commerce, 2017, 2022

Toffee to Go, Inc., Tampa, FL

Corporate Sales Manager, 2012-2013

Sales and marketing of gourmet toffee gifts to corporate clients across the United States, which included prospecting for new business, servicing existing clients, creating marketing plans, proposals, contracts and follow-up correspondence.

GrillSmith Restaurants, Front Burner Brands, Tampa, FL

Corporate Sales Manager, 2011-2012

Sales and marketing of private event space and community relations for six Tampa Bay area GrillSmith Restaurants, which included developing marketing concepts and materials, prospecting for new business opportunities, contracting events, selecting menus, coordinating audio visual needs, creating and distributing function details, setting up room space, supervision of banquet staff for groups up to 200 guests.

Centre Club, ClubCorp, Tampa, FL

Private Events Director, 2008-2011

Provided service relating to all aspects of corporate, social and club-sponsored events to club members and private event clientele, which included the sale and contracting events, selecting menus, coordinating audio visual needs, creating and distributing function details, setting up room space, follow up correspondence and rebooking of groups up to 500 guests.

Tampa Marriott Westshore Hotel, Tampa, FL

Senior Events Manager, 2007-2008

The liaison between the client and the hotel, responsible for servicing new and existing corporate clients from the beginning to the end of their function which included the sale and contracting of events, menu tastings, monitoring guest room blocks, creation and distribution of banquet event orders and group resumes, execution of event, follow up correspondence and rebooking of groups up to 500 guests.

Millennium Knickerbocker Hotel, Millennium & Copthorne Hotels & Resorts, Chicago, IL

Convention Services Manager, 2006-2007

Responsible for all details for corporate groups contracted by the group sales team, which included monitoring guest room blocks, creating banquet event orders, drafting group resumes, welcoming VIP designees, on-site meeting coordination and group billing.

Catering Sales Manager, 2003-2006

Responsible for the sale and service of weddings and social groups of 50-500, which included establishing client relationships, creating banquet event orders and group resumes, obtaining accurate billing information and acting as the point of contact for groups while on property.

American Golf Corporation, Chicago, IL

Sales and Marketing Coordinator, 2002-2003

Assisted sales team responsible for golf tournament and event sales for seven golf courses in the Chicago region.

EDUCATION & CERTIFICATIONS

B.S. Political Science, 2002

The Florida State University

Minors in Communications and Theatre Arts

Member of the Kappa Alpha Theta Fraternity

Institute of Organization Management, 2024

United States Chamber of Commerce

National Security Forum, 2022

Air War College

Certificate in Resilient Leadership, 2021

University of Tampa

Inclusive & Ethical Leadership Certificate Program, 2021

Muma College of Business, University of South Florida

Diversity, Equity & Inclusion Certificate Program, 2021

Muma College of Business, University of South Florida

Small Business Executive Certificate Program, 2020

Jim Moran Institute of Global Entrepreneurship, Florida State University

Post-Crisis Leadership Certificate Program, 2020

Muma College of Business, University of South Florida

Florida Certified Chamber Professional (FCCP), 2019

Florida Association of Chamber Professionals

Chamber Leadership Development Program, 2019

The Chamber Leadership Alliance

Certified+ Chamber of Commerce, 2018, 2022

Florida Association of Chamber Professionals

LEADERSHIP & VOLUNTEERISM

- Leadership Tampa Bay, Class of 2023
- Air Mobility Command Civic Leader, United States Air Force, 2022-2024
- Community Support Council for MacDill Air Force Base, 2017-Present, Chair 2023-Present
- Tampa Bay AirFest, Chair, 2020, 2022, 2024
- Tampa Air Force Ball, Chair, 2017, 2018, 2019, 2022, 2025
- Honorary Commander for the 6th Air Refueling Wing at MacDill Air Force Base, 2015-17, 2020-22

- Florida State University Student Affairs Development Council, 2017-Present
- The Centre Club Board of Governors, 2017-2023, Chair 2021 & 2022
- Girl Scouts of West Central Florida Board of Directors, 2016-2023, Secretary 2019-2023
- Florida Association of Chamber Professionals Board of Directors, 2015-2022, West Central Regional Chair 2017-2022
- Military Spouse Economic Empowerment Zone Tampa Working Group, Hiring Our Heroes, 2019-Present
- Bosses for Babies, The Children's Movement of Florida, 2018-Present
- The Women's Business Centre Advisory Council (The Centre for Women), 2017-2022
- Equality Means Business Advisory Council, 2015-Present
- Educate Hillsborough, 2020 (Inaugural Cohort)
- Hillsborough State Attorney's Office Business Academy, 2020 (Inaugural Class)
- Memorial Hospital Ambassador Program, 2019 (Inaugural Class)
- Women for FSU Tampa Bay Steering Committee, 2018-2019
- Tampa General Hospital White Coat Program, 2018
- Tampa Bay Rays 100, 2018
- U.S. Global Leadership Coalition Florida Advisory Committee, 2017-Present
- St. Joseph's Hospital Tampa in Scrubs Program, 2017
- City of Tampa Citizen's Budget Advisory Committee (Appointed by Tampa City Council), Vice-Chair, 2016-2019
- MacDill Air Force Base 75th Anniversary Celebration Committee, 2016
- FBI Citizens Academy, 2016
- Tampa Fire Rescue Citizens Academy, 2016 (Inaugural Class)
- Tampa Police Department Citizens Police Academy, 2015
- Metropolitan Planning Organization Citizen's Advisory Committee (Appointed by Hillsborough County Commission), 2015
- City of Tampa Mayor's Neighborhood University, 2014
- Hillsborough County Government Leadership University, 2014
- Tampa Bay Seminole Club Board of Directors, 2011-2013
- Meeting Professionals International Tampa Board of Directors, 2010-2013
- Lifetime Member of the Girl Scouts of the USA and the Florida State Alumni Association
- Proud member of the Association of Chamber of Commerce Executives, Florida Association of Chamber Professionals, Florida Chamber of Commerce, and U.S. Chamber of Commerce



Please type or print clearly

PERSONAL INFORMATION

Last Name First Name Middle

DOB: mm/dd/yyyy

Employer/Affiliation Title

Street Address

City/State/Zip Code

Phone Mobile Fax

Email Address:

Are you a parent? Y N If yes, ages of Children _____

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	Position(s) Held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATEMENT OF INTEREST (Use additional pages or cover letter if needed)
What is your educational background?

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

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

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 **Division of Early Learning (DEL)**, 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?

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 Service Delivery & Efficiency Provider Review Hearing Development

Please list three (3) references:

Name	Phone Number	Email	Professional/Personal

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

Gender Identity: Male Race/Ethnicity: Native American, American Indian, or Alaska Native

Female

Asian or Asian American

Black or African American

Transgender

Non- binary

Native Hawaiian or Other Pacific Islander

Does not disclose

White or Caucasian

Hispanic, Latino or Spanish

Other

Unknown

Age Range: 18-24

25-35

35-44

45-54

55-64

65 or Above

Does not disclose

Are you a person living with a disability?
 Yes
 No

Does not disclose

Have you ever served or now serve in active duty in any of the U.S. Armed Forces?
 Yes
 No

Does not disclose

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.

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Applicant Signature	Date
---------------------	------

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Nancy Will, Executive Assistant
Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King Jr. Blvd., Ste 100
Tampa, FL 33619
Email: nwill@elchc.org
Website: www.elchc.org
Telephone: (813) 515-2340 ext. 170

ISSUE: Governance

NARRATIVE: The Governance Committee met on July 29 2024, to review and discuss:

- Committee Appointments
 - Recommendation of Applications for Board Of Directors Membership
 - Review of Applications received by the Governor's Appointment Office
 - CEO Evaluation
 - Board of Directors Annual Forms
 - Proposed Bylaw revisions
 - CEO Report
 - The next meeting of the ELCHC Governance Committee is scheduled for September 23, 2024.
-

ELCHC EXECUTIVE COMMITTEE MEETING-August 12, 2024

COMMITTEE REPORT

ITEM V.B.

ISSUE: Finance Committee Report

NARRATIVE: The Finance Committee met on August 5, 2024, to review, discuss and approve:

- Minutes from June 3, 2024 Finance Committee/Budget Workshop
- Financials Budget to Actual June 30, 2024-Preliminary Financials, First Close & FY25 Notice of Award Summary
- CEO Report
- Next, meeting of the Finance Committee is scheduled for September 30, 2024.

(Attachments-20 pgs.)

Appendix A:



FY25 Proposed Budget

	FY25 Budget	FY24 Forecast	\$ Variance	% Variance	FY24 Budget
Program Revenue					
School Readiness	78,843,157	75,897,260	2,945,897	3.9%	80,438,248
School Readiness Match - DEL	1,126,233	1,126,233	-	0.0%	1,251,770
School Readiness - Local Funders:					
Children's Board HC	1,000,000	700,770	299,230	42.7%	700,770
Hillsborough County BOCC	276,000	276,000	-	0.0%	276,000
Metro Ministries (Children's Board)	40,000	45,895	(5,895)	-12.8%	75,000
City of Tampa	125,000	124,756	244	0.2%	150,000
United Way		1,575	(1,575)	-100.0%	-
United Way (Quality Initiative)	35,000	48,292	(13,292)	-27.5%	50,000
School Readiness - Local Funders	1,476,000	1,197,287	278,713	23.3%	1,251,770
Total School Readiness Revenue	81,445,390	78,220,780	3,224,610	4.1%	82,941,788

Other Local Funders:					
Conn Foundation	30,000	22,996	7,004	30%	58,000
Spurlino Foundation	40,000	40,000	-	0%	50,000
SR Program Income (training, IECP memberships)	20,000	15,051	4,949	33%	30,000
HELN (Hillsborough Early Learning Network)	-	5,632	(5,632)	-100%	37,000
ELFL (Early Learning Florida)	-	21,250	(21,250)	-100%	100,000
Lastinger Project	-	200,000	(200,000)	-100%	200,000
Misc. Donations	100,000	88,543	11,457	13%	273,000
Other Local Funders	190,000	393,472	(203,472)	-52%	748,000
Total School Readiness Revenue and Local Revenue	81,635,390	78,614,252	3,021,138	4%	83,689,788

Program Expenses

School Readiness					
Direct Services	63,159,126	61,803,193	1,355,933	2.2%	65,729,468
School Readiness Match - DEL	1,126,233	1,126,233	-	0.0%	1,251,770
School Readiness - Local Funders	1,457,695	1,223,162	234,533	19.2%	1,201,770
General Contributions and Gifts	90,000	393,472	(303,472)	-77.1%	475,000
Total Direct Services	65,833,054	64,546,060	1,286,994	2.0%	68,658,008
ELCHC Operating	15,230,336	13,259,622	1,970,714	14.9%	14,240,780
ECC	80,000	80,000	-	0.0%	71,500
Inclusion Cost	245,000	245,000	-	0.0%	245,000
Scholarships and Other	247,000	483,570	(236,570)	-48.9%	474,500
Total School Readiness & Other Expenses	81,635,390	78,614,252	3,021,138	3.8%	83,689,788

SR Change in Net Assets	-	-	-	0.0%	-
--------------------------------	---	---	---	-------------	---

GOALS

< 5.00 %	School Readiness - Admin	3.3%	3.7%	-0.4%	-10.9%	3.9%
> 4.00 %	School Readiness - Quality	8.8%	8.1%	0.7%	9.1%	7.9%
< 22.00%	School Readiness - Non-Direct	19.2%	19.7%	-0.5%	-2.6%	19.3%
> 78.00 %	School Readiness - Direct	80.8%	80.3%	0.5%	0.6%	80.7%

	FY25 Budget	FY24 Forecast	\$ Variance	% Variance	FY24 Budget
VPK Revenue					
Voluntary Pre-Kindergarten	32,196,911	30,712,026	1,484,885	4.8%	35,882,846
Total VPK Revenue	32,196,911	30,712,026	1,484,885	4.8%	35,882,846
Voluntary Pre-Kindergarten					
Direct Services	30,375,310	29,206,692	1,168,618	4.0%	34,210,805
ELCHC Operating	1,821,600	1,505,334	316,266	18.9%	1,672,041
Total Voluntary Pre-Kindergarten	32,196,911	30,712,026	1,484,885	4.8%	35,882,846
VPK Change in Net Assets	-	-	-	0.0%	-
GOALS					
< 5.00 % VPK - Admin (FY25 Target Change)	5.0%	2.7%	2.3%	84.1%	3.3%
American Rescue Plan Act - Discretionary Funding					
ARPA	-	40,611,986	(40,611,986)	-1065.4%	3,811,953
Total ARPA Revenue	-	40,611,986	(40,611,986)	-1065.4%	3,811,953
ARPA					
Direct Services	-	18,351,995	(18,351,995)	-100.0%	2,533,322
ELCHC Operating	-	22,259,991	(22,259,991)	-100.0%	1,278,631
Total (ARPA) - Discretionary Funding	-	40,611,986	(40,611,986)	-100.0%	3,811,953
ARPA Change in Net Assets	-	-	-	0.0%	-
Total Revenue	113,832,301	149,938,264	(36,105,964)	-24.1%	123,384,588
Total Expenses	113,832,301	149,938,264	(36,105,964)	-24.1%	123,384,588
Change in Net Assets	-	-	-	0.0%	-
ELCHC Expenditure Categories					
	FY25 Budget	<i>Proforma*</i> FY24 Forecast	\$ Variance	% Variance	FY24 Budget
Personnel	13,307,067	13,049,355	257,712	2.0%	13,092,138
Staff Development	87,050	79,017	8,033	10.2%	108,875
Professional Services	1,079,680	1,420,143	(340,463)	-24.0%	1,297,658
Occupancy	613,300	610,898	2,402	0.4%	596,000
Postage, Freight and Delivery	11,350	19,083	(7,733)	-40.5%	62,000
Rentals	11,500	7,463	4,037	54.1%	8,000
Supplies	78,250	105,871	(27,621)	-26.1%	180,000
Communications	40,000	40,714	(714)	-1.8%	40,000
Insurance	123,905	107,584	16,321	15.2%	118,041
Tangible Personal Property	10,750	225,264	(214,514)	-95.2%	192,500
Quality	1,677,286	777,882	899,404	115.6%	2,003,500
Travel	95,665	80,546	15,119	18.8%	66,300
Other Operating	488,134	317,781	170,352	53.6%	217,440
Other Operating Expenses	4,316,870	3,792,246	524,624	13.8%	4,890,315
Total ELCHC Operating Expenses	17,623,936	16,841,601	782,336	4.6%	17,982,452

* A proforma created to meticulously eliminate all expenditures associated with ARPA funding.

Appendix B:

	<i>Access</i>	<i>Quality</i>	<i>Education</i>	<i>Total</i>
Revenue				
Federal & State	72,922,576	5,505,615	33,756,414	112,184,606
Local Funders	1,457,695		190,000	1,647,695
Total Revenue	74,380,271	5,505,615	33,946,414	113,832,301
Direct Services	65,833,054	-	30,375,310	96,208,364
Personnel	7,466,608	3,055,834	2,784,625	13,307,067
Staff Development	32,906	31,350	22,794	87,050
Professional Services	288,586	628,535	162,559	1,079,680
Occupancy	285,962	133,114	194,224	613,300
Postage, Freight and Delivery	7,662	-	3,688	11,350
Rentals	4,642	3,693	3,165	11,500
Supplies	25,421	37,058	15,770	78,250
Communications	24,425	6,375	9,200	40,000
Insurance	82,359	-	41,545	123,905
Tangible Personal Property	4,405	1,878	4,468	10,750
Quality	202	1,507,527	169,557	1,677,286
Travel	68,283	-	27,382	95,665
Other Operating	255,757	100,251	132,125	488,134
Other Operating Expenses	1,080,609	2,449,781	786,479	4,316,870
ELCHC Operating	8,547,217	5,505,615	3,571,104	17,623,936
Total Expenses	74,380,271	5,505,615	33,946,414	113,832,301
Change in Net Assets	-	-	-	-



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
April 30, 2024

	YTD Actual	YTD Original Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
Program Revenue								
School Readiness	63,115,500	68,069,211	(4,953,711)	-7.3%	76,603,607	80,438,248	(3,834,641)	-4.8%
School Readiness Match - DEL	1,198,715	1,071,560	127,155	11.9%	1,462,818	1,251,770	211,048	16.9%
School Readiness - Local Funders:								
Children's Board HC	700,770	700,770	-	0.0%	700,770	700,770	-	0.0%
Hillsborough County BOCC	151,156	276,000	(124,844)	-45.2%	276,000	276,000	-	0.0%
Metro Ministries (Children's Board)	25,902	42,603	(16,701)	-39.2%	40,000	75,000	(35,000)	-46.7%
City of Tampa	136,536	124,756	11,780	9.4%	136,536	150,000	(13,464)	-9.0%
United Way (Quality Initiative)	48,292	35,000	13,292	38.0%	48,292	50,000	(1,708)	-3.4%
School Readiness - Local Funders	1,064,231	1,179,129	(114,898)	-9.7%	1,203,172	1,251,770	104.0%	0.0%
Total School Readiness Revenue	65,378,445	70,319,900	(4,941,455)	-7.0%	79,269,597	82,941,788	104.6%	0.0%
Other Local Funders:								
Conn Foundation	20,229	9,177	11,052	120.4%	22,052	58,000	(35,948)	-62.0%
Spurlino Foundation	40,000	50,000	(10,000)	-20.0%	40,000	50,000	(10,000)	-20.0%
SR Program Income (IECP memberships)	19,840	29,405	(9,564)	-32.5%	20,436	30,000	(9,565)	-31.9%
HELN (Hillsborough Early Learning Network)	5,632	5,632	-	0.0%	5,632	37,000	(31,368)	-84.8%
ELFL (Early Learning Florida)	21,250	21,250	-	0.0%	21,250	100,000	(78,750)	-78.8%
Lastinger Project	166,667	166,667	-	0.0%	200,000	200,000	-	0.0%
Misc. Donations	120,863	83,388	37,475	44.9%	126,018	273,000	(146,982)	-53.8%
Other Local Funders	394,481	365,519	28,962	7.9%	435,387	748,000	(312,613)	-41.8%
Total School Readiness Revenue and Local Revenue	65,772,926	70,685,419	(4,912,493)	-6.9%	79,704,985	83,689,788	(3,984,803)	-4.8%
Program Expenses								
School Readiness								
Direct Services	52,018,865	56,546,347	4,527,482	8.0%	62,467,341	65,729,468	3,262,127	5.0%
School Readiness Match - DEL	1,198,715	1,071,560	(127,155)	-11.9%	1,462,818	1,251,770	(211,048)	-16.9%
School Readiness - Local Funders	1,266,488	1,307,743	41,255	3.2%	1,430,789	1,201,770	(229,019)	-19.1%
General Contributions and Gifts	394,481	365,519	(28,962)	-7.9%	435,387	475,000	39,613	8.3%
Total Direct Services	54,878,549	59,291,169	4,412,620	7.4%	65,796,335	68,658,008	2,861,673	4.2%
Personnel	8,649,887	8,690,533	40,646	0.5%	10,322,284	11,255,381	933,097	8.3%
Staff Development	34,045	72,437	38,392	53.0%	77,357	80,749	3,392	4.2%
Professional Services	595,582	716,863	121,281	16.9%	880,534	791,150	(89,384)	-11.3%
Occupancy	470,753	461,159	(9,595)	-2.1%	562,985	553,390	(9,595)	-1.7%
Postage, Freight and Delivery	3,891	44,757	40,866	91.3%	12,953	53,685	40,731	75.9%
Rentals	5,535	6,199	664	10.7%	6,774	7,439	664	8.9%
Supplies	48,746	96,064	47,318	49.3%	110,740	174,308	63,568	36.5%
Communications	31,489	30,994	(496)	-1.6%	37,688	37,193	(496)	-1.3%
Insurance	71,725	78,649	6,924	8.8%	87,508	94,433	6,924	7.3%
Tangible Personal Property	186,129	126,775	(59,354)	-46.8%	373,109	170,570	(202,539)	-118.7%
Quality	157,915	519,667	361,751	69.6%	302,949	777,700	474,751	61.0%
Travel	41,704	38,429	(3,275)	-8.5%	72,930	59,793	(13,137)	-22.0%
Other Operating	205,996	203,592	(2,403)	-1.2%	249,931	184,990	(64,940)	-35.1%
Other Operating Expenses	1,853,510	2,395,585	542,075	22.6%	2,775,458	2,985,399	(209,941)	-7.0%
ELCHC Operating	10,503,397	11,086,118	582,721	5.3%	13,097,742	14,240,780	723,156	5.1%
ECC	51,819	62,500	10,681	17.1%	80,217	71,500	(8,717)	-12.2%
Inclusion Cost	183,750	183,750	-	0.0%	245,000	245,000	-	0.0%
Scholarships and Other	41,820	61,882	20,062	32.4%	485,690	474,500	(11,190)	-2.4%
Total School Readiness & Other Expenses	65,659,335	70,685,419	5,026,084	7.1%	79,704,985	83,689,788	3,564,921	4.3%
SR Change in Net Assets	113,591	-	(113,591)	100.0%	-	-	-	0.0%

GOALS									
< 5.00 %	School Readiness - Admin	3.2%	3.8%	-0.6%	-15.4%	3.6%	3.9%	-0.3%	-6.7%
> 4.00 %	School Readiness - Quality	7.3%	6.9%	0.4%	5.5%	8.0%	7.9%	0.1%	1.3%
< 22.00 %	School Readiness - Non-Direct	18.3%	18.4%	-0.1%	-0.6%	19.3%	19.3%	0.1%	0.4%
> 78.00 %	School Readiness - Direct	81.7%	81.6%	0.1%	0.1%	80.7%	80.7%	-0.1%	-0.1%



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Budget to Actual
April 30, 2024

	YTD Actual	YTD Original Budget	Difference YTD favorable /(unfavorable)	%	FY 23-24 Forecast	FY 23-24 Original Budget	Difference YTD favorable /(unfavorable)	%
VPK Revenue								
Voluntary Pre-Kindergarten	26,939,308	29,217,488	(2,278,181)	-7.8%	31,052,871	35,882,846	(4,829,975)	-13.5%
Total VPK Revenue	26,939,308	29,217,488	(2,278,181)	-7.8%	31,052,871	35,882,846	(4,829,975)	-13.5%
Voluntary Pre-Kindergarten								
Direct Services	25,806,285	27,944,973	2,138,687	7.7%	29,529,157	34,210,805	4,681,648	13.7%
Personnel	817,363	1,081,069	263,706	24.4%	1,063,079	1,381,574	318,495	23.1%
Staff Development	5,584	17,501	11,917	68.1%	11,209	28,126	16,917	60.1%
Professional Services	148,976	67,846	(81,131)	-119.6%	246,467	137,162	(109,305)	-79.7%
Occupancy	41,731	35,508	(6,223)	-17.5%	48,833	42,610	(6,223)	-14.6%
Postage, Freight and Delivery	327	6,534	6,208	95.0%	1,973	8,316	6,342	76.3%
Rentals	489	468	(22)	-4.6%	583	561	(22)	-3.8%
Supplies	2,519	5,143	2,624	51.0%	3,067	5,692	2,624	46.1%
Communications	2,996	2,340	(656)	-28.0%	3,463	2,807	(656)	-23.4%
Insurance	10,435	19,662	9,228	46.9%	14,380	23,608	9,228	39.1%
Tangible Personal Property	20,968	10,058	(10,910)	-108.5%	36,655	11,930	(24,725)	-207.3%
Quality	5,810	-	(5,810)	100.0%	7,110	1,300	(5,810)	-446.9%
Travel	16,931	5,358	(11,573)	-216.0%	18,080	6,507	(11,573)	-177.8%
Other Operating	22,537	21,029	(1,508)	-7.2%	68,814	21,848	(46,966)	-215.0%
Other Operating Expenses	279,303	191,447	(87,856)	-45.9%	460,636	290,467	(170,168)	-58.6%
ELCHC Operating	1,096,666	1,272,516	175,850	13.8%	1,523,714	1,672,041	148,327	8.9%
Total Voluntary Pre-Kindergarten	26,902,951	29,217,488	2,579,053	9%	31,052,871	35,882,846	4,829,975	13%
VPK Change in Net Assets	36,357	-	(36,357)	100.0%	-	-	-	0.0%
GOALS								
< 4.00 % VPK - Admin	3.2%	3.3%	-0.1%	-4.0%	3.9%	3.8%	0.0%	0.0%
ARPA Revenue								
ARPA Revenue	24,717,642	23,772,475	945,167	4.0%	42,405,835	3,811,953	38,593,882	1012.4%
Total ARPA Revenue	24,717,642	23,772,475	945,167	4.0%	42,405,835	3,811,953	38,593,882	1012.4%
American Rescue Plan Act (ARPA)								
Direct Services	18,516,945	9,045,063	(9,471,882)	-104.7%	18,410,220	2,533,322	(15,876,898)	-626.7%
ELCHC Operating	6,200,697	14,727,412	8,526,715	57.9%	23,995,615	1,278,631	(22,716,984)	-1776.7%
Total American Rescue Plan Act (ARPA)	24,717,642	23,772,475	(945,167)	-4%	42,405,835	3,811,953	(38,593,882)	-1012%
ARPA Change in Net Assets	-	-	-	0.0%	-	-	-	0.0%
Total Revenue	117,429,877	123,675,383	(6,245,506)	-5.0%	153,163,691	123,384,587	29,779,104	24.1%
Total Expenses	117,279,929	123,675,383	(6,395,454)	-5.2%	153,163,691	123,384,587	29,779,104	24.1%
Change in Net Assets	149,948	-	149,948	100.0%	-	-	-	0.0%

**Independent Accountants' Report on
Financial Compliance Advisory Services**

**Early Learning Coalition of Hillsborough County, Inc.
(ELC 19)**

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

**Independent Accountants’ Report on
Financial Compliance Advisory Services
Early Learning Coalition of Hillsborough County, Inc. (ELC 19)
2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023**

Contents

Consulting Report	1
I. Executive Summary	3
1.0 – Findings	3
2.0 – Observations	5
II. Schedule of Findings	6
1.0 – Preventive/corrective action plan (PCAP) implementation	6
2.0 – Financial management systems	7
3.0 – Internal control environment	7
4.0 – Cash management.....	7
5.0 – DEL’s statewide information system reporting and reconciliation – N/A for 2023-24	7
6.0 – Prepaid program items.....	7
7.0 – Cost allocation and disbursement testing	8
8.0 – Travel.....	9
9.0 – Purchasing	9
10.0 – Contracting	9
11.0 – Subrecipient monitoring	10
III. Schedule of Observations	11
1.0 – Observations from 2023-24 onsite visit	11
2.0 – Items for DEL follow-up	12

November 3, 2023

State of Florida Department of Education
Division of Early Learning
Tallahassee, Florida

We have performed specific financial compliance consulting services as described in the Florida Department of Education Division of Early Learning's 2023-24 Onsite Financial Monitoring Tool for the Early Learning Coalition of Hillsborough County, Inc. (ELC 19 or the ELC). These services were contracted by the Division of Early Learning (DEL) to comply with its oversight and monitoring responsibilities as outlined in applicable federal regulations and state statutes:

- 45 Code of Federal Regulations (CFR) § 75.342(a), USDHHS, *Monitoring and reporting program performance*,
- 2 CFR § 200.329(a), *Monitoring and reporting program performance*,
- 2 CFR § 200.332(d), *Requirements for pass-through entities*, and
- Chapter 1002.82(2)(s), Florida Statutes (F.S.), *Dept. of Education; powers and duties*.

These advisory services were conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. DEL is solely responsible for the sufficiency of the procedures performed. Consequently, we make no representation regarding the sufficiency of the procedures performed, either for the purpose for which this report has been requested or for any other purpose.

On October 30, 2023 through November 3, 2023, we visited the Early Learning Coalition of Hillsborough County (ELC 19) and performed financial compliance consulting services as summarized in DEL's 2023-24 Onsite Financial Monitoring Tool for the period August 1, 2022, through July 31, 2023. Detailed descriptions of the procedures performed and our related findings begin on page 6 of this report.

In addition, during this monitoring engagement, we became aware of certain matters that are opportunities for strengthening internal control and/or operating efficiency. We have included these observations in the *Schedule of Observations* section of this report. We recommend DEL review the status of these observations.

These consulting procedures were not designed to express an opinion on the business, operational, and internal control risks associated with the ELC's compliance with the previously described financial management standards as outlined in applicable Office of Management and Budget Uniform Grant Guidance, Code of Federal Regulations, or other state and federal requirements. Accordingly, we do not express such an opinion. Additionally, because of inherent limitations of internal control systems, the procedures performed should not be relied upon to prevent or detect errors or fraud associated with grant related revenues or expenditures. Had we performed additional procedures, other matters might have come to our attention that would have been reported to DEL.

This report is intended solely for the information and use of DEL and DEL's management and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report Period Reviewed: August 1, 2022 – July 31, 2023

Executive Summary

I. Executive Summary

1.0 Findings

We performed financial monitoring procedures based on the testing procedures included in DEL’s 2022-23 Onsite Financial Monitoring Tool, which is available on DEL’s SharePoint Coalition Zone. Contact your SharePoint manager for access to the tools via your local SharePoint website.

Our procedures were performed using firm and professional standards. A summary of the testing categories, or Objectives used during this engagement and the related monitoring results are summarized here.

2023-24 Monitoring Results		
Objectives ⁽¹⁾	Prior Period Findings ⁽²⁾	Current Period Findings
1.0 – Preventive /corrective action plan (PCAP) Implementation	-	-
2.0 – Financial management systems	-	-
3.0 – Internal control environment	-	-
4.0 – Cash management	-	-
5.0 – DEL’s statewide information system ¹	N/A	N/A
6.0 – Prepaid program items	-	-
7.0 – Cost allocation and disbursement testing	1	1
8.0 – Travel	-	-
9.0 – Purchasing	-	-
10.0 – Contracting	-	-
11.0 – Subrecipient monitoring	1	-
TOTAL	2	1

(1) Objective 5.0 – For 2023-24, testing of this objective is not included in the scoped onsite financial monitoring tasks. This objective shown for disclosure purposes only.

(2) Refer to the ELC’s 2022-23 fiscal monitoring report for detailed disclosures of all noted prior period findings.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Executive Summary

Included in the table below is a summary of the results from our review of prior period findings. New findings may occur in the current period if prior period findings, which should have been corrected, remain unresolved.

Status of Prior Period Findings				
Finding	Resolved	Partially Resolved	Unresolved	New Finding
Finding # ELC 19-2022-23-001 Cost Allocation and Disbursement – <i>Incomplete support of timely applying of allocations</i>	X			None
Finding # ELC 19-2022-23-002 Subrecipient Monitoring – <i>Missing required federal processes for subrecipient</i>	X			None

These financial monitoring procedures apply to both the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs. Chapter 1002, F.S. does not provide specific financial monitoring steps for the federally-funded School Readiness program or the state-funded VPK program. The minimum federal standards have been applied to both programs.

The attached Schedule of Findings contains detailed information about current period and prior period findings. Your ELC must submit a preventive/corrective action plan (PCAP) response to DEL within 30 days of receiving this report, if there are current period findings. Contact DEL staff with any questions about the PCAP process.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Executive Summary

2.0 Observations

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations is provided in the *Schedule of Observations* and is summarized here.

Observations from 2023-24 onsite visit

- **9.0 – Purchasing**
 - Address missing required federal and/or state contract provisions

Items for DEL follow-up

The monitoring team noted no items for follow-up in the current period.

This monitoring report is intended solely for the information and use of DEL and DEL's management and is not intended to be and must not be used by anyone other than these specified parties.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Findings

II. Schedule of Findings

We performed financial monitoring procedures based on the Testing Procedures included in DEL's SharePoint Coalition Zone. Contact your SharePoint manager for access to the tools via your local SharePoint website.

The monitoring procedures performed included tests of details of transactions, file inspections and interviews with the ELC's personnel (1) to determine the status of recommendations from the prior period monitoring visit(s) and (2) to adequately support the current period findings and recommendations. Detailed information for these items is disclosed in the following sections of this report.

1.0 – Preventive/corrective action plan (PCAP) implementation

The current period monitoring procedures were performed to determine if the ELC implemented the required preventive and corrective actions as described in the accepted PCAP from the most recently closed grant program year.

Prior Period Finding # ELC 19-2022-23-001

Cost Allocation and Disbursement – *Incomplete support of timely applying of allocations*

Finding/Condition: During detailed onsite testing, monitor identified five expenditures totaling \$27,889.29 with inadequate written documentation to support the cost allocation effective date applied (i.e., the percentages used to split pooled costs among SR/VPK programs). *Note: monitor noted no instances of errors for the OCA codes used or amounts charged to the SR/VPK programs.*

Status: **Corrective actions resolved.**

Prior Period Finding # ELC 19-2022-23-002

Subrecipient Monitoring – *Missing required federal processes for subrecipient*

Finding/Condition: Monitor noted lack of documentation of subrecipient monitoring and instances of required monitoring activities that were not performed. In relation to this, monitor noted the Coalition's written subrecipient monitoring plan does not include an analysis of subrecipient's single audit results.

Status: **Corrective actions resolved.**

No findings noted in the current period.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Findings

2.0 – Financial management systems

The current period monitoring procedures were performed to gain an understanding of the ELC's financial and operational environments through review of policies and procedures, observation of processes, document inspection and interviews of ELC personnel.

No findings noted in the current period.

3.0 – Internal control environment

The current period monitoring procedures were performed to gain an understanding of the ELC's internal control environment through testing of key internal controls and observation of the ELC's operations to ensure compliance with Federal laws, regulations and grant program compliance requirements.

No findings noted in the current period.

4.0 – Cash management

The current period monitoring procedures were performed to determine if sampled documentation demonstrated appropriate and sufficient cash management procedures are in place and being followed. The processes examined include cash management procedures related to sources of other non-grant revenues.

No findings noted in the current period.

5.0 – DEL's statewide information system reporting and reconciliation – N/A for 2023-24

6.0 – Prepaid program items

The current period monitoring procedures were performed to identify any prepaid program activity for this ELC. If such activity was found, monitoring procedures were applied to determine if all prepaid program items were appropriately safeguarded, managed, tracked and reported.

Based on results obtained from inquiries made to and an inspection of data items provided by ELC personnel, the monitors noted no current year prepaid program item activity.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Findings

7.0 – Cost allocation and disbursement testing

The current period monitoring procedures were performed to determine if sampled disbursements were appropriately incurred and posted within the ELC’s financial records. Sampled items were tested to ensure the activity is allowable, has appropriate approval (including pre-approval from DEL if needed), and meets the period of availability requirements for the grant monies used to fund disbursements. Sampled items are also tested to verify appropriate allocation in accordance with applicable cost principles, grant program compliance requirements and guidance issued by DEL.

Finding # ELC 19-2023-24-001

Cost Allocation and Disbursement – *ARPA applications missing required information*

Finding/Condition: During detailed testing of ARPA transactions, monitor noted the application for one of twelve sampled transactions was missing certain training documentation required for the application.

Description	OCA Code	Effective Date	ARPA Provider	Amount
Child Care	ASRTT	6/23/2023	ASHLEY ANN MARTINEZ	\$600.00
Total				\$600.00

Criteria: DEL Program Guidance 240.21C – *COVID-19 Crisis Emergency Funding Assistance for Early Learning/Child Care Providers, American Recovery Plan (ARPA) Act Initiatives*; also see DEL’s *ARPA Provider Application Monitoring Tool*.

Cause: Incomplete policies and procedures to ensure completeness of ARPA applications.

Effect: Noncompliance with DEL Program Guidance.

Recommendation(s): The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for DEL the results reported here. Testing results indicate one accepted ARPA application with incomplete documentation.
2. Review ARPA applications during the monitoring period to identify other instances where all required information was not obtained prior to accepting an ARPA application.
3. Prepare a summary of all items identified.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Findings

4. Submit results from items #2 and #3 above along with any supporting files to DEL for analysis. Upon review, DEL will provide technical assistance suggestions and instructions on remitting any funds determined to be incurred for unallowable costs (if applicable) and preparing follow-up documentation (as needed).
5. Review Coalition's existing internal controls, policies and procedures related to processing ARPA applications.
6. Update the Coalition's policies, procedures, and internal controls as appropriate.
7. Conduct training to help ensure Coalition staff know about and can follow established or revised internal controls, policies, and procedures.

8.0 – Travel

The current period monitoring procedures were performed to determine if the ELC's sampled travel-related expenditures are paid in accordance with applicable federal/state laws and rules, and ELC-established policies.

No findings noted in the current period.

9.0 – Purchasing

The current period monitoring procedures were performed to determine if the sampled procurement transactions comply with the appropriate federal or state procurement laws, as well as the ELC's procurement policies.

No findings noted in the current period.

See the *Schedule of Observations* for observations related to this objective.

10.0 – Contracting

The current period monitoring procedures were performed to determine if the sampled contract transactions demonstrate the ELC's contracting processes comply with federal and state requirements, as well as the ELC's own contracting policies.

No findings noted in the current period.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Findings

11.0 – Subrecipient monitoring

The current period monitoring procedures were performed to identify any subrecipient activity for this ELC. If such activity was found, monitoring procedures were applied to determine if the ELC's disclosure requirements and subrecipient monitoring activities comply with federal grant program requirements, state laws and the ELC's own policies and procedures.

Based on results obtained from inquiries made to and an inspection of data items provided by ELC personnel, the monitors noted no current year subrecipient activity.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report
Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Observations

III. Schedule of Observations

1.0 Observations from 2023-24 onsite visit

Observation #01

9.0 – Purchasing – *Address missing required federal and/or state contract provisions*

Issue/Background. During this year’s fiscal monitoring activities, monitors noted one or more sampled Coalition transactions (purchase orders, contracts, or other written agreements) omitted contract provisions required for purchases funded with federal/state grant program monies. Similar instances occurred at other entities during this monitoring cycle, and some Coalitions say instructions from a 2022 DEL-issued memo were relied upon and contributed to these errors or omissions. A memo was issued by DEL’s former Chancellor in April 2022 based on requests from ELCs to alleviate the burden of procurement/contracting requirements. However, the memo’s instructions were incorrect for USDHHS CCDF programs, and the memo has unintended consequences that could materially impact the cost allocation structure in place for all ELCs.

Impact on ELC operations and compliance risks/issues identified. For this issue, we noted no instances of impaired operations for the Coalition and no evidence that program services were impacted or delayed. However, the presence of this noncompliance issue (missing required federal/state contract provisions) increases the Coalition’s risks for future operating errors with vendors/contractors, such as miscommunications, disagreements, inability to enforce Coalition rights, increased liability risks and/or the increased need for settlement agreements to obtain the benefits intended from goods/services obtained. These circumstances also increase the Coalition’s risks for potential questioned and/or disallowed costs.

DEL actions and related instructions for subrecipients. To address these circumstances, DEL removed related draft finding(s) from the FY2023-24 final fiscal monitoring reports for all Coalitions for this noncompliance issue. Monitoring reports for impacted Coalitions now include this observation comment for your management team and governing board. Based on current federal/state purchasing rules, related contracts management and administration standards, DEL has the following instructions for all Coalitions.

1. Coalition management and staff should attend DEL training sessions in 2024 on contracts administration, management standards and procurement procedures. **DEL suggests multiple staff from each ELC receive training on these important compliance topics.*
2. Coalition management and staff should coordinate with DEL for specific technical assistance as needed. **DEL suggests contacting our staff if the Coalition has specific*

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

2023-24 Financial Monitoring Report Period Reviewed: August 1, 2022 – July 31, 2023

Schedule of Observations

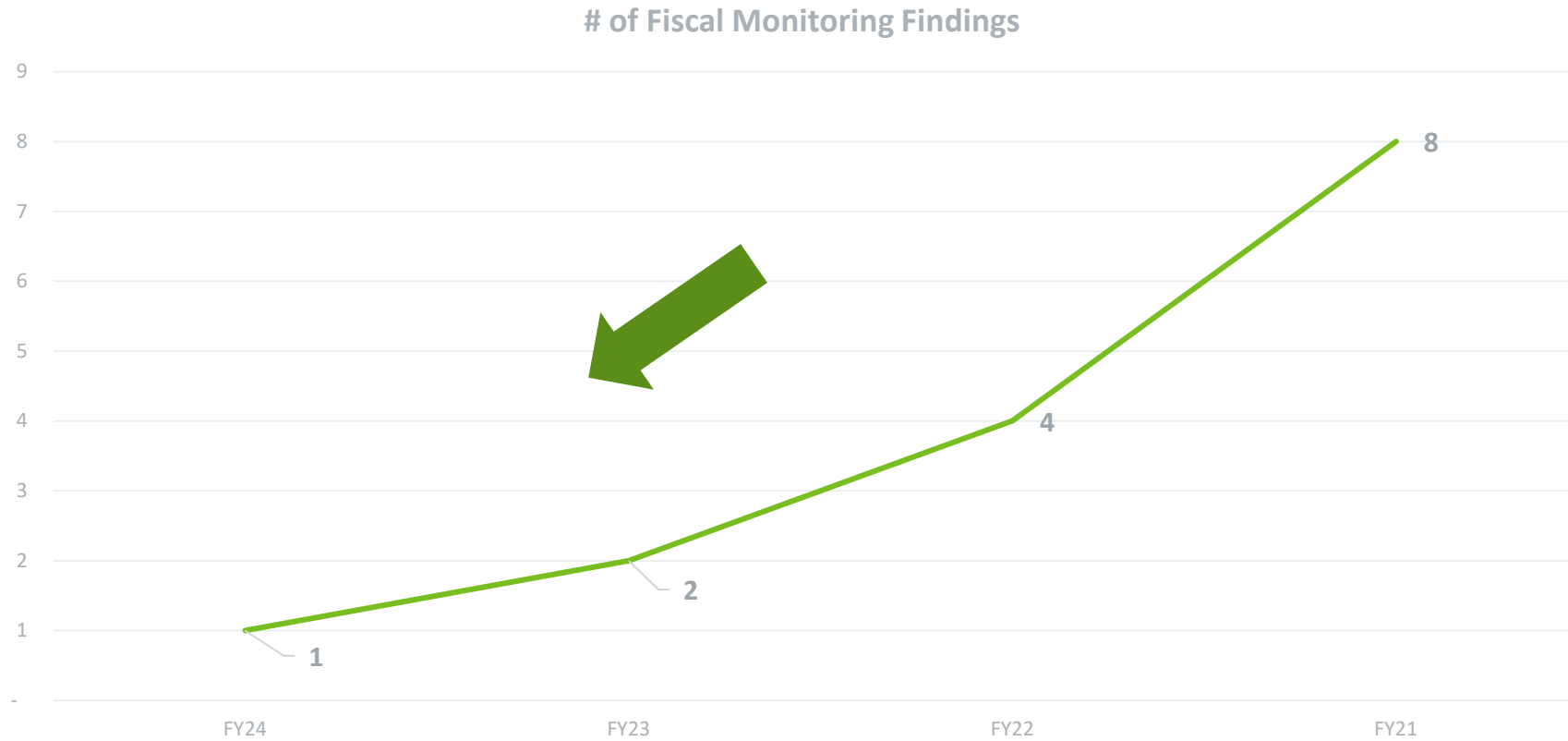
purchases that are complicated, infrequent, or unusual in nature planned for FY2023-24 or FY2024-25.

3. Coalition management and staff should review and revise policies related to contracts management, purchasing procedures, and related supporting documentation processes. If left unchanged, current operating practices will result in monitoring findings for this noncompliance issue in future program years.
 - **This report and future DEL trainings provide written notice of FY2023-24 as a final “grace period” from DEL for this noncompliance issue.*
 - **This grace period from DEL will end at the close of this program year (by June 30, 2024).*

2.0 Items for DEL follow-up

The monitoring team noted no items for DEL follow-up in the current period.

Number of Fiscal Monitoring Findings Continues to Decline



ISSUE: Service Delivery & Efficiency

NARRATIVE: The Service Delivery & Efficiency is scheduled to meet on August 29, 2024 at 3:00 pm.

ELCHC EXECUTIVE COMMITTEE REGULAR MEETING- August 12, 2024

COMMITTEE REPORT

V.D.

ISSUE: Legislative

NARRATIVE:

The Legislative Committee did not meet during this last meeting cycle.

ISSUE: Development

NARRATIVE: The Development Committee on July 10, 2024, to review and discuss:

- Department Updates
- Host Committee Updates
- Education of Young Children 2024 Summit
 - Summit Attendee Call to Action
 - Menu of ways the Business Community can support Early Childhood Education, Childcare Centers, and their employees with children aged 0-5
 - Key information takeaways for Summit attendees to be our champions
- Review of Suggestions from the Board of Directors Retreat
- Next, meeting of the Development Committee is scheduled for August 7, 2024.
- Update: Since the July 10 Development Committee the date for the next scheduled meeting changed to August 8, 2024.

ELCHC EXECUTIVE COMMITTEE REGULAR MEETING– August 12, 2024

COMMITTEE REPORT

ITEM V.F.

ISSUE: Provider Review Hearing

NARRATIVE: The Provider Review Hearing Committee is scheduled to meet on August 29, 2024 to hear KinderCare Learning Companies vs Early Learning Coalition of Hillsborough County

ISSUE: CEO Report

NARRATIVE: CEO Report

- Children's Summit 2024 Update
- Provider Visits
- Board Recruitment Update
- Year-to-Date Enrollment Report