



**BOARD OF DIRECTORS
MEETING MINUTES
January 22, 2015**

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

Day/Date/Time: Thursday, January 22, 2015 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, David Meglay, Beth Narverud

Board of Director Members Present via Phone: No members; Sylvia Collins, DCF Licensing representing Marsha Carpenter

Board of Director Members Excused: Marsha Carpenter, Angela Porterfield, Jean Rags, Heidi Rand, Diane Rowden

Board of Director Members Absent: Josh Kelly

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

Guests Present: Lisa Barbari, Bright Beginnings Preschool; Anita Durr, Discovery Point #39; Jayne Goldstein, TodayCare; Heidi Honea, Great Hope Preschool; Salim Karnaby, Discovery Point #39; Edna Lennox; Lynn Mahs, Wee Kids; Elaine Peverell, Lutz Learning Center; Karen Shearer, Hernando YMCA

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 8:34 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 #1415-15)**

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

Dr. Kanakis requested a motion to approve the minutes of the November 20, 2014 Board Meeting. Dr. Knobl so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-16)**

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

- A. Financial Statements – November/December, 2014**

Mr. McHugh reported the Coalition is on track to finish the year with a surplus based on current predictions and the diminished attrition rate. He reported the weighted average of funds expended on children is 93% which is extremely high.

Dr. Kanakis requested a motion to accept the Financial Statements for November/December, 2014 as presented. Mr. Guadagnino so moved and Ms. Narverud seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-17)**

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

- **Executive Committee Update**

Dr. Kanakis welcomed Mr. Farrelly's return.

- **Recommendation, Anti-Fraud Plan**

Dr. Kanakis explained the Committee has reviewed and approved the Anti-Fraud Plan which contains some slight revisions recommended by OEL. He requested a motion to approve the Anti-Fraud Plan. Mr. McHugh so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-18)**

- **Recommendation, Strategic Planning**

Dr. Kanakis deferred to Mr. Farrelly. Mr. Farrelly explained that in order for the Coalition to be able to do more for children, time needs to be put into planning for the next five (5) years. The Executive Committee has discussed a strategic plan and requested quotes which were received from six (6) companies. Mr. Farrelly informed the Board that copies of all quotes were made and are available to be reviewed by Board members. Quotes were also reviewed by the Executive Committee. Mr. Farrelly stated his recommendation to the Executive Committee was The Profitable Group.

Mr. Farrelly explained that Dr. Mel Jurado of The Profitable Group was the former state director of OEL; former key note speaker at the Coalition's Early Learning Conference

and is well-known by providers and staff. She was also the governor appointed Chair of the ELC of Hillsborough.

Mr. Farrelly stated Dr. Jurado will do a survey of needs and will meet with each Board member individually prior to a full day retreat. She will then lead the Board in the implementation of the strategic plan. Mr. Farrelly recommended hiring The Profitable Group and Dr. Jurado as the facilitator for a total of \$25,000.

Dr. Kanakis opened the floor to discussion. Dr. Anderson inquired what some of the other costs were. Dr. Kanakis stated they varied from \$7,500 to \$27,500, but only two (2) companies had any Coalition experience. Dr. Kanakis stated that with Dr. Jurado's background, she can reconcile our needs and fulfill our mission.

Mr. Farrelly added that Dr. Jurado is very experienced and has led many strategic plan efforts over the last three (3) years and is also an industrial psychologist.

Mr. Cook stated he has reviewed the quotes and would endorse Dr. Jurado, but is bothered by the hidden costs as a per diem of \$75 per day is included in Dr. Jurado's quote. Mr. Farrelly explained these costs are included in the \$25,000 and the total will not exceed this amount. Mr. Cook also noted that this process may take 4-5 months and Board members should be aware of the time commitment. Dr. Kanakis stated this time frame is preferable as Dr. Jurado will assist in walking the Board through the developed plan. He explained the Board should be more involved and members will have a better understanding of the Coalition to help in making policy decisions.

Mr. Farrelly stated the Board should not spend \$25,000, which is equivalent to services for ten (10) children, if each member is not ready to commit time and effort to not only a full day retreat, but also meeting with the facilitator and submitting responses to a survey Dr. Jurado will prepare.

Deacon Conway stated there is an advantage to having the facilitator follow the plan through to implementation as it will help to make sure the goals are set.

Mr. Guadagnino stated the Coalition needs a "road map" to follow to continue to be successful.

Dr. Kanakis called the discussion and requested a motion to approve Dr. Mel Jurado's The Profitable Group as the strategic plan facilitator. Dr. Knobl so moved and Mr. McHugh seconded the motion. All were in favor with abstentions and the motion carried. **(Action Item #1415-19)**

Dr. Kanakis stated Dr. Jurado will be informed of the Board's action. A doodle with potential retreat dates will be emailed to members later today.

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

Ms. Kier reported the Coalition is projecting a surplus and children are being enrolled immediately as the wait list is open. Current enrollment for Pasco County is up by 159

children and 38 children in Hernando County. Additionally, press releases to the media and to providers, to share with their parents, are announcing the Coalition has no wait list and there is open enrollment.

Ms. Kier reported that the VPK enrollment numbers for December are down by approximately 500 children, which is normal. She explained that eight (8) providers did not submit their attendance rosters for December and some providers had programs that ended in December.

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

- **Committee Update**

Mr. McHugh reported the Committee had reviewed the financials and discussed predictors for spending rates. Worker's compensation costs were investigated, due to Mr. Cook's diligence, and \$14,000 is being credited for last year as many staff members were incorrectly placed in higher risk categories. The state's auditors will be on-site next week.

Mr. Farrelly explained more information will be forthcoming at the March Board meeting, but the Coalition's annual outside audit is a fully clean audit with no findings and no management plan required.

VI. Program Committee – Ms. Angela Porterfield, Chair

- **Committee Update**

In Ms. Porterfield's absence, Ms. Borrego reported the Committee discussed ten (10) centers that are under a Corrective Action Plan. Additionally, another forty-four (44) centers were assessed with the School Readiness tool and scored 85% or higher and forty (40) centers were assessed under the CLASS observation tool.

Also discussed was the Performance Pilot Funding Project. The five (5) providers who were chosen have completed the first and second benchmarks and are working on their third. They are funded by the state as they complete each benchmark and this program will end in June. The state's goal is to determine if programs do better with additional quality funding.

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

Ms. Borrego distributed a prepared binder to each attendee and explained the demand for child care is on the rise especially for quality programs. QRIS is a tool for system reform to help providers achieve a higher quality. A Steering Committee was formed in June of 2014 consisting of Dr. Steve Knobl, Ms. Edna Lennox, Ms. Jayne Goldstein, and Ms. Ljubica Sevic to begin the development of a QRIS program.

Ms. Borrego presented an overview of QRIS and explained the rollout will occur in three (3) phases over three (3) years to maximize provider participation.

Ms. Borrego explained the Board is being requested to approve the name selected – Sunshine Stars – Pasco Hernando’s Quality Rating Improvement System and the draft tool presented in the binder.

A discussion followed on the draft tool and its 40 point rating scale which contains portions of the School Readiness assessment tool and the CLASS tool that providers are familiar with. Ms. Borrego explained that with the QRIS tool, providers will be able to see their score immediately and know what their star rating will be.

Discussion followed which included using the tool with faith-based providers, ensuring all Provider Specialists are trained on the tool, provider appeal process, provider participation, marketing those providers with star ratings, rewarding providers who participate, staff working with providers to help improve their rating, re-visiting the tool with the continued development of QRIS and the anticipated need for additional staff.

Dr. Kanakis called an end to the discussion and requested a motion to approve the name – Sunshine Stars – Pasco Hernando’s Quality Rating Improvement System and the QRIS draft tool. Mr. Guadagnino so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-20)**

Mr. Farrelly thanked the QRIS Steering Committee for the hours spent on this project.

VII. Quality Committee – Mr. Joe Mascaro, Chair

- **Committee Update**

Mr. Mascaro reported the Quality Committee reviewed the Quality Budget and voted to utilize \$8,000 in the creation of provider classroom libraries. Ms. Borrego explained the classroom library concept was developed in 2014 and proved popular with providers. New libraries will be created to include math and parent involvement. Each library will contain a teacher resource book, 3-4 books on the subject and will include provider training.

Mr. Mascaro reported the Committee had also discussed having the opportunity to oversee the QRIS program.

A discussion followed the possibility of utilizing Quality funds to install security cameras in centers to help prevent abuse and whether this would overstep the Coalition’s bounds for the physical attributes of a provider’s business.

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

- **Committee Update**

Dr. Knobl stated that the \$20 from 20 people campaign did not go well. A Beef O’Brady’s night is being planned for March or April and negotiations are under way to possibly increase the normal 10% giveback.

Mr. Farrelly informed the Board that, as a fund raiser, Dr. Knobl donated two (2) tickets to an upcoming Lightning hockey game. The silent bid to purchase the tickets is now up to \$250. The funds raised will go toward the Coalition's match.

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

Mr. Mascaro stated there was nothing new to report.

X. Executive Director Report – Mr. Jim Farrelly

A. Coalition Update

Mr. Farrelly stated he was glad to be back and reported that the wait list continues to be at zero and with the projected surplus the wait list will continue to remain open.

He reported that budget planning has begun for FY 2015-16 and will include additional staff in certain areas and possible reduction of staff in others. The actual budget figures may not be available from the state until July.

A video, created by Mr. Chris Nelson on Storybook Forest, was played and Mr. Farrelly announced the ribbon cutting ceremony will take place at 10 a.m. on the morning of April 11, 2015. There will be no on-site parking this year in the hopes of reducing traffic issues. Parking will be at Crews Lake Elementary School and six (6) shuttle buses will transport families. Special parking permits will be issued to staff, Board members and other dignitaries as well as for families needing handicap access.

Mr. Guadagnino requested a list of volunteer opportunities for Board members.

B. Planned Change in Procedure, Re-evaluation of School Readiness Clients

Mr. Farrelly explained School Readiness clients are evaluated every 90 days to prevent ineligibility. The Coalition has received complaints from both parents and employers about parents having to take time away from their jobs every three (3) months. Parents failing to keep their appointments for fear of losing their jobs risk continuity of care for their children.

Mr. Farrelly explained the state requires one re-determination per year and the majority of Coalitions re-determine every six (6) months. Mr. Farrelly recommended the Board change the administrative procedure and move to a 6-month process.

Mr. Guadagnino moved to change the re-evaluation of School Readiness clients to six (6) months and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

C. Foundation Update

Mr. Farrelly reported the Foundation is on a great track and explained the Foundation's concept of "child of the year." The Foundation will sponsor a child in the School

Readiness program every year and will also honor the child with time and special honors for birthdays, etc. A Samsung Galaxy tablet has been donated to present to the first child selected and this concept will also become a marketing tool.

Mr. Farrelly announced that the Foundation will be a major sponsor of the Storybook Forest event by donating \$2,000 to purchase t-shirts for children. Additionally, the Foundation has received an anonymous donation of \$5,000.00.

Mr. Farrelly explained that Storybook Forest will take place from 11 a.m. – 2 p.m. on April 11, but a ribbon cutting ceremony will take place at 10 a.m. Bay New 9 and WEDU will have press on site and the shuttles are slated to begin at 10:30 a.m. Ms. Doucet explained that exhibitors are able to promote their business at this event, but sale of items is prohibited. Exhibitors are charged \$25 to participate.

XI. New/Unfinished Business

The next Board of Directors meeting is scheduled for Thursday, March 26, 2015 at 8:30 a.m.

XII. Public Input

None.

XIII. Adjournment

Dr. Kanakis requested a motion to adjourn. Dr. Anderson 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 10:16 a.m.

Respectfully submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant