

EXECUTIVE COMMITTEE MEETING

July 20, 2017

4:00 p.m.

2536 Countryside Blvd, Suite 500
Clearwater, FL 33763

PROPOSED AGENDA

- I. CALL TO ORDER
 - A. Approval of July 20, 2017 Agenda
 - B. Approval of June 9, 2017 Minutes Page 2

- II. DISCUSSION
 - A. Legislative Priorities
 - B. CEO Evaluation
 - C. Drs. Kiran and Pallavi Patel
 - D. Board of Directors Meeting Agenda Page 4

- III. PUBLIC COMMENT

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and its committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.

- IV. ADJOURNMENT

Next meeting scheduled for: Thursday, July 20, 2017 at 4:00 p.m.
ELC, Countryside Towers
2536 Countryside Blvd. Suite 500
Clearwater, FL 33763.

**This meeting will be recorded for the purpose of composing the meeting minutes.
A copy of the recording can be made available, please contact Eva Mathews at 727.400.4446*



SPECIAL EXECUTIVE COMMITTEE MEETING

Minutes – Unapproved

June 9, 2017

3:00 P.M. Conference Call Only
2536 Countryside Blvd, Suite 500
Clearwater, FL 33763

In attendance: Craig Phillips, Elliott Stern, and Yvonne Malague

Absent: Patsy Buker, Jack Geller and Phillip Russell

Coalition Staff: Merita Kafexhiu, Matt Bonner and Eva Mathews

I. CALL TO ORDER

A quorum was present.

Chair Craig Phillips called the meeting to order at 3:00p.m.

- A.** Chair Craig Phillips called for approval of the agenda for the June 9, 2017 Executive Committee Meeting.

A motion was made by Yvonne Malague and seconded by Elliott Stern to:

Approve the June 9, 2017 Agenda.

The motion passed unanimously.

- B.** Chair Craig Phillips called for approval of the Minutes of the May 18, 2017 Executive Committee Meeting.

A motion was made by Elliott Stern and seconded by Yvonne Malague to:

Approve the May 18, 2017 Minutes.

The motion passed unanimously.

II. ACTION ITEM

- A.** St. Petersburg Office Space

The lease between the Early Learning Coalition of Pinellas County, Inc. and YMCA of St. Petersburg expires on June 30, 2017. The Coalition will be leasing office space from the PCSB at the St.

Petersburg Campus of PTC. The new office is located at 901 34th Street St. Petersburg, FL 33711 and will better serve our School Readiness clients and employees.

Many of the costs associated with relocating the office occur before and after moving day. Some of the costs will come in the form of labor to make internal and external changes and announcements. Some of the expenses will cover physical items and consulting fees as we prepare to shut down the old office and configure the new space.

The anticipated funding to cover the new lease is budgeted for and is included in the Coalition budget. The Coalition's expenditure budget for the year 2016/17 will be modified as follows:

Salary Line Item:	Decrease:	\$22,000
Professional Services/Office Relocation	Increase:	\$22,000
<u>Estimated Costs:</u>		
Workstations & Moving Expenses:		\$17,500
Move of the IT & Phone equipment:		\$3,500
Cabling: Estimated Costs:		\$1,000

DISCUSSION:

Elliott Stern and Lindsay Carson had met with the representatives at St. Petersburg Technical College and agreed upon a six (6) month lease taking occupancy August 1, 2017 and then upon Pinellas County School Board approval, initiated the remainder of a five (5) year lease.

A motion was made by Elliott Stern and seconded by Yvonne Malague to:

To approve a six (6) month lease to begin August 1, 2017 and expenditures associated with the new office space with St. Petersburg Campus of Pinellas Technical College. Subsequent lease will be executed during this time frame for a term of four and a half (4 ½) years.

The motion passed unanimously.

III. ADJOURNMENT: The meeting adjourned at 3:10pm

Next Scheduled Executive Meeting: Thursday, July 20, 2017
Countryside Towers
2536 Countryside Blvd., Suite 500
Clearwater, FL 33763

Chair Signature _____ Date _____

**BOARD OF DIRECTORS' MEETING
July 27, 2017**

4:00 P.M. until business is concluded
2536 Countryside Blvd., Suite 500, Clearwater, FL 33763

PROPOSED AGENDA

I. CALL TO ORDER

- A. Approval of July 27, 2017 Agenda
- B. Approval of Consent Agenda 17.07.01
 - i. Approval of May 25, 2017 Board Minutes
 - ii. Finance Report
 - iii. Performance Report June 2017
 - iv. Banking RFP
 - v. 2017-18 Anti-Fraud Plan Amendments

II. RECOGNITION

- A. Rep. Ben Diamond

III. ACTION ITEMS

- A. St. Petersburg Office Relocation Ratification 17.07.02

IV. CEO's Report

II. DISCUSSION ITEMS

- A. Legislative Priorities
- B. Annual Giving Campaign
- C. Drs. Kiran and Pallavi Patel
- D. CEO Evaluation

III. PRESENTATION

- A. Performance Funding Project
- B. Nemours Bright Start
- C. Quest – National CDA Prep Course

IV. INFORMATIONAL ITEMS

- A. Public Meeting Notice

V. PUBLIC COMMENT

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VI. ADJOURNMENT

Next Board of Directors meeting: **Thursday, September 28, 2017 at 4:00 p.m.**
2536 Countryside Blvd., Suite 500, Clearwater, FL 33763

**This meeting will be recorded for the purpose of composing the meeting minutes.
For a copy of the meeting's recording please contact Eva Mathews.*