



**BOARD OF DIRECTORS
MEETING MINUTES
November 15, 2012**

Meeting: Early Learning Coalition of Pasco and Hernando Counties, Inc.
Board of Directors Meeting

Day/Date/Time: Thursday, November 15, 2012 at 8:30 a.m.

Location: Early Learning Coalition of Pasco and Hernando Counties, Inc.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Board of Director Members Present: Dave Meglay, Vice Chair; Rene Akins, Jo Ann Carman, Bonnie Clark, James Cook, Ann-Gayl Ellis, Jayne Goldstein, Patrick McHugh, Angela Porterfield, Jean Rags, Heidi Rand

Board of Director Members Excused: Lisa Hammond, Chair; Dawn Harvey, Joe Mascaro, Pat Mulieri

Board of Director Members via Phone: Steve Kanakis, Teresa Suarez

Board of Director Members Absent: Gus Guadagnino

Coalition Staff Present: Danielle Berche, Kim Borrego, Bev Doucet, Pattie Eacobacci, Jim Farrelly, Jak Jakubauskas, Betsy Kier, Katie Nelson

Guests Present: None

I. Welcome and Call to Order – Mr. Dave Meglay, Vice Chair

In Ms. Hammond's absence, Mr. Meglay, Vice Chair, called the regularly scheduled meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors to order at 8:30 a.m. Introductions were made and Dr. Kanakis was welcomed on his return to the Board of Directors.

II. Action Items

- **Adoption of Agenda**

Mr. Meglay requested a motion to adopt the agenda. Ms. Rags so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-09)**

- **Approval of Minutes, July 26, 2012 Board Meeting**

Mr. Meglay requested a motion to approve the minutes from the July 26, 2012 Board Meeting as presented. Mr. McHugh so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-10)**

- **Treasurer's Report – Mr. James Cook, Chair**

Mr. Cook presented the Financial Statement for fiscal year ending June 30, 2012 and moved to approve the financials as presented; Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-11)**

- **Approval, Financial Statement – July 2012**

Mr. Cook moved to approve the July 2012 Financial Statement as presented; Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-12)**

- **Approval, Financial Statement – August 2012**

Mr. Cook moved to approve the August 2012 Financial Statement as presented; Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-13)**

- **Approval, Financial Statement – September 2012**

Mr. Cook moved to approve the September 2012 Financial Statement as presented; Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-14)**

- **Approval, Financial Statement – October 2012**

Mr. Cook explained the School Readiness fiscal year spending budget is currently at 34.75% spent with administration spending at 6.04% for the month and 5.05% year to date. Direct Services spending is at 3.96%, Quality spending at 5.71% and Direct Services at 84.29% which is well above the 70% minimum.

Mr. Cook stated the Coalition's match requirement of \$329,765 has raised a total of \$6,855.57 for the year.

Mr. Cook reported a projected surplus of \$233,000 in School Readiness and the VPK administrative spending is at 1.93% for the month and 4.52% for the year. He reported

that a change made in the Cost Allocation Plan will reallocate funds related to the field offices and has been approved by Tallahassee.

Mr. Cook moved to approve the October 2012 Financial Statement as presented; Ms. Clark seconded the motion. Ms. Rand requested further clarification on the reallocation. Ms. Berche explained that all expenses related to the field offices had been allocated among all administrative expenses, but the change in the plan will expense field office expenditures among the three (3) field offices only resulting in lower VPK administrative expenses.

Mr. Meglay requested a vote on the current motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-15)**

III. Remarks from the Chair/Executive Committee Report – Mr. Dave Meglay, Vice Chair

- **Executive Committee Update**

Mr. Meglay reported that during the October meeting, the Executive Committee ratified the VPK RFA from DOE, approved the Directors and Officers Insurance for the year and agreed to dispose of obsolete office equipment. Potential new board members were discussed as was the age range. Mr. Meglay explained the state will probably mandate the age range in the near future and this Coalition will begin discussions to remain proactive. He stated that younger children are in need of the strong foundation that early learning builds.

Also discussed were staff salaries and the Committee agreed not to interfere with the everyday operations of the Coalition. The Committee excused itself from salary discussions and made them the exclusive responsibility of the Executive Director.

Mr. Meglay stated Mr. Farrelly is doing an outstanding job and does not believe that in regards to the wait list that Mr. Farrelly should have to wait for quorum approval from the Executive Committee; he should make the decision himself. Ms. Rags stated the Board's preference is to remove children from the wait list as soon as possible. She agreed with Mr. Meglay that the Executive Director should not have to wait for a decision.

Ms. Rags moved that a standing order to place children off the wait list be made for the Executive Director. Ms. Rand seconded the motion.

Mr. McHugh inquired if a broader sense of direction should be applied to the motion. Mr. Farrelly stated that he would prefer any decision involving dollars have prior Committee approval. Mr. McHugh stated that the Board's responsibility is oversight, but any impediment to management should be removed.

Ms. Suarez inquired if the Board should consider perimeters up to a certain dollar amount or percentage of the budget before funds are moved, as a check and balance system. Discussion followed on reporting transactions to the Committee to keep them aware.

Ms. Rand stated that Executive Director should be allowed to do the day to day job. If the Board sees the Coalition is going in the wrong direction, a correction can be made. She stated that other Coalitions' Executive Directors fill slots as they see fit.

Mr. Cook stated the motion on the floor does not relieve the Executive Director of notifying the Executive Committee of his intentions.

Mr. Meglay requested a vote on the current motion. All were in favor with no abstentions and the motion carried.

Mr. Meglay continued his report and stated that hiring a Development Director was discussed to help secure match funds. A brief discussion followed on whether benefits would be included and if this position could be hired by the Coalition's Foundation.

- **Ratification, Provider Specialist Job Description (Revised)**

Mr. Farrelly explained that two (2) minor changes have been made. The first is a change from exempt to non-exempt status and the job title has changed since the Coalition has moved from School Readiness and VPK Provider Specialists to Provider Specialists.

Mr. Meglay requested a motion to approve the revised Provider Specialist Job Description. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-16)**

- **First Reading, Safety Policy (New)**

Mr. Farrelly explained the Coalition has never had a Safety Policy, but based on research performed by the Finance Director regarding the upcoming 6% increase in Workers Compensation insurance rates, the creation of a Safety Policy can save the Coalition up to 4% annually. This policy will be brought back to the January meeting for a second reading.

- **Review/Approval, Annual Goals for Executive Director**

Mr. Meglay explained that four (4) goals instead of three (3) have been chosen by the Board. First is to develop a strategic plan to prepare for further funding cuts, second was budget management, and tied for third was fundraising and building community collaborations.

Mr. Meglay requested a motion to accept the four (4) annual goals for the Executive Director. Ms. Rags so moved and Mr. McHugh seconded the motion. Ms. Rags inquired if the goals would be prioritized or given equal weight to give the Executive Director direction. Mr. Meglay stated they should be weighted accordingly: Strategic Plan, Budget Management, Building Collaborations and Fundraising.

Ms. Rags moved to change her motion to accept the goals as weighted. Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-17)**

IV. Program Committee – Ms. Jayne Goldstein, Chair

- **Committee Update**

Ms. Goldstein reported that the Coalition’s Provider Specialists are doing a fantastic job assessing centers with high scores being reflected.

- **School Readiness Monitoring Procedure (Revision)**

Ms. Goldstein explained the School Readiness Monitoring Procedure is being presented for a first reading as there has been a correction to delete any reference to an 85% assessment score which would result in the loss of a provider’s contract. With the state’s new contract, this no longer applies and this policy reflects the new tool.

Ms. Rags moved to accept the revision to the School Readiness Monitoring Procedure as required by the state. Mr. McHugh seconded the motion. Ms. Rand inquired what the ramifications are for a poor score on an assessment. Ms. Goldstein stated the provider will remain under a Correction Action Plan, no new School Readiness children will be placed in the center and they will receive additional Technical Assistance.

Mr. Meglay requested a vote on the current motion. All were in favor with no abstentions and the motion carried.

- **Ratification, Committee Cancellation of School Readiness Contract with ABRP due to failure to implement approved Curriculum**

Ms. Goldstein explained the Committee had moved to cancel this provider’s contract due to their failure to implement a Coalition approved curriculum.

Ms. Goldstein requested a motion to approve the ratification. Ms. Ellis so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-18)**

V. Finance and Audit Committee – Mr. James Cook, Chair

- **Second Reading/Approval, Fraud and/or Misrepresentation Policy (New)**

Mr. Cook moved to accept the new policy as presented; Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-19)**

- **Second Reading/Approval, Fiscal and Accounting Policies (Revision)**

Mr. Cook moved to accept the revisions to the Fiscal and Accounting Policies as presented; Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-20)**

- **Approval, Payment in Excess of \$5,000 – Chick-Fil-A - \$7,040 for 5th Annual Early Learning Conference**

Mr. Cook moved to accept the payment of \$7,040; Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1213-21**)

Mr. Cook informed the Board that he has generated some statistics on two (2) of the Coalition's recent events, the annual conference and the wine tasting event. Of the 711 individuals that signed up for the conference, there were thirty (30) staff and eight (8) Board members. For the wine tasting, sixty-eight (68) people attended, there were thirteen (13) staff and five (5) Board members.

VI. Utilization Reports – Ms. Betsy Kier, Assistant Executive Director

Ms. Kier reported that School Readiness enrollment for October showed 3,488 children enrolled, 110 less than last year. VPK enrollment is up by 133 children over last year. She stated that VPK administrative costs are staying lower and enrollment is up which results in more dollars. Match funds have allowed for the placement of additional School Readiness children into centers.

Ms. Rags inquired if the surplus of \$233,000 was being utilized. Ms. Kier stated this surplus resulted in the placement of an additional 110 children.

VII. Quality Committee – Ms. Jo Ann Carman, Chair

- **Committee Update**

Ms. Carman reported the Quality Committee had approved a revision in wording to the Provider Support Incentive application, Dr. Kanakis has been added to the Quality Committee and since July, ten (10) incentive applications have been approved.

VIII. Ad Hoc Committee – Mr. Patrick McHugh, Chair

- **Committee Update**

Mr. McHugh reported that the wine tasting fundraiser was a success that he hopes to duplicate. The \$2,800 raised does not include the in-kind donations which could also be applied toward match.

- **Review, Plan of Action for Raising Match Funds**

Mr. McHugh stated the Plan of Action intends to raise funds and awareness. He is also looking for additional ideas to raise funds and for volunteers. Volunteers are needed to meet with community groups and attend functions as well as raise funds.

Ms. Clark stated the wine tasting event raised awareness as some of the attendees were not aware of the Coalition and its work in the community.

Mr. Meglay suggested making political candidates aware of the Coalition in an effort to receive a donation from leftover campaign funds. Ms. Rags suggested having business cards for Board members and discussed having something similar to a college's President's Club where all members would make an annual financial contribution. There would be different levels of donations available and it would also be open to staff donations.

Mr. McHugh referred to the "Power of One" and stated each Board member has the capacity to raise funds and awareness and he requested their commitment. Mr. Meglay stated he does not believe that members are being requested to open their own wallets, but to assist in soliciting donations. He stated more participation on the Foundation would help raise match funds.

Ms. Clark stated the Plan of Action notes a number of major events and there are not enough members on the Ad Hoc/Match Committee to chair and volunteer at these events. Ms. Nelson explained the Plan of Action in greater detail. Mr. McHugh stated the goal is to raise funds and awareness. He encouraged Board members to attend events as a Board representative, especially provider events.

Mr. Meglay inquired what the Board had that identified them as Board members. Mr. Farrelly informed him that some members had name badges and business cards will be made available. Ms. Rags suggested putting photos of the Board members on the Coalition website next to their names.

IX. Ad Hoc/Annual Board Evaluation Committee – Mr. Gus Guadagnino, Chair

- **Committee Report**

In Mr. Guadagnino's absence, Mr. Cook reported that changes have been made to the self-evaluation survey creating a more in-depth survey. Mr. Farrelly stated the survey is the result of several committee meetings with the original survey being created by Mr. Cook and Ms. Elizabeth Callaghan.

The Board reviewed the survey and recommendations were made to change the numbering sequence on questions 2 and 3 as well as adding a disclaimer for new Board members.

Mr. Farrelly stated the ideas mentioned would be incorporated into the survey and it would be brought back to the January meeting.

X. Executive Director Report – Mr. Jim Farrelly, Executive Director

- **Coalition Update**

Mr. Farrelly welcomed Dr. Kanakis back to the Board and distributed copies of the Coalition's Annual Report for FY 2011-12. He stated the 5th Annual Early Learning Conference is a source of pride for the Coalition and repeated several of Dr. Jurado's comments.

Mr. Farrelly thanked Mr. McHugh for coordinating the wine tasting event and announced the proceeds from the event placed two (2) children into care.

Mr. Farrelly reported the School Readiness wait list has been reduced by 112 children, but 30-50 new children are being placed on the list every week.

He reported that the Coalition's website has been redesigned by Ms. Nelson to make it more current and provider friendly.

XI. New/Unfinished Business

Ms. Ellis stated today is the Great American Smoke Out and anyone wishing to stop smoking is able to receive an information kit courtesy of the Hernando County Health Department.

XII. Public Input

Ms. Clark informed the Board that Pasco-Hernando Community College is celebrating its 40th anniversary with a special event this evening at the Spring Hill campus.

Mr. Farrelly informed the Board the Coalition's holiday party is scheduled for Thursday, December 20, 2012 at the Cotee River Café. Board members were requested to RSVP to Mr. Farrelly.

XIII. Adjournment

Mr. Meglay requested a motion to adjourn. Ms. Rags so moved and this meeting of the Board of Directors of the Early Learning Coalition of Pasco and Hernando Counties, Inc. was adjourned without further discussion at 10:00 a.m.

Respectfully submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant