

ECC Strategic Planning Update for June 14, 2007

Funding Proposals to the Children's Board

After many meetings and much discussion, 2 proposals were re-submitted to the Children's Board:

1. Expand Kid Connection to hire a 2nd Family Support Coordinator, restructure the Project Director position to a Program Manager, and add additional monies for operational expenses. Kid Connection will officially become a program of ECC, i.e., the Children's Board will contract with ECC rather than Achieve Management, Inc.
2. Provide operational infrastructure for ECC by hiring an Executive Director and Administrative Assistant. An annual budget of approximately \$179K would allow ECC to develop a high quality Web site, create/pilot/expand programs, and secure additional revenue. Achieve Management, Inc., would assist ECC with IT support and fiscal issues (accounting, reports, etc.), including hiring a PEO (professional employment organization) such as Nelco or ADP to administer payroll and benefits for 6 ECC employees. In the short term, FDLRS will provide office space for all ECC staff as an in-kind contribution to the agency. An important aspect of the proposal is for ECC to work towards fiscal sustainability.

Both proposals have received internal approval from Children's Board staff. Pending BOD approval, funding will be effective July 1, 2007, and will continue in FY 2007-2008 (10/1/07-9/30/08).

ECC Board Recruitment/Restructure

Notes from ECC Board Recruitment Committee on 5-22-07 at CAC, with Shelton Gilyard, Brian McEwen and Janet Hess attending:

1. Adapt language and articles from FL Association for Infant Mental Health into ECC by-laws to include *member association* composition, voting rights, etc.
2. Develop article(s) regarding BOD *committee* composition, purpose, and functions, as illustrated in CAC by-laws. This, along with articles concerning BOD roles and composition, should provide fairly comprehensive BOD "job descriptions" for recruitment purposes.
3. Increase officer terms from 1 year to 2 or 3 years.
4. Collapse current roster of standing and ad hoc committees to 4 standing committees so that each committee has a clear, actionable role to fulfill. Special work groups or task forces (which are typically time-limited) can be formed within committees for specific projects. Ask current Committee chairs for description of their respective committee.
5. Infuse "family involvement" or family engagement throughout organization and committees, rather than structuring as a separate committee.
6. Align staff and officer functions with committee functions.
7. Move members' annual meeting/election of officers from May to coincide with annual Conference in November. Brian to discuss w/Maria and Georgina allotting meeting time in upcoming conference (11/15-11/17). See #2 under "ECC Membership" below.

Additional comments from Millie Bucy on 5-23:

1. Consider adding 2nd Vice President as a Board Member who is Membership Committee chair
2. Consider adding additional Board position for outgoing President, maybe for 1 year during transition period.

Current Board Members

Millie Bucy – President
Shelton Gilyard – VP
Mike Cornelius - Recording Secretary
Georgina Yeagley – Corresponding Secretary
Pam Slagg – Treasurer
Pat Grosz - Legislative Committee Chair
Janet Atkinson - Family Involvement Chair
Janet Hess - Development Committee Co-Chair (with Pam Slagg)
Maria Negron - Conference Committee Co-Chair (with Georgina Yeagley)
Marian Jones - Training Committee Chair
Vacant - Infant Mental Health Chair

Current Committees

Legislative: Provides information and advocacy alerts related to infants and young children with special needs ages birth to five so that ECC can make choices regarding action (Pat Grosz, Chair).

Training & Technical Assistance: Provide training and technical support to child care providers, parents and others about early childhood development and inclusion of children with special needs (through Care Options, annual conference, and other venues as appropriate). This includes providing regularly scheduled formal classroom training, collaboration/consultation with other training entities, presenting at conferences, participating in planning for trainings at the State and local level, and provision of on-site technical assistance to child care providers including young children with special needs (Marian Jones and Sheila Zendegui, Co-Chairs)

Infant Mental Health: This committee provides a forum to review/compare our local system of care for young children with the State’s Strategic Plan for Infant Mental Health. The committee assists in local planning efforts to improve the social and emotional lives of young children through collaboration, training, public awareness, advocacy, and participation in the Florida Association for Infant Mental Health as an “affiliate” (Chair, vacant)

Development/Fundraising: Works to secure funding and in-kind contributions to support the work of ECC (Pam Slagg and Janet Hess, Co-Chairs).

Back to School Bash: Planning for the upcoming Back to School Bash the first weekend of August. This includes identifying and obtaining needed supplies for Right on Track, coordinating volunteer staffing from partnering agencies, registering for the event, setting up and breaking down. (Greg Van Pelt and Marian Jones, Co-Chairs)

Membership: The membership committee is responsible for recruitment of and maintaining ECC members. This function will occur through recruitment events, fundraising events, and marketing. The goal of the membership committee will be to have every organization within Hillsborough County dealing directly with early childhood become a member of the Early Childhood Council of Hillsborough County. (Ava Napoleon, Chair)

Board Recruitment: Make recommended changes to by-laws, governance procedures, and employee policy manual for the purpose of launching ECC as an autonomous nonprofit agency that employs staff and has a fully operational, effective BOD.

Family Involvement (Janet Atkinson, Chair)

Annual Conference (Maria Negron and Georgina Yeagley, Co-Chairs)

Recommended Committees:

Executive Committee – All officers, including 2nd Vice President in charge of membership and immediate past President.

Training Committee - Integrate conference planning into this committee, possibly as a standing subcommittee or work group.

Finance Committee - Include all functions related to business and financial oversight, fundraising, and development. The Treasurer is the chair of this committee.

Program Advisory Committee - Provide guidance, oversight, and/or recommendations for program-specific activities, including developmental screening, Kid Connection, infant mental health initiatives, Right on Track, and other ECC-related projects. For some programs, committee members may need to link/coordinate with other advisory venues in community (e.g., Developmental Screening Oversight Committee, Infant Mental Health, etc.). Legislative issues/action items are also addressed in this committee.

Developmental Screening Initiatives

1. Healthy Start Coalition’s \$300,000 Allegany grant proposal is still being considered for funding. If awarded, ECC would subcontract with Healthy Start to assist pediatricians in strengthening their ability and capacity to provide on-going developmental screening for their patients.

2. ECC is testing a developmental screening program with a North Tampa Montessori preschool. The pilot is a fee-based model in which interested parents can complete an ASQ concerning their child, receive test results (scored by ECC consultants), and consult with a consultant for referrals (based on test scores). At this particular site, parents will pay for the screening. However, we have another site in which the preschool itself would pay for screening all of their students. ECC will track operational costs in these initial tests, and then determine appropriate fee structure(s) for future sites.

3. ECC also plans to organize a developmental screening “resource mapping” exercise that will help identify which organizations currently provide developmental screening, which instruments are used, how many/which populations are screened, where children are referred to, etc. The data should be very useful in identifying community-wide strengths, needs and gaps.

ECC Membership

1. See Membership Committee’s proposal for acquiring new members.

2. Per the Conference Planning Committee meeting this week, registration for the November conference (which will start in Aug/Sept) will provide an opportunity for current or lapsed members to renew their ECC membership at a discount:

- \$150 includes annual membership (\$40 value), registration for 3-day conference (\$125 value), and lunch on Friday, Nov 15, at annual ECC business meeting
- \$125 for 3-day conference registration only