



**BOARD OF DIRECTORS
MEETING MINUTES
May 22, 2014**

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

Day/Date/Time: Thursday, May 22, 2014 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: Dr. Steve Kanakis, Chair; Marsha Carpenter, James Cook, Joan DeMauri, Gus Guadagnino, Josh Kelly, Dr. Steve Knobl, Joe Mascaro, Dave Meglay, Beth Narverud, Angela Porterfield, Toni Watkins

Board of Director Members Present via Phone: Heidi Rand

Board of Director Members Excused: Dr. Bonnie Clark; Cathy Dofka, Pat McHugh, Jean Rags, Diane Rowden

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Bev Doucet, Pattie Eacobacci, Jim Farrelly, Rachel Hardy, Jak Jakubauskas, Betsy Kier, Nora Kranz, Sherri Sabadishin

Guests Present: Edna Lennox

I. Welcome and Call to Order – Dr. Steve Kanakis, Chair

Dr. Kanakis called the regularly scheduled meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors to order at 8:33 a.m. He welcomed attendees. After the Pledge of Allegiance, introductions were made.

II. Action Items

• Adoption of Agenda

Dr. Kanakis requested a motion to adopt the agenda. Mr. Guadagnino so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (Action Item #1314-41)

- **Approval of Minutes, March 20, 2014 Board Meeting**

Dr. Kanakis requested a motion to approve the minutes of the March 20, 2014 Board Meeting. Mr. Guadagnino so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1314-42**)

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

- A. Financial Statements – April, 2014**

In Mr. McHugh's absence Mr. Farrelly reported the following as of April 30, 2014: the fiscal year budget for School Readiness direct services was expended by 85.71%; Administration spending was at 3.31% YTD; Non-Direct spending was at 6.48% YTD; Quality spending was at 6% YTD; and Direct Services was at 84.21% YTD.

Mr. Farrelly reported that approximately \$300,000 is required to be secured for match this fiscal year and \$19,663.15 has been raised to date.

He explained that several months ago School Readiness Direct Services had a surplus of \$1.8 million, but these funds have evaporated due to new enrollments. The Coalition is now projecting a deficit of approximately \$276,000. Management staff has been working to bring down the deficit and has succeeded in reducing it by about \$100,000. Mr. Farrelly has been in communication with the state regarding options.

He reported that the VPK spending rate is at 80% with VPK Administration spending at 3.45% YTD which is under the allowable maximum of 4% and Direct Services was at 96.55% YTD.

Dr. Kanakis requested a motion to accept the Financial Statements for April, 2014 as presented. Ms. Narverud so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1314-43**)

III. Remarks from the Chair/Executive Committee Report – Dr. Steve Kanakis, Chair

- **Honor to Board Member**

Dr. Kanakis and Mr. Farrelly presented Ms. Toni Watkins with artwork created by a child enrolled at TodayCare at PHSC. Ms. Watkins is retiring from the Board of Directors and as the Director of Sacred Heart Early Childhood Center. Ms. Watkins thanked members and presented thank you cards created by staff and children at her center in appreciation of the \$5,000 Provider Instructional Improvement Grant.

A brief discussion followed regarding using Sacred Heart as a model for other centers by creating a "best practice" video which would also include information on how the center is run as a business. Ms. Carpenter explained the DCF website has information posted for providers on how to open a new center and Ms. Watkins stated her center will gladly share forms, ideas, etc.

Mr. Kelly explained that through Coalition staff recommendations he was able to tour a PLACE program to obtain ideas on how to create some of his classrooms.

- **Executive Committee Update**

Dr. Kanakis reported that during May's Executive Committee the following were discussed and approved:

- Sliding Fee Scales for FY 2014-15 - approved;
- Worker's Compensation Insurance payment - approved;
- OEL Audit Report - discussed;
- 990 Submission for 2012 - approved;
- Faith-Based Provider Representative to the Board – only one (1) application has been received; another email has been sent to providers in Hernando County as well as those situated along the Hernando/Pasco county line. The search may have to be extended to all providers in Pasco county in order to have a pool of representatives to choose from;
- Cost Allocation Plan - approved.

Mr. Farrelly advised the Board that details can be provided upon request of any of the items approved by the Executive Committee.

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

Ms. Kier reported as School Readiness is projecting a deficit, the wait list has been opened and enrollment is down by 53 children. She explained that total numbers are dropping and the Coalition expects to see a drastic drop in enrollment next month. This will help to alleviate a portion of the deficit.

Ms. Kier reported that VPK enrollment is down by twelve (12) for the month and these numbers will also continue to decrease as school programs end and summer programs begin.

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

- **Committee Update**

In Mr. McHugh's absence Mr. Farrelly reported that at the May Finance meeting Ms. Hardy presented the financials and noted that an error in the fourth quarter of last year, caused by the SAGE trial, created confusion for start-up dollars for this fiscal year. The auditor was brought in and corrections were made.

The Committee also discussed the projected deficit and plans to reduce it that included decreased spending. Mr. Farrelly explained he has been in contact with OEL regarding re-obligation funds (funds from other Coalitions who have not spent down their budget allotments). Additionally, permission may be obtained from the state to use FY 2014-15 funds to cover the deficit.

Mr. Farrelly explained the Operating Budget for FY 2014-15 may be affected by increased funds if the additional educational dollars for VPK and the addition of \$3 million for Florida Coalitions for the School Readiness program are approved by the

Governor. A draft budget will be prepared to present at the June and July Finance and Executive meetings with a final draft presented at the July Board meeting.

- **Third Reading/Approval, Travel Policy Revisions**

Mr. Farrelly explained the noted changes appear on page 2.

Dr. Kanakis requested a motion to approve the Travel Policy Revisions. Mr. Guadagnino so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-44)**

- **Second Reading, Conflict of Interest Policy**

Dr. Kanakis requested a motion to approve the Conflict of Interest Policy. Ms. Porterfield so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-45)**

- **First Reading, Revisions to Fiscal and Accounting Policies**

Mr. Farrelly explained the revisions within these policies are a result of the OEL audit and are only minor changes due to the Coalition's "tighter" policy. These policies will be brought back to the July Board meeting for a second reading.

VI. Program Committee – Ms. Angela Porterfield, Chair

Dr. Kanakis congratulated Ms. Porterfield on being selected the new Chair of the Program Committee and announced she will serve on the Executive Committee as well.

- **Committee Update**

Ms. Porterfield reported the Committee had met and reviewed Corrective Action Plans on eight (8) centers and she reported that another eighteen (18) centers had been assessed and had scored 88% or higher. The Committee also discussed the development of QRIS.

VII. Quality Committee – Mr. Joe Mascaro, Chair

- **Committee Update**

Mr. Mascaro reported the Quality Committee had approved five (5) incentives and reviewed the Notice of Intent letter which had resulted in twenty-two (22) responses for approximately \$42,000 in incentive funds. Mr. Mascaro explained that historically only about 50% of the providers actually submit applications for these funds prior to the end of the year.

Mr. Mascaro requested that Ms. Borrego report on the \$15,497 and \$150,000 spending allocations that had been approved.

Ms. Borrego reported that with the \$15,497, some funds have been expended on two (2) NAEYC memberships with an additional thirteen (13) memberships available. Also, two (2) scholarships have been awarded to the upcoming Family Child Care Home conference.

An additional two (2) scholarships are available and the deadline to submit applications for both of these awards is May 23, 2014. Ms. Borrego reported that two (2) classroom library trainings have been scheduled and both classes are full. Participants will take back to their classrooms between 35-40 books along with the teacher resources.

With the \$150,000 allocation, \$102,000 was designated for quality improvement grants and providers have begun receiving the items ordered. For the Library Project, Kindles have been received and staff has begun to upload over 200 book titles into each Kindle. These Kindles are designated for the Hernando County Library system. Ms. Borrego explained that a training has also been scheduled for the Second Step program complete with kits to be distributed to attendees. Additional trainings are planned.

Mr. Guadagnino informed the Board he has learned that the Hernando County Library system is planning on taking one of their programs into local schools. He suggested that the library may also be able to do this for local child care centers.

Mr. Farrelly explained the Pasco County Library system is still in legal review over the acceptance of the E-Readers.

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

• Committee Update

In Dr. Clark's absence, Mr. Farrelly reported the Committee met and reviewed upcoming events such as the Spelling Bee. A new date still has to be set for this event, but Mr. Farrelly is working with Mr. Guadagnino to set a new date at the same venue.

He reported that Ms. Hardy has informed the Match Committee that in-kind dollars from event donations can also be applied toward Match. Mr. Farrelly explained that if the Coalition receives \$1,000 for match, the next reimbursement payment will have the reimbursed amount reduced by \$1,000. However, in-kind donations will not affect the monthly reimbursement amount. Ms. Hardy will develop a system to log and track in-kind donations.

Ms. Hardy explained the state has guidelines such as allowing \$3 per used book and \$6 for each new book, but if a book is donated from Barnes and Noble, the state will accept the actual retail value.

IX. Executive Director Report – Mr. Jim Farrelly

A. Quality Ratings Improvement System (QRIS): An Introduction and Request for Approval to Begin Development

Mr. Farrelly had the (attached) PowerPoint presentation distributed and explained this will be the third major innovation to take place since his arrival in 2007.

The QRIS model will engage providers to improve overall quality. He explained that the Coalition has spent approximately \$800,000 on quality improvements with \$250,000 being expended this year alone through Quality Incentives and the instructional grants.

Out of 276 providers, only 54 chose to participate in this year's incentive program. Over the last five (5) years, the average participation has been 32%. The assessment tool has also helped increase quality standards as the minimum score is now 85%. Again, over the last five (5) years, 7% of the Coalition's providers have seen an increase in their assessment scores.

Mr. Farrelly explained the state's School Readiness contract does not allow cancellation of a contract except for lack of an approved curriculum. The same providers appear on the Corrective Action Plan each year which results in extra costs to the Coalition as additional staff time must be expended.

The Coalition's QRIS program, which about a third of the state's Coalitions already have in place, will take 12-15 months to develop. Providers seem very excited about this program as it will drive the child care market based on quality with the "star" rating system that will be indicated on a referral sheet provided to parents.

Mr. Farrelly explained this request for approval of the development of QRIS is the first of four (4) stages. The second stage will be the creation of an assessment tool, then a pilot program followed by final implementation. This will be Ms. Borrego's project and she has formed a steering committee consisting of Dr. Knobl, Ms. Edna Lennox, Ms. Jayne Goldstein and Ms. Ljubica Sevic. This committee will begin to develop the program.

Ms. Borrego reviewed the PowerPoint presentation with the Board explaining that the purpose of QRIS is to recognize quality and promote a culture of improvement. Ms. Borrego has been in contact with the other Coalitions that are currently utilizing QRIS and plans to visit them in the near future.

Mr. Mascaro inquired if this is a voluntary program and Ms. Borrego stated providers will not have to participate and she will attempt to determine what percentage of provider participation the other Coalitions have.

Ms. Porterfield inquired how long the star rating will be posted and Ms. Borrego explained the Steering Committee will discuss whether evaluations are conducted on an annual basis or performed every three (3) years. She will also discuss this with the other Coalitions.

The Board also briefly discussed that some providers may decide not to participate which could result in a "non-rated" ranking as well as the cost to implement the program which could include staff time and a possible change to providers' pay rates. Ms. Borrego also stated that some Coalitions offer perks to 5-star providers such as free CEU's and/or reduced fees to conferences.

Mr. Farrelly explained that funds could be taken from the Quality Incentives to provide awards to 5-star providers. He explained the program's working title is "Sunshine Stars."

Dr. Kanakis requested a motion to approve the development of a QRIS program. Mr. Guadagnino so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1314-46)**

Mr. Farrelly advised the Board they will be updated on the QRIS development at each Board meeting.

B. Approval, Memorandum of Understanding – Mid-Florida Homeless Coalition

Ms. Kier explained this MOU is similar to the three (3) approved earlier this year with local homeless and domestic violence shelters. The delay for submitting this MOU was due to some minor changes in wording because of Mid-Florida's involvement with four (4) other Coalitions.

Dr. Kanakis requested a motion to approve the Memorandum of Understanding. Mr. Kelly so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1314-47**)

C. Coalition Update

Mr. Farrelly informed the Board that there are currently 781 children on the wait list which will continue until funding information for the 2014-15 fiscal year is received. He explained the VPK on-line registration is a success that has made future VPK round-ups obsolete.

Mr. Farrelly announced the following upcoming events:

- May 29, 2014 – Provider Appreciation event sponsored by the Foundation for Early Learning. The event will be catered by Mr. McHugh and held at the Suncoast Dance Center on County Line Road;
- August 2, 2014 – Preschool Palooza – held at the Jerome Brown Center in Brooksville;
- TBD – Spelling Bee – to be held mid-to-late August;
- October 19, 2014 – Cook Family Antique & Classic Car Museum Tour;
- August 29, 2014 – bus trip to Rays game to benefit the Foundation.

D. Staff Recognition

Mr. Farrelly explained the Executive Committee has recommended that staff members be recognized quarterly. The person chosen for the first Staff Recognition Award was Ms. Bev Doucet for her endeavors on behalf of the Coalition.

Ms. Nora Kranz was presented with the Staff Member of the Year award.

E. Foundation Update

Mr. Farrelly explained the Foundation is still awaiting its 501-C-3 from the IRS and an anonymous donor made a contribution to the Foundation to be used specifically for transmission repairs to one of the Mobile Outreach Vans.

X. New/Unfinished Business

Dr. Kanakis stated that Pasco County Schools has plans to implement a Pre-K program in inclusion classrooms for children with IEPs and inquired if the Coalition had been

involved in the discussion. Mr. Kelly explained that his organization has already implemented this in some of their classrooms and is looking to add an additional classroom. Mr. Kelly explained that he is receiving good feedback from parents.

XI. Public Input

None.

XII. Adjournment

Dr. Kanakis requested a motion to adjourn. Ms. Narverud 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 10:14 a.m.

Respectfully submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant