



**BOARD OF DIRECTORS
MEETING MINUTES
May 23, 2013**

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

Day/Date/Time: Thursday, May 23, 2013 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; Bonnie Clark, James Cook, Ann-Gayl Ellis, Jayne Goldstein, Gus Guadagnino, Dawn Harvey, Steve Knobl, Joe Mascaro, Pat McHugh, Jean Rags, Teresa Suarez

Board of Director Members Excused: Lisa Hammond, Angela Porterfield

Board of Director Members via Phone: Marsha Carpenter, Steve Kanakis, Heidi Rand, Kathryn Starkey

Board of Director Members Absent: None

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

Guests Present: Steve Lee, Attorney

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

In Ms. Hammond's absence, Mr. Meglay 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.

II. Action Items

- **Adoption of Agenda**

Mr. Meglay requested a motion to adopt the agenda. Mr. Guadagnino so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. (Action Item #1213-43)

- **Approval of Minutes, March 28, 2013 Board Meeting**

Mr. Meglay requested a motion to approve the minutes of the March 28, 2013 Board Meeting with the correction noted on the agenda. Ms. Rags so moved and Dr. Clark seconded the motion. All were in favor with no abstentions and the motion carried. (Action Item #1213-44)

- **Treasurer's Report – Mr. Pat McHugh, Chair**

- A. Financial Statements – March-April, 2013**

Mr. McHugh explained the highlights for the Financial Statements have been captured in Ms. Berche's memoranda. Additional improvements continue in lowering the Administrative Expenses as Ms. Berche reclassifies other expenses into Non-Direct Services. April fell well below the 5% maximum for expenses. The Coalition is at 84% in Direct Services which is serving children directly. He explained VPK administration was also below the maximum for Administration with the majority of funds going to services.

Ms. Rags inquired why the significant difference in VPK administrative costs. Ms. Berche explained the cost is based on time staff actually spends working on VPK.

Mr. McHugh requested a motion to accept the financials for March and April as presented. Mr. Meglay so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. (Action Item #1213-45)

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

- **Committee Recommendation: Provider Grievance, Contract Termination**

Mr. Meglay explained that a provider had grieved her contract cancellation and explained this provider did not meet the requirements because she did not understand what was required. The requirements were re-clarified as to what was expected and the provider agreed. The Executive Committee recommends an additional thirty (30) day extension with staff continuing to observe to ensure standards are being met. If the standards are not being met, the contract will be cancelled.

Ms. Goldstein explained she was not able to attend the Executive Committee meeting where this provider had grieved, but she explained the Program Committee had voted to terminate this provider's contract because of the extensive amount of staff hours already put in with curriculum instruction and still without any indication that a curriculum was being utilized. Dr. Clark inquired why the provider did not implement the curriculum. Ms. Goldstein replied the provider stated she did not understand how to implement it into the whole program; it was just being used in the VPK classroom. Mr. Cook inquired how long staff has worked with this provider and was informed since December of 2012. Ms. Goldstein stated many onsite visits have been made and free curriculum training was offered. Mr. Cook inquired what the provider was going to learn in thirty (30) days that has not been learned in six (6) months.

Ms. Goldstein commented that the provider needs to be accountable for a quality environment. Further discussion followed and the Board was informed that if the provider's contract is cancelled, they will be eligible to reapply after one (1) year.

Ms. Borrego informed the Board the provider was given a basic check list of ten (10) items to implement a curriculum and only minimal progress has been made within the last thirty (30) days. Mr. Farrelly explained that staff has worked with this provider for six (6) months and have invested over 100 hours of staff time.

Mr. Guadagnino moved to cancel the provider's contract and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-46)**

- **Revision, Personnel Policies for Drug Testing**

Mr. Meglay informed the Board the changes to the policy have been highlighted in yellow and Attorney Steve Lee is available to answer any questions.

Ms. Rags moved to accept the revision to the Personnel Policies for Drug Testing and Dr. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-47)**

- **Approval, Refugee Funding for FY 2013-14**

Mr. Meglay explained the funding last year was \$34,000 and this year it is less at \$33,299 for a total of four (4) children who will age out by the end of the program year.

Mr. Meglay requested a motion to approve the refugee funding for FY 2013-14. Mr. McHugh so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-48)**

- **Approval, Renewal of IT Contract for FY 2013-14**

Mr. Farrelly explained the Coalition's current contract is with Centurion Computer of Tampa who has been extremely responsive to the Coalition's computer and internet needs and requirements. The contract for next year will include 24 hours of monthly maintenance at \$120.00 per hour for a total contract amount of \$34,560. Additional hours are being requested for the new contract as many of the Coalition's computers are beginning to age.

Ms. Rags moved to approve the renewal of the IT Contract for FY 2013-14 and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-49)**

- **Bylaws, Recommended Change (First Reading)**

Mr. Meglay explained a standing committee for Match Fundraising is being created and the Executive Committee voted to make it permanent. Ms. Rags moved to accept the Match Fundraising Committee as a permanent standing committee and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

- **Honor to Retiring Board Members**

Mr. Meglay reported that several members are leaving the Board, having completed their term of office: Ms. Ann-Gayl Ellis, Ms. Jayne Goldstein, Ms. Teresa Suarez and Commissioner Kathryn Starkey.

