



**BOARD OF DIRECTORS  
MEETING MINUTES  
July 25, 2013**

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

**Day/Date/Time:** Thursday, July 25, 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:** Lisa Hammond, Chair; Marsha Carpenter, Bonnie Clark, James Cook, Joan DeMauri, Cathy Dofka, Josh Kelly, Steve Knobl, Joe Mascaro, Pat McHugh, Dave Meglay, Angela Porterfield, Diane Rowden, Toni Watkins

**Board of Director Members Excused:** Gus Guadagnino, Steve Kanakis, Heidi Rand, Jean Rags

**Board of Director Members via Phone:** None

**Board of Director Members Absent:** None

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

**Guests Present:** Mike Napier, Pasco County Health Department

**I. Welcome and Call to Order – Ms. Lisa Hammond, Chair**

Ms. Hammond 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. She welcomed attendees and introductions were made.

Ms. Hammond requested the voting on new Board members be moved up on the agenda so they could actively participate during the meeting.

**• Approval, New Board Member(s)**

Ms. Hammond requested a motion to approve Mr. Josh Kelly as the Provider Representative for Hernando County. Mr. Meglay so moved and Dr. Clark seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Hammond requested a motion to approve Ms. Toni Watkins as the Faith Based Provider Representative for Pasco County. Mr. McHugh so moved and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. (**Action Item #1314-05**)

## **II. Action Items**

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Dr. Clark so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1314-01**)

- **Approval of Minutes, May 23, 2013 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the May 23, 2013 Board Meeting. Mr. McHugh so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1314-02**)

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

- A. Financial Statements – May/June, 2013**

Mr. McHugh emphasized that the Coalition spent 93.07% of its budget on Direct Services for children, leaving 7% for administration expenses to run the organization. He explained the FY 2012 financials have not closed yet due to a final thirteenth billing to the state which will then close the fiscal year.

Mr. McHugh requested a motion to accept the financials for May and June as presented. Dr. Clark so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1314-03**)

## **III. Remarks from the Chair/Executive Committee Report – Ms. Lisa Hammond, Chair**

- **Executive Committee Update**

No report was given at this time.

Ms. Hammond welcomed Mr. Mike Napier and Ms. Joan DeMauri from the Pasco County Health Department. Ms. DeMauri will be filling the mandated position on the Board.

- **Approval, Budget FY 2013-14**

Mr. Farrelly explained the exact allocation information has not yet been received from the state. The budget presented is composed of two (2) funding components, School Readiness and VPK. With no notice of award, the Coalition has used last year's figures plus an anticipated increase of \$125,000. \$114,000 of the \$125,000 has been placed into Direct Services for children despite additional increases in administrative costs. Mr. Farrelly explained this is the first increase from the state in several years. No cuts in staff

have occurred, but the Coalition is holding firm on zero staff salary increases for the fourth year.

Mr. Farrelly reported that \$40,000 has been built into the budget this year to offer salary awards to staff members who have provided exceptional service. After reviewing the end of year percentages, Mr. Farrelly explained that no other Coalition provides a percentage as high as 93.07% for Direct Services.

After a brief discussion on staff salaries and the award for staff recognition, Ms. Hammond requested a motion to approve the Budget for FY 2013-14. Mr. Meglay so moved and Dr. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-04)**

- **Update, Board Self-Evaluation Survey Results**

Mr. Farrelly distributed the (attached) summary and corresponding survey results as Ms. Hammond explained this is an annual survey that is sent out in May for Board members to complete. Mr. Farrelly explained the Committee, comprised of Mr. Mascaro, Mr. Cook and Mr. Guadagnino, reviewed the previous survey and revised it to send to the Board. Ms. Hammond requested the Committee schedule a meeting to review the Board's comments and bring back their findings to the September meeting along with an action plan.

- **Pending Eligibility Implications of HB 7165**

Ms. Kier distributed the (attached) summary of changes to the eligibility requirements and explained the bill signed by the Governor in late June is effective as of July 1, 2013 and the new priorities take effect on August 1, 2013. Ms. Kier explained this bill will change how Coalitions do business as some of the local control is being taken away, in particular, Coalitions will no longer have control over age ranges and who is eligible to receive services first.

She reported that the Coalition will not have to dis-enroll any children based on the new priorities. However, the state did identify six (6) children who possibly would not be eligible for any of the new priorities at the time of their re-determinations. She briefly reviewed each of the priorities and explained that homeless clients and domestic violence clients have been added under Priority 2 which will result in the Coalition having to enter into Memorandums of Understanding with the appropriate community agencies.

Ms. Kier reported that webinars, work groups and conference calls are on-going as Coalitions have identified a number of areas that require clarification. Also written into this bill is a requirement that any disenrollment must be reported to OEL. In other words, if a client is terminated for not appearing for appointments, this will be considered a disenrollment and must be reported.

Mr. Farrelly explained that these priority changes will have a large impact on age range and the wait list will continue to grow. He reported that it now contains approximately 300 children.

Ms. Kier reported that providers are being kept informed of the impending changes and Mr. Farrelly informed the Board that the state is also investigating whether Coalitions will continue to qualify as 501(c)(3) not-for-profits or as corporate arms of the state.

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

- **Committee Update**

In Ms. Rags' absence, Mr. Farrelly requested that Ms. Borrego provide the Program Committee update. Ms. Borrego welcomed Ms. Dofka as the latest member of the Program Committee. She then explained the concept of on-line VPK registration and reported that other Coalitions have been using this easy to follow process for parents. It will also offer providers the opportunity to do on-site registration with the hope of increasing overall VPK registration. Ms. Borrego reported there are currently ten (10) providers under a Corrective Action Plan or have been within the last two (2) months and forty (40) others that have recently been assessed and have scored 87% or higher.

Ms. Borrego distributed the (attached) graph which indicated the results of provider assessments over the last two (2) years.

- **Second Reading/Approval, Revisions to Bylaws**

Mr. Farrelly explained the first reading occurred at the May Board meeting and this revision will add a fifth standing committee – Match Fundraising Committee. He explained the Chair had created an Ad Hoc Committee to begin fundraising efforts and the Committee is beginning to have an impact on funds raised for Match. The Committee has created a Plan of Action and special events have been organized. The creation of this Committee will also add a new Committee chair to Executive Committee membership.

Ms. Hammond requested a motion to approve the revision to the Bylaws. Mr. McHugh so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-06)**

- **Approval, MOU with Redlands Christian Migrant Association through June 30, 2015**

Mr. Farrelly explained this Head Start organization is required to have an MOU with the Coalition and there have been no changes made other than extending the date of service through June 30, 2015.

Ms. Hammond requested a motion to approve the MOU. Dr. Clark so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-07)**

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

- **Committee Update**

Mr. McHugh reported the Committee is currently entertaining bids from several audit firms and Ms. Berche will be meeting with a potential bidder who has contracted with several other Coalitions. He explained the Coalition is also looking at developing prediction models to better forecast future funding.

Mr. McHugh requested Ms. Berche update the Board on SAGE. Ms. Berche reported the Coalition has transitioned from QuickBooks to Sage and she is amazed at the software's ability to "think" and prepare percentages on various reports that were previously done manually.

#### **VI. Quality Committee – Mr. Joe Mascaro Chair**

- **Committee Update**

Mr. Mascaro reported the Quality Committee met and reviewed the new budget for FY 2013-14 and approved several final incentives to close out the FY 2012-13 budget.

#### **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 such as the Spelling Bee on August 1, 2013. Dr. Clark explained that ten (10) teams, as of today, will be participating and thanked all who had helped. She briefly explained the items that will be available during the auction portion of the event and Mr. Royce Decker will be the emcee.

Mr. McHugh informed the Board that future events such as a Kids Art Show need a representative to chair the event. The Spelling Bee is being chaired by Dr. Clark and Ms. Ann-Gayl Ellis and promises to be a success. He encouraged other members to step up and chair a future event. Additional upcoming events are in September and include a golf tournament and Mr. Cook's Museum Tour with a wine tasting in November. Mr. McHugh also asked for ideas for future events.

Mr. Farrelly stated the Coalition is proud of the current outreach attempts and the latest innovation the Coalition will be utilizing is Crowdfunding. This will be an on-line video message requesting financial support. The draft video was played for the Board.

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

Ms. Kier stated 93.07% of the budget was spent on Direct Services and 128 more children were served in June than the previous month. She explained the remaining \$6,118.25 in the budget will be taken up by provider adjustments when submitted to the state as the Coalition's 13<sup>th</sup> invoice.

Referring to the VPK Utilization Report, Ms. Kier explained the Coalition served 4,174 children in June with more children served this fiscal year than in previous years. The on-line VPK registration system will help enroll even more children into the program.

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

Mr. Farrelly welcomed and thanked the new Board members for their willingness to serve. He briefly explained the Coalition’s orientation program and that a date will be chosen in the near future. He informed the membership that the *Tampa Bay Times* had just reported the ELC of Pinellas had returned \$2.4 million in School Readiness funds to the state.

- **Coalition Update**

Mr. Farrelly reported the Coalition’s wait list is growing and the new eligibility priorities may increase the number of children waiting for services.

He announced the upcoming “Preschool Palooza” event with Mr. Tommy, Tommy Girvin, acknowledged rock-n-roll lead guitarist with the Eddie Money Band. Mr. Tommy will do a fundraiser for the Coalition on Saturday, August 10, 2013 at the Locomo Skating Rink in Spring Hill. A flyer on the event was distributed and members were requested to display the flyer in their respective offices.

Mr. Farrelly reminded the Board the Spelling Bee will be on Thursday, August 1, 2013.

- **Foundation Update**

Mr. Farrelly announced that on Monday, September 9, 2013, Mr. Charley Belcher of Channel 13 Fox News will be at Mr. Cook’s location doing a feature on Mr. Cook and his museum. Mr. Cook will have approximately 11.5 minutes of airtime during the morning news segment. The 3<sup>rd</sup> annual Cook Family Classic Car Museum Tour will be held on Saturday, September 22, 2013 from 11-4 p.m. to benefit the Foundation for Early Learning.

**X. New/Unfinished Business**

None.

**XI. Public Input**

None.

**XII. Adjournment**

Ms. Hammond requested a motion to adjourn. Dr. Clark 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 9:45 a.m.

Respectfully submitted by:

Ramute “Jak” Jakubauskas  
Administrative Assistant