



**BOARD OF DIRECTORS  
MEETING MINUTES  
September 25, 2014**

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

**Day/Date/Time:** Thursday, September 25, 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, Deacon Scott Conway, James Cook, Joan DeMauri, Cathy Dofka, Gus Guadagnino, Dr. Steve Knobl, Joe Mascaro, Pat McHugh, Beth Narverud, Angela Porterfield, Jean Rags

**Board of Director Members Present via Phone:** Marsha Carpenter, Josh Kelly, Heidi Rand

**Board of Director Members Excused:** David Meglay, Diane Rowden

**Board of Director Members Absent:** None

**Coalition Staff Present:** Kim Borrego, Bev Doucet, Pattie Eacobacci, Rachel Hardy, Jak Jakubauskas, Betsy Kier, Sherri Sabadishin, Ljubica Sevic

**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 8:31 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 Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-06**)

- **Approval of Minutes, July 24, 2014 Board Meeting**

Dr. Kanakis requested a motion to approve the minutes of the July 24, 2014 Board Meeting. Ms. Rags so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-07**)

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

- A. Financial Statements – July/August, 2014**

Mr. McHugh reported the Coalition's spending rates were below normal and beginning to indicate a surplus for School Readiness. This surplus resulted in the opening of 160 slots for children.

Dr. Kanakis requested a motion to accept the Financial Statements for July/August, 2014 as presented. Mr. Guadagnino so moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-08**)

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

- **Executive Committee Update**

Dr. Kanakis reported briefly on Mr. Farrelly's status. He then explained the Executive Committee had approved a new clause in the Health Care portion of the Personnel Policies regarding the health insurance stipend. He explained that any employee hired on or after September 1, 2014, who does not enroll in the insurance plan offered by the Coalition, will receive a stipend of \$50 per pay period, after verification there is coverage under another plan, rather than the full amount currently being offered.

Dr. Kanakis reported that an EEOC complaint has been lodged by a former employee and the Executive Committee has voted to retain Mr. Al Torrence, Esq. to represent the Coalition. This employee was terminated due to job performance and for no other reason.

Dr. Kanakis reported that the School Readiness wait list priorities were discussed as well as the continuing efforts to create a forecasting model. A Community Partners meeting is being planned to discuss referrals for School Readiness clients. Additionally, a Strategic Planning meeting is set for Thursday, October 23, 2014 at 8:30 a.m.; this will be a general discussion, without a facilitator, to discuss ways to address the future and the direction of the Coalition.

- **Approval, COOP Plan – FY 2014-15**

Dr. Kanakis reported the Executive Committee had approved the basic changes to the Continuity of Operation Plan (COOP). Ms. Kier explained that only the pages with updates, which were primarily staff changes, were included in the packet. The multi-page document is available for review upon request.

Dr. Kanakis requested a motion to approve the changes to the COOP Plan for FY 2014-15. Mr. McHugh so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-09**)

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

Ms. Kier reported as of this morning only 38 slots out of the 160 that were opened last week remain. These remaining slots should be filled by next week. She explained that with the enrollment of these additional children, the numbers indicate the budget will break even at the end of the year. However, the wait list will continue to be monitored due to natural attrition.

Ms. Kier reported that VPK enrollment is down by 68 children for the month compared to last year with Pasco County showing an increase of 54 children and Hernando County showing 122 fewer children.

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

- **Committee Update**

Mr. McHugh reported that in addition to reviewing the financials, the Committee also discussed a booking error found during the audit. Ms. Hardy has reconciled the error which had resulted from booking items into both QuickBooks and Sage. The Committee also discussed the forecasting model and the many variables that involve predictions.

**VI. Program Committee – Ms. Angela Porterfield, Chair**

- **Committee Update**

Ms. Porterfield reported the Committee had met and discussed nine (9) centers that had been under a Corrective Action Plan. These centers are being encouraged to send their staff to the conference. The Committee also discussed the development of QRIS and a tool which is currently under draft and there will be a VIP round table at the conference to discuss QRIS with providers.

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

Ms. Borrego reported the Steering Committee continues to meet monthly. An open discussion was held at Rasmussen College and providers from Hillsborough County who are under a QRIS program were invited to share their feedback. They reported that QRIS has helped improve quality; however, the program is a lot of work but it is worth the effort. These providers indicated that financial incentives may be crucial for involvement.

Ms. Borrego reported that twenty-five (25) of the Coalition’s providers have been invited to participate at a VIP roundtable discussion on QRIS at the upcoming conference. The Committee hopes to be able to pilot QRIS in the fall of 2015.

**VII. Quality Committee – Mr. Joe Mascaro, Chair**

- **Committee Update**

Mr. Mascaro reported the Quality Committee had met in August. As the Quality budget has been reduced, there was little to report. The Committee also discussed QRIS.

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

### **• Committee Update**

Dr. Knobl presented updates from the August meeting as the Match Committee did not have a quorum for September. The Committee had discussed the Spelling Bee which raised over \$6,000 for the Coalition. He stated that if any Board member would like to discuss holding this event again, please speak with him directly as there is a volunteer who is willing to assist. Dr. Knobl explained he had requested and obtained the historical figures on match funds raised and they average out to \$12-15,000 annually. At another Committee member's suggestion, Dr. Knobl recommends the Board may want to consider lowering their expectations from raising \$370,000 annually to raising \$50,000.

Dr. Knobl reported that at September's informational meeting, a fundraiser – 15 for \$15 or 20 for \$20, based on the Ice Bucket Challenge, was discussed. A participant would donate \$15 and find 14 other people to donate \$15. All Board members and staff would be encouraged to participate.

Ms. Rags stated this is a simple and easy way to raise funds and a roll out could be sent by email. Mr. Guadagnino moved to accept this fundraising idea and Ms. Narverud seconded. All were in favor with no abstentions and the motion carried.

Dr. Knobl will meet with Ms. Kier to discuss sending the email and using the PayPal feature on the Coalition's website to accept donations.

Dr. Knobl explained the Committee also discussed the upcoming Cook Museum Tour, to benefit the Foundation, which is scheduled for Sunday, October 19, 2014 beginning at 11 am. Mr. Cook briefly explained the new "test" that attendees will take to win a shirt and that photos of attendees will be taken seated in one of the classic cars.

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

Mr. Mascaro explained that at the July meeting, the Board agreed to put a committee together consisting of himself, Ms. Carpenter and Dr. Kanakis to discover why so many TANF and Protective Services clients were referred for services during the last quarter of FY 2013-14. He explained that TANF numbers seemed to be consistent; however, Protective Services client referrals had tripled.

He explained the Committee had learned that referrals are given out by about twenty (20) collaborating agencies and that some clients also self-report to DCF.

Ms. Kier explained self-reporting occurs when services are terminated for a client, to re-acquire those services immediately, the client will call in an abuse charge on themselves to have a new referral written. Ms. Kier explained that some case workers are also writing courtesy referrals which are not valid, as per OEL. Ms. Kier explained that to qualify for a referral, the client must have a current and open DCF case.

Mr. Mascaro explained Ms. Carpenter will send a letter to DCF contractors inviting them to attend a meeting on October 15, 2014 to discuss the referral process. Due to turnovers

within agencies, not all staff may be familiar with the rules and regulations before they issue a referral.

Ms. Rags inquired of Ms. Carpenter if DCF was explaining the perimeters to their contractors. Ms. Carpenter explained that is a different area of DCF, but she has reached out to other departments on the situation.

## **X. Executive Director Report – Ms. Betsy Kier**

### **A. Foundation Update**

Ms. Kier reported that plans are moving along for the Cook Museum tour which will take place on Sunday, October 19, 2014. This year the goal is to have more interaction between attendees and volunteers to promote Early Learning.

### **B. First Reading, School Readiness Eligibility Services and Wait List Priority Policy**

Ms. Kier explained that during OEL's recent desk review, they stated the Coalition's Wait List policy needed to be re-written. The policy has been re-written, as per state and OEL policy and is being submitted for a first reading and/or approval. The policy outlines the new priorities and how the wait list is managed, as per state guidelines. Ms. Kier explained the only category the Coalition will have a say in is #3 Priority and older children can be served only if funds are available.

Ms. Porterfield explained that children enrolled in Head Start are #9 Priority. She explained that children enrolled within the school system in Pasco receive services for 180 days but then stop receiving services during the summer. Ms. Rand stated the same is true in Hernando County. She recommended that instead of serving older children, the Coalition consider providing services to the younger children in the Head Start programs whose services have been discontinued.

Ms. Kier explained that if the children are no longer in the Head Start program, they may be eligible under #3 Priority where the youngest children are placed first.

Ms. Rags inquired if language could be added to the #9 Priority and Ms. Kier explained these guidelines are OEL mandated, but an internal procedure could be created.

Dr. Kanakis requested this policy be revisited at the November Board meeting.

### **C. Coalition Update**

Ms. Kier stated that an agenda is being created for the Strategic Planning meeting. It includes goals for the Executive Director and the Board. If any Board members have any specific items they would like to have included on the agenda, Ms. Kier requested they email their ideas to Ms. Jakubauskas for inclusion on the October 23, 2014 agenda.

Ms. Kier reported that a Board Orientation meeting was held on September 11, 2014 for Dr. Anderson and Deacon Conway.

**XI. New/Unfinished Business**

Mr. Guadagnino requested that all Board members re-introduce themselves for Deacon Conway's benefit.

Ms. Kier announced that the Conference currently has about 570 attendees registered, to date. The Coalition will be receiving a donation of 800 books that will be placed in the conference "swag" bags for attendees. All Board members are encouraged to attend and to thank providers for their service to children in our communities. Ms. Kier requested those Board members attending the Conference email Ms. Jakubauskas with their meal choices.

**XII. Public Input**

None.

**XIII. Adjournment**

Dr. Kanakis 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 9:30 a.m.

Respectfully submitted by:

Ramute "Jak" Jakubauskas  
Administrative Assistant