Each retiring member was presented with a framed picture of original children's art; Mr. Farrelly will deliver Commissioner Starkey's personally.

Mr. Farrelly informed the Board that he has communicated with representing agencies and has requested a representative for the Board from these agencies. Mr. Meglay inquired if members are also being sought from the private sector. Mr. Farrelly informed the Board that private sector members are continually being sought, but they must meet certain criteria such as being a member of the local chamber and at the executive level within their company.

IV. **Program Committee – Ms. Jean Rags, Chair**

- **Committee Update**

Ms. Rags recognized Ms. Goldstein for her leadership as outgoing Chair. Ms. Rags thanked Ms. Goldstein for the extra work she put in as well as leading by example. Ms. Rags informed the Board the Committee had reviewed the most recent Corrective Action Reports and currently eleven (11) providers were under a CAP, but another twenty-four (24) were assessed and scored 90% or higher.

- **Approval, Community Needs Assessment**

Ms. Rags explained this document was last updated in 2006 with current reviews and updates added by Ms. Kier. Ms. Kier explained the current poverty levels have been updated as well as the unemployment numbers. She explained the reason for delaying the update to this assessment, which is part of the Coalition's Annual Plan, OEL has planned to redo the document. In the meantime, the Coalition decided to go ahead and update the current document.

Mr. Meglay requested a motion to adopt the updated Community Needs Assessment. Ms. Suarez so moved and Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1213-50**)

- **First Reading, Revisions to Bylaws (Addition of Standing Committee)**

Ms. Rags explained the Program Committee had reviewed the changes and the Board had voted earlier to create the new Match Fundraising Committee to meet the Match requirement. The new committee will now have to elect a new chair to sit on the Executive Committee.

Ms. Rags stated the Program Committee had discussed that a new CLASS Toddler Assessment will be made available by the state for FY 2013-14. Staff will begin training on this assessment in July. The Bylaws will be brought back to the Board for a second reading.

V. Finance and Audit Committee – Mr. Pat McHugh, Chair

- **Committee Update**

Mr. McHugh reported that Ms. Berche has been updating the Committee with her progress in SAGE, the new accounting system and it is currently running parallel with QuickBooks. SAGE will replace QuickBooks on July 1, 2013.

- **Approval, Request for Proposal, Auditing Services**

Mr. McHugh requested approval for an audit Request for Proposal which the state requires every five (5) years. Ms. Rags recommended the proposal clarify the VPK and School Readiness funds and to make sure fairness is being shown by indicating that any request for further information should be submitted in writing not via telephone. She also suggested that one of the copies of the proposal be submitted on a CD and to include information on the evaluation criteria and that the proposals will be reviewed by a committee.

Mr. Meglay requested a motion to approve the Request for Proposal with the changes as presented. Ms. Suarez inquired if the proposal was reviewed by the attorney and Mr. Farrelly informed her no, but it can be. Mr. Guadagnino moved to approve the motion and Dr. Clark seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1213-51)**

VI. Quality Committee – Mr. Joe Mascaro Chair

- **Committee Update**

Mr. Mascaro reported the Quality Committee has expended 99.99% of its budget and requested that Ms. Borrego explain further. Ms. Borrego stated Notices of Intent had gone out to providers with a request to have the notices returned by May 7, 2013 to better gauge how many providers would be submitting incentive applications prior to the June 1st deadline and what the total reimbursements might be.

In addition to the \$25,000 in incentives approved at the May Quality Committee meeting, another \$57,000 in Notices of Intent were submitted, but as the budget has been expended, there are currently no funds for these additional incentive applications. Ms. Borrego reported that as these incentives come in they will be processed and if any funds remain in the Coalition's budget at the end of the fiscal year, they may be moved into the Quality budget to cover the Notices of Intent.

VII. Ad Hoc/Match Fundraising Committee – Mr. Pat McHugh, Chair

- **Committee Update**

Mr. McHugh reported there are several fundraisers that will be coming up in the near future.

- **Approval, Crowdfunding Contract**

Mr. McHugh explained that Crowdfunding is a new idea that is exploding on the internet. He requested Ms. Nelson explain the contract. Ms. Nelson stated a compelling story will be put together and then posted on the contracted website. Once a minimum of \$100 is raised, the Coalition's story will go out to the world. Community Service Media, who also produced the commercial for the Storybook Forest event, will help prepare and post the story on the website. Ms. Nelson explained it may take 3-4 months before funds are raised. The total amount of the contract is \$2,500 which includes pre-production, production and post-production along with a "pitch." A \$100 down payment is required and the balance of the contract will be paid through incoming donations. Community Service Media will take 50% of incoming donations until the \$2,500 amount is reached. There is a service fee of 4.75%.

Mr. Meglay requested a motion to approve the Crowdfunding Contract. Ms. Rags so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1213-52**)

- **Preview/Recruitment Exercise – Dr. Bonnie Clark & Ms. Ann-Gayl Ellis**

Dr. Clark and Ms. Ellis distributed sponsorship information on the upcoming Spelling Bee that will be held on Thursday, August 1, 2013. The Board members participated in an interactive sample of what the Spelling Bee will entail. Hernando Today and Oakhill Hospital have already been recruited as sponsors.

Ms. Ellis requested that Board members commit to securing an item for the auction, obtaining a sponsor for the event, or recruiting a team of spellers. She explained that Board support is needed to make this event a success and volunteers will also be needed the night of the event.

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

Ms. Kier explained that School Readiness enrollment increased by 323 children due to the open wait list. As of the close of business on Wednesday, May 22, 2013, a total of 699 children have been enrolled since the wait list was opened. A surplus is still being projected and that is being monitored very closely.

Ms. Kier stated that VPK enrollment had decreased by 34 children and the decrease will continue as school-year programs end. She explained that summer VPK programs have very few children enrolled, but all Coalition offices have been enrolling VPK students for the upcoming school year on a steady basis.

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

Mr. Farrelly explained the following presentation by Ms. Borrego was originally scheduled to be presented at the March meeting on VPK Readiness Rates and Providers on Probation (POP's).

- **Presentation of VPK Readiness Rates (2012) and Providers on Probation (POP) – Ms. Kim Borrego**

Ms. Borrego presented a PowerPoint presentation and explained that during the 2011-12 school year, 5,600 children attended a VPK program. She stated that Readiness Rates measure how well providers have prepared 4-year olds for kindergarten as the children are assessed within thirty (30) days of beginning kindergarten. 70% of the children must score “ready” otherwise the provider will be listed as a Provider on Probation (POP). She explained that 78% of VPK providers or 138 providers met the Readiness Rate, 9% or 15 providers had less than four (4) children from their program screened and 13% or 23 providers are POP’s.

Ms. Borrego explained that eight (8) of these 23 providers are first-time POP’s and will have to purchase a curriculum or implement a staff development plan. Twelve (12) providers are now in their second year as POP’s and the requirement is the same. One (1) provider is now in their third year as a POP and must now submit a good cause exemption to continue to offer VPK. A good cause exemption can be applied for if a provider has an excessive number of children with special needs (the special needs must be documented) or the bulk of the children in the program are non-English speakers. If the state does not receive the exemption, the provider will not be able to offer VPK. The last two (2) providers have closed and no longer offer VPK.

Ms. Rags inquired if the long range effect of prekindergarten education is being examined in the first and second grades. Ms. Borrego explained this year the Department of Education has mandated an assessment that is being done by VPK providers at the beginning of the school year, in the middle of the year (for Pop’s) and again at the end of the program to begin capturing data.

- **Breakdown of Audit Fees – Ms. Danielle Berche**

Mr. Farrelly explained that Mr. Guadagnino had requested this breakdown at the last Board meeting. Ms. Berche distributed the (attached) explained the \$10,300 in question was IT fees for web hosting.

- **Coalition Update**

Mr. Farrelly explained that Ms. Ellis had prepared a packet of information for emergency preparedness plans for child care providers and the local health department will be offering workshops for providers.

Mr. Farrelly announced that Dr. Knobl had nominated the Coalition for the *Tampa Bay Business Journal’s* Non-Profit of the Year award with the winners being announced on Thursday, June 6, 2013.

Mr. Farrelly congratulated Dr. Clark on receiving her doctorate and announced that Ms. Porterfield has been named as Director of Early Childhood programs for Pasco County Schools. Additionally, Ms. Borrego has recently earned her Master’s Degree in Non-Profit Management.

Mr. Farrelly thanked Ms. Goldstein, Ms. Harvey and Mr. Guadagnino for presenting to providers during the May provider meetings on behalf of Provider Appreciation Month.

Mr. Farrelly announced that Mr. David Lambert of Withlacoochee River Electric Company is chairing a federal project for the Lacoochee community. This planning grant also included early childhood education and the Coalition will be participating with Ms. Kier having a place on the committee.

Mr. Farrelly and Ms. Borrego have met with Mr. Tommy Girvin, the lead guitarist for the Eddie Money Band, and a Pasco County resident. “Mr. Tommy” writes and performs music for children and has agreed to do a back to school concert at the roller skating rink in Spring Hill. Mr. Tommy will also entertain at the Coalition’s 6th Annual Early Learning Conference in November.

- **Foundation Update**

Mr. Farrelly announced the Foundation recently received \$2,250 from the two (2) spring festivals recently hosted by providers to benefit the Foundation.

Ms. Rags inquired how many Coalitions are raising match dollars. Mr. Farrelly informed the Board that Miami/Dade raises enough donations to meet the state-wide 6% federal match. Many Coalitions, however, do not meet the match requirement.

X. New/Unfinished Business

Mr. Guadagnino announced that Hernando County Schools has a new superintendent and will forward Mr. Farrelly the contact information.

XI. Public Input

None.

XII. Adjournment

Mr. Meglay requested a motion to adjourn. Mr. Guadagnino 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 10:20 a.m.

Respectfully submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant