



**BOARD OF DIRECTORS
MEETING MINUTES
November 20, 2014**

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

Day/Date/Time: Thursday, November 20, 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; Dr. Amy Anderson, James Cook, Josh Kelly, Dr. Steve Knobl, Pat McHugh, Beth Narverud, Angela Porterfield, Jean Rags, Diane Rowden

Board of Director Members Present via Phone: Joe Mascaro, Heidi Rand

Board of Director Members Excused: Marsha Carpenter, Joan DeMauri, Cathy Dofka, David Meglay

Board of Director Members Absent: Deacon Scott Conway, Gus Guadagnino

Coalition Staff Present: Kim Borrego, Bev Doucet, Pattie Eacobacci, Rachel Hardy, Jak Jakubauskas, Sherri Sabadishin

Guests Present: None

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 8:35 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. McHugh so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (Action Item #1415-10)

- **Approval of Minutes, September 25, 2014 Board Meeting**

Dr. Kanakis requested a motion to approve the minutes of the September 25, 2014 Board Meeting. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-11)**

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

- A. Financial Statements – September/October, 2014**

Mr. McHugh reported the Financial Statements reflect a continuation of the surplus, but it is slowly decreasing due to the number of children being enrolled. To date, approximately 400 children have been enrolled which should show an additional decrease in funds over the next several months. With VPK and School Readiness spending, 94% of Coalition funds are expended on children in our communities.

Dr. Kanakis requested a motion to accept the Financial Statements for September/October, 2014 as presented. Commissioner Rowden so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-12)**

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

- **Executive Committee Update**

Dr. Kanakis reported the Committee had met and approved an invoice for unemployment claims and had discussed the Early Learning Performance Funding Project, a pilot program of \$10.5 million for quality enhancements which Ms. Borrego will be discussing in greater detail.

- **Approval, \$5,762.60 Invoice for Unemployment Claims**

Dr. Kanakis requested a motion to approve the payment of \$5,762.60 for Unemployment Claims. Mr. McHugh so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-13)**

- **Discussion, Strategic Planning Board Retreat**

Dr. Kanakis stated he feels the Coalition needs Board ownership. He explained the Strategic Planning meeting was not held due to a lack of quorum. The Board needs to be able to direct policy and procedures and there is no driving force behind the organization; it cannot be left to just one person.

Dr. Kanakis explained the Strategic Planning meeting will be taking place in the near future and Dr. Mel Jurado is being considered to facilitate. He stated the Coalition is state-mandated to have a strategic plan in place and requested Board members to take ownership in their roles as part of a collective organization with a direction on where it is going and how to achieve the next level.

The Board briefly discussed the attendance policy, which is included in the Coalition's By-Laws and whether an "excused" absence is acceptable. Dr. Kanakis requested Board members write down items they would like to see addressed at the strategic planning meeting such as the attendance issue.

Ms. Porterfield suggested information be obtained from staff in regards to what providers need. Also, a structure is needed for the Board to know where it is headed such as knowing what has been accomplished, what is going well and what the needs are.

Dr. Kanakis stated that ideas should come from the entire Board not just the Executive Committee.

IV. Utilization Reports – Ms. Rachel Hardy, Finance Director

Ms. Hardy reported the wait list was opened in mid-October; however, the surplus has not yet been significantly reduced. 266 children were enrolled in October and children continue to be enrolled which may clear the wait list by the end of November. The November enrollments will show more of an effect on the surplus in the financial reports prepared for December's meetings.

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

- **Committee Update**

Mr. McHugh explained the Coalition is preparing for two (2) audits. The first will be done by Fontana & Associates and the second will be a state desk audit. Slow progress continues to be made on a projection model and Ms. Hardy will also be gathering information on models from several different Coalitions.

VI. Program Committee – Ms. Angela Porterfield, Chair

- **Committee Update**

Ms. Porterfield reported the Committee did not meet in November as quorum was not met. The next scheduled Program meeting is in January.

- **QRIS Update – Ms. Kim Borrego, Program Manager**

Ms. Borrego reported that a QRIS VIP round table was held during the conference with twenty-two (22) attendees. QRIS was positively received and the providers were open to the concept. Ms. Borrego also attended a symposium in Orlando where she received new ideas on how to make the tool easier to use. The QRIS Steering Committee will meet again on December 11, 2014. Information on QRIS is being included in the provider newsletter, Spotlight, to keep them informed. Ms. Borrego reported that fourteen (14) providers have signed up for the QRIS pilot program.

VII. Quality Committee – Mr. Joe Mascaro, Chair

- **Committee Update**

Mr. Mascaro reported the Quality Committee had received a QRIS update at the last meeting.

VIII. Match Fundraising Committee – Dr. Steve Knobl, Chair

- **Committee Update**

Dr. Knobl stated that Mr. Cook hosted his annual antique car museum tour, which was a great event to benefit the Foundation and over \$4,000 was raised. He explained that a contact with Beef O’Brady’s is willing to host a give back evening to benefit the Coalition in either February or March of 2015 with 5-6 restaurants participating.

- **Update, Results from “\$20 from 20 People” Campaign**

Dr. Knobl explained this campaign has a simple philosophy – the donor is being asked to support educating a child for a day. He stated the campaign will continue to run through the end of January. The goal is to have all Board members obtain \$20 from 20 people.

A brief discussion followed on doing a campaign during the holiday season when so many other non-profits are also soliciting funds. Ms. Rags suggested doing a campaign in January when corporate budgets will begin. She also suggested having a gift card drawing for the participants and the Board also discussed requesting donations from the local sports teams.

Ms. Porterfield explained she and her staff had recently attended a Painting with a Twist fundraiser in Trinity that also included a silent auction which raised approximately \$700. Ms. Borrego stated the November Foundation meeting had discussed doing this type of fundraiser. Ms. Narverud and Mr. Kelly shared that in Hernando County there are venues that consist of the canvas painting as well as “Drinkable Art” to create art on wine/ drinking glasses.

Dr. Knobl requested that any additional fundraising ideas be sent directly to him.

Ms. Hardy briefly explained Match and the requirement to raise approximately \$300,000 annually. The match funds raised each month are deducted from the Coalition’s monthly reimbursement from the state.

IX. Ad Hoc Committee – Mr. Joe Mascaro, Chair

Mr. Mascaro explained that the Community Partner meeting had been cancelled primarily due to a conflict with another event. The Ad Hoc committee had met on November 5th and discussed going forward with the Community Partner meeting on Thursday, December 11, 2014 at 11 am here at the Coalition’s main office. The Committee will meet afterward and review suggestions from any community partner and send the minutes

to non-attendees. The meeting will be held even if only one (1) person attends as that individual may have new input to share.

X. Executive Director Report – Ms. Kim Borrego

A. Coalition Update

Ms. Borrego explained the Performance Funding Pilot Project is a \$10.5 million block grant to help improve quality in centers. The state has chosen 400 providers for the pilot with six (6) local providers, one of which has opted out of the program. Three (3) of these providers will be in the pilot group and receive additional training and support and two (2) providers will be in the comparison group receiving only a CLASS assessment at the start of the program and again at the finish in the spring.

The Coalition’s staff and mobile outreach van will be participating in the following holiday parades:

- December 6 at 1 p.m. in Spring Hill
- December 6 at 6 p.m. in Zephyrhills
- December 13 at 10 am in Brooksville

B. Second Reading, School Readiness Eligibility Services and Wait List Priority Policy

Ms. Borrego explained this policy has been mandated by OEL and the Coalition is not able to make any changes to this policy; however an internal procedure may be created.

Dr. Kanakis requested a motion to adopt the policy as presented. Dr. Knobl so moved and Mr. McHugh seconded. After a brief discussion, the vote was called. All were in favor with no abstentions and the motion carried. **(Action Item #1415-14)**

C. Update, 7th Annual Early Learning Conference

Ms. Borrego reported that approximately 950 attendees participated at this year’s conference and the reviews were overwhelmingly positive. The keynote speaker, Mr. Jeff Johnson resonated well with providers and the lunch crowd enjoyed the concert performed by Music with Mar. Ms. Bev Doucet was congratulated for a job well done.

D. Foundation Update

Ms. Borrego reported the November 11th Foundation meeting did not have a quorum and only met for informational purposes. A “Painting with a Twist” fundraiser is being discussed.

XI. New/Unfinished Business

None.

XII. Public Input

None.

XIII. Adjournment

Dr. Kanakis 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 9:37 a.m.

Respectfully submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant