



**BOARD OF DIRECTORS
MEETING MINUTES
September 26, 2013**

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

Day/Date/Time: Thursday, September 26, 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, Josh Kelly, Steve Kanakis, Steve Knobl, Joe Mascaro, Pat McHugh, Dave Meglay, Jean Rags, Toni Watkins

Board of Director Members Excused: Cathy Dofka, Gus Guadagnino, Angela Porterfield, Heidi Rand, Diane Rowden

Board of Director Members via Phone: None

Board of Director Members Absent: None

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

Guests Present: None

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 8:31 a.m. She welcomed attendees and introductions were made.

II. Action Items

• **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Mr. Meglay so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. (Action Item #1314-08)

- **Approval of Minutes, July 25, 2013 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the July 25, 2013 Board Meeting. Dr. Clark so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-09)**

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

- A. Financial Statements – July/August, 2013**

Mr. McHugh reported the direct spending for School Readiness was at 86.75% for the year to date and VPK administration spending was at 13.08% in July, but was down to 8.90% in August and will continue to decrease with increased enrollment.

Mr. McHugh requested a motion to accept the financials for July and August as presented. Ms. Rags so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-10)**

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

- **Executive Committee Update**

Ms. Hammond reported the Executive Committee had given Mr. Farrelly their feedback on his annual evaluation and requested additional comments from the Board on the Goals form. She explained the goals listed had been taken from the comment section of the annual survey and additional items or suggestions could be added to the Goals form.

Ms. Hammond requested Board members to complete the Goals form and return to Ms. Jakubauskas by September 30, 2013 with their top three (3) picks for FY 2013-14.

IV. Program Committee – Ms. Jean Rags, Chair

- **Committee Update**

Ms. Rags reported that a provider with two (2) sites had their contract terminated due to their federal food contract being terminated. The Committee had discussed the new state eligibility requirements which are still being questioned as well as changes to the age range policy. Memoranda of Agreements were reviewed and approved and VPK on-line registration went live on September 23, 2013. Providers will be trained on the use of the on-line program over the next several months. The Committee also discussed the current providers who are on a Correction Action Plan (CAP) as well as only performing a partial monitoring assessment for those providers who have scored 96% or above for the past two (2) years.

- **Approval, COOP Plan**

Ms. Rags explained the COOP Plan presented had some minor changes including listing alternate facility locations within other Coalitions in the event of severe weather or other emergency.

Ms. Hammond requested a motion to approve the COOP Plan. Dr. Clark so moved and Mr. Cook seconded the motion.

Dr. Kanakis questioned whether choosing other Coalitions who are in close proximity as alternates as they would also be impacted by coastal weather. Ms. Rags stated that Marion County had been chosen as one of three (3) for that reason.

Ms. Hammond requested a vote to the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-11)**

- **Approval, MOU Agreements for Homeless/Domestic Violence Shelters (3)**

Ms. Rags explained these agreements with the Coalition for the Homeless of Pasco, Salvation Army Domestic Violence Program of West Pasco and the Sunrise Domestic and Sexual Violence Center are being presented for approval as part of the new eligibility priorities.

Ms. Hammond requested a motion to approve the three (3) MOUs. Mr. Meglay so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-12)**

Mr. Meglay inquired if the Program Committee had given thought to increasing the monitoring assessment score which is currently at 85%. Ms. Rags stated staff is working diligently to increase scores overall at all centers. Mr. Farrelly added that in addition to the regular monitoring assessment, CLASS assessments are being done for the second year at 15% of the centers. The CLASS assessment is much more thorough and may be adopted by the state at which time it may replace the Coalition's current assessment tool.

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

- **Committee Update**

Mr. McHugh reviewed that FY 2013 total spending was at 92.84% and School Readiness had a deficit of \$1,500. (See Section X, paragraph 1)

- **Revised Budget, FY 2013-14**

Mr. McHugh stated the upcoming budget was originally thought to be flat, but the revised budget actually reflects a decrease of \$171,000.

Mr. McHugh requested a motion to approve the revised budget for FY 2013-14. Dr. Clark so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-13)**

- **Recommendation of Auditor: Eric Fontana, CPA for completion of FY 2012 Audit/990 Filing at \$9,000**

Mr. McHugh explained that Ms. Berche (and Mr. Farrelly) had met with the Fontana firm and they also have a number of years' experience dealing with other Coalitions. The Finance and Audit Committee has voted to recommend their appointment.

Ms. Hammond requested a motion to approve Eric Fontana, CPA as auditor for the past fiscal year. Ms. Rags so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1314-14**)

- **First Reading – Travel Policy Revisions**

Mr. McHugh explained the revisions to the Travel Policy bring it in-line with the state's policy. The Travel Policy will be brought back to the November Board meeting for a second reading.

VI. Quality Committee – Mr. Joe Mascaro Chair

- **Committee Update**

Mr. Mascaro reported the first quarter is slow with no incentives to approve. He requested Ms. Doucet update the Board on the upcoming Conference. Ms. Doucet stated that 650 attendees have registered to date and there are 42 exhibitors. Conference planning is running smoothly and that her goal is to have 800 attendees.

VII. Match Fundraising Committee – Dr. Bonnie Clark, Chair

- **Committee Update**

Dr. Clark reported the Committee had reviewed their schedule of events and recent events have brought in thousands of dollars. Match raised to date is \$5,988.59.

- **Recap, Spelling Bee Event**

Dr. Clark announced that approximately \$6,800 had been collected (before expenses) and the auction, due to the live auctioneer, did very well. The Committee would like to see more than twelve (12) spelling teams at next year's event.

- **Recap, Kiwanis Golf Tournament**

Dr. Clark reported that no information is yet available on how much the Kiwanis Golf Tournament actually raised.

Dr. Clark thanked Mr. Cook for once again opening his private museum which generated over \$3,000 in donations for the Foundation for Early Learning.

Mr. McHugh announced that the Wine Tasting has been scheduled for Thursday, November 14, 2013 from 6:30 – 8:30 p.m. at the Strong Tower Winery. Bar Envy as well as Mr. McHugh's restaurant will be donating the food items for this event.

Ms. Rags thanked Dr. Clark, Mr. McHugh, Mr. Cook and staff for all their efforts to promote the success of these events.

VIII. Ad Hoc Board Self-Evaluation Committee – Mr. Jim Cook, Chair

- **Committee Update**

Mr. Cook explained the Committee had met and reviewed the evaluation survey and found a few problems. The Committee would like to continue evaluating the survey, but the Committee is requesting 1-2 additional volunteers to assist. Dr. Kanakis volunteered and was given information on the next meeting date.

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

Ms. Kier reported that enrollment in the School Readiness program for August was down by 288 children from July which is not abnormal with school starting and the new age range going into effect as of July 1st. She reported the wait list has been opened to 150 children and Eligibility staff is working on a one child out/1 child in basis. Staff is going through the wait list quickly as many applicants are not qualifying for services.

Ms. Kier reported that VPK enrollment is also down which is normal as many of the programs begin mid-August. She reported the new VPK on-line registration program currently has seven (7) applications pending, all of which need to be completed by the parent. The parents will have thirty (30) days in which to complete the registration process by uploading the correct documents in order to receive their VPK certificates.

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

Mr. Farrelly thanked Board members for their comments on the evaluation surveys.

- **Coalition Update**

He reported the Coalition's Annual Report is being compiled to submit to the state next week. A hard copy will also be available within the near future. The report will show that 7,300 School Readiness children were served last year despite the Coalition having fewer dollars. This is 100 more children than were served the previous year. With 5,600 children enrolled in VPK, the Coalition served over 13,000 children. This year, HB 7165 Early Learning legislation will have dramatic changes in the School Readiness program. Mr. Farrelly reported the Coalition has put together a series of town hall meetings (3) to update providers and community members on the consequences of this legislation.

Mr. Farrelly reported that this year's Leadership Hernando class has committed to working with the Coalition on a fund raising project. Members of the group are expected to attend October's Match Committee meeting to begin discussions. Mr. Farrelly is also in communication with Leadership Pasco.

Mr. Farrelly stated that providers are excited about the new on-line VPK enrollment process as they can now sponsor VPK registration nights at their centers to enroll children.

Ms. Kier reported the company who designed this software is working on an application for cell phones. This may be something the Coalition will explore in the future for some School Readiness eligibility re-determination cases.

Dr. Kanakis inquired if this would increase the possibility of fraudulent cases. Mr. Farrelly explained it would not as all documents are reviewed for accuracy before any certificate for VPK or School Readiness is issued, exactly the process with in-house regulations.

Ms. Watkins commented that as a provider, her center is looking forward to hosting its first VPK registration night. She believes parents will enjoy the convenience of enrolling directly at the center rather than going to one of the Coalition's offices.

- **Foundation Update**

Mr. Farrelly remarked that the Cook's Museum Tour was enjoyed by all. A recap meeting of the event has been held with ideas presented for the next event including holding the event on a Bucs open weekend.

XI. New/Unfinished Business

Mr. McHugh remarked that a comment made earlier regarding a deficit of \$1,500 for FY 2012-13 was a misstatement; that amount is reflected in the budget for FY 2013-14.

Mr. McHugh informed the Board that tickets are now available to purchase for the November 14, 2013 Wine Tasting event.

Ms. Rags inquired if the Foundation's Love 4 Learning Heart Pins will be available for purchase. She was informed the Foundation has no pins at this time, but providers will be asked again to have their children decorate pins.

Mr. McHugh requested Board members begin to solicit items for the silent auction at the Wine Tasting event. He suggested items such as collectibles, art and/or other assorted items.

XI. Public Input

None.

XIII. Adjournment

Ms. Hammond 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 9:20 a.m.

Respectfully submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant