



**BOARD OF DIRECTORS
MEETING MINUTES
March 24, 2015**

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

Day/Date/Time: Tuesday, March 24, 2015 at 8:30 a.m.

Location: Rasmussen College
18600 Fernview Street
Land O'Lakes, FL 34636

Board of Director Members Present: Dr. Steve Kanakis, Chair; Dr. Amy Anderson, Deacon Scott Conway, Joan DeMauri, Cathy Dofka, Gus Guadagnino, Dr. Steve Knobl, Joe Mascaro, Pat McHugh, David Meglay, Beth Narverud, Jean Rags, Heidi Rand

Board of Director Members Present via Phone: None

Board of Director Members Excused: Marsha Carpenter, Diane Rowden

Board of Director Members Absent: James Cook, Josh Kelly, Angela Porterfield

Coalition Staff Present: Bev Doucet, Jim Farrelly, Rachel Hardy, Dr. Mary Harper, Jak Jakubauskas, Jack Karuso, Betsy Kier, Edna Lennox, Sherri Sabadishin, Kelli Torre

Guests Present: Jayne Goldstein, TodayCare; Heidi Honea, Great Hope Preschool; Dr. Mel Jurado, The Profitable Group; Rod Jurado, The Profitable Group; Becky White, First United Methodist

Attendees for Strategic Planning Session (in addition to those noted above): Salim Karnaby, Discovery Point #39; Heather Perez, Kids R Kids Boyette Road; Angela Porterfield

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 and 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 #1415-21)**

- **Approval of Minutes, January 22, 2015 Board Meeting**

Dr. Kanakis requested a motion to approve the minutes of the January 22, 2015 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 #1415-22)**

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

- A. Financial Statements – January/February, 2015**

Mr. McHugh reported the Coalition is spending over 90% of its budget, which includes Direct Services and Quality, on children. The reported surplus is diminishing for School Readiness and the wait list may be closed in April or May. Ms. Rags inquired if the state wanted funds returned. Mr. Farrelly explained OEL did determine the Coalition had funds to return, but after a conversation with Ms. Hardy regarding de-obligation, OEL was informed of plans to continue enrolling children and community outreach that is planned during the Chasco Festival. The state was satisfied that the funds would be expended as the surplus has already been reduced by approximately \$200,000.

Dr. Kanakis requested a motion to approve the Financial Statements. Ms. Rags so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-23)**

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

- **Executive Committee Update**

Dr. Kanakis reported the Committee met and approved several of the items that will follow on the agenda.

- **Presentation/Discussion – FY 2014 Audit – Mr. Eric Fontana, CPA**

Mr. Farrelly introduced Mr. Fontana who explained the A133 audit is a requirement of the state and the audit is required to be submitted to OEL by Tuesday, March 31, 2015. Mr. Fontana informed the Board that a clean audit is being presented and he reviewed the completed audit with the Board.

Dr. Kanakis requested a motion to approve the FY 2014 Audit as presented. Mr. Meglay so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-24)**

- **Annual Board Reorganization:**

- **Ratification, Board Membership 2015-16** – Dr. Kanakis requested a motion to approve the Board Membership as presented. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-25)**

- **Nominations/Appointment of Vice Chair, 2015-16** – Ms. Narverud nominated Mr. Guadagnino for a second term; Dr. Knobl seconded the motion. Mr. Guadagnino accepted the nomination. As there were no other nominations, Dr. Kanakis requested approval of Mr. Guadagnino’s nomination. All were in favor with no abstentions and the motion carried. (**Action Item #1415-26**)
- **Ratification, Committee Membership, 2015-16** – Ms. Narverud requested to be transferred from Quality to Match and Dr. Anderson requested to be added to the Quality Committee. Dr. Kanakis requested a motion to approve the Committee membership with the noted changes. Mr. McHugh so moved and Deacon Conway seconded. All were in favor with no abstentions and the motion carried. (**Action Item #1415-27**)

- **Approval, Budget Transfer of \$25,000 from Salaries/Benefits to Board Expenses for Strategic Plan**

Dr. Kanakis requested a motion to approve the transfer of funds. Mr. Meglay so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-29**)

- **Approval, Budget Transfer of \$6,000 from Salaries/Benefits to Postage/Shipping**

Mr. Farrelly explained this amount is needed in the postage/shipping line item due to the number of re-determination letters sent to clients. Dr. Kanakis requested a motion to approve this transfer of funds. Mr. Meglay so moved and Ms. Narverud seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-29**)

- **Approval, MOA with Pasco County Schools Head Start Program**

Ms. Kier explained the Coalition has had a MOA with the Head Start program for some time and the only change it is now for three (3) years. Dr. Kanakis requested a motion to approve the MOA with Pasco County Schools Head Start Program. Mr. Meglay so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-30**)

- **Approval, Lease Renewals for 2015-2018 at no cost increase**

Mr. Farrelly informed the Board that Office Manager, Ms. Pattie Eacobacci negotiated the lease renewals for the next three (3) years with no increase. Ms. Rags moved to approve the lease renewals for 2015-2018 and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-31**)

- **Approval, Enrollment in State On-Line VPK System**

Ms. Kier explained the state’s system will save the Coalition \$7,800 annually over the current VPK on-line system. OEL initiated this system over a year ago and the process has now become more streamlined and will also allow for future plans for on-line enrollment in the School Readiness program. Ms. Kier reported that to date eight (8) staff members have been trained on the new on-line VPK system and she recommends the

change to the state's system which will be effective April 1, 2015 allowing time for Atlas, the current system, to begin transferring data files.

Dr. Kanakis requested a motion to approve the enrollment in the state's on-line VPK system. Dr. Knobl so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-32)**

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

Ms. Kier reported the Coalition is still projecting a surplus and children are being enrolled immediately as the wait list is open. Current enrollment is down by 40 children in Pasco County, but a difference will be seen next month as the last of the three (3) month re-determinations have been completed. Additionally, outreach will be done at the Chasco Festival to pre-qualify parents. The eligibility offices continue to enroll about 50 children a week.

Ms. Kier reported that VPK enrollment has increased by 59 children and enrollment for the 2015-16 school year has been extremely active.

The zero wait list for School Readiness continues, but it may have to be closed in May. Ms. Kier reported that enrollments of Protective Service and TANF clients are being closely monitored.

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

- **Committee Update**

Mr. McHugh reported that recent financial focus has been on the outside audit, state desk audit and the state attorney general's audit. The Committee has also reviewed the first draft of the FY 15/16 budget and is closely monitoring the utilization reports and the surplus funds.

- **Approval, Revised Anti-Fraud Plan**

Mr. McHugh explained this policy has been vetted by the state and in compliance with their requirements. Ms. Rags noted that on page 4, sixth bullet wording should include: "...shall be notified of the date of the meeting in writing within a minimum of 7-10 days,..." Also, on page 5, last bullet, Ms. Rags recommended adding: "With no additional appeals,..."

Dr. Kanakis requested a motion to adopt the Anti-Fraud Plan with noted amendments. Mr. Meglay so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-33)**

VI. Program Committee – Ms. Angela Porterfield, Chair

- **Committee Update**

In Ms. Porterfield's absence, Ms. Kier reported the Committee discussed the centers currently under a Corrective Action Plan, the on-line VPK system and updates were provided on the Performance Funding Pilot Project. Currently three (3) providers in the pilot group are working on their third benchmark and have completed MMCI training. In the comparison group, of the two (2) providers in this group only one now remains as the other provider was terminated due to excess DCF violations. This pilot program will end in June and Ms. Kier believes it may be at least six (6) months before any data is received from the state.

VII. Quality Committee – Mr. Joe Mascaro, Chair

• **Committee Update**

Mr. Mascaro reported that the Quality Committee reviewed the Quality Budget and realigned \$4,200 to cover the expenses related to the purchase of supplies for the approved Mathematic and Parent Education classroom libraries. Mr. Jim Harris was also approved to be the keynote speaker at the upcoming Early Learning Conference. Ms. Doucet explained further that Mr. Harris has his own corporation, is a lecturer with a degree in behavioral health and is very engaging. His fee is \$3,500.

Mr. Mascaro also reported that Ms. Lennox presented on QRIS offering a timeline and the creation of an informational parent handbook.

Mr. Farrelly informed the Board that the fees and expenses incurred for the Early Learning Conference are all supported by conference fees and sponsorship. This event is completely self-sustaining.

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

• **Committee Update**

Dr. Knobl reported the March meeting was cancelled due to lack of quorum. As a fund raising event, Beef O'Brady's is offering the choice of a Thursday, Friday or Saturday with a flat percentage of all sales for the day. Dr. Knobl stated a date must be chosen and suggested something in early May. He explained the owner of this restaurant is also in communication with several other restaurants for a joint fund raiser. Mr. Guadagnino suggested having a challenge between restaurants to see who could raise the most donations. Ms. Narverud stated she may be able to coordinate a Domino's pizza night.

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 encouraged Board members to take Storybook Forest flyers and distribute and additional volunteers are needed to help with the buses and parking. He requested all

volunteers contact Ms. Bev Doucet to obtain a parking pass and noted that the ribbon cutting will begin at 10:30 am. He announced that WEDU and Bay News 9 are sponsors of the event.

B. Foundation Update

Mr. Farrelly reported the Foundation is committed to raising money and today's lunch is courtesy of the Foundation. He announced the Cook Family's Annual Antique Car Show has been scheduled for Sunday, October 18, 2015 and the Foundation has identified a current School Readiness child who will become the Foundation's masthead for marketing purposes.

The Foundation is also sponsoring the purchase of golf shirts for Board, staff and friends. Members were advised to contact Ms. Sherri Sabadishin with their size selection by Tuesday, March 31st.

XI. Public Input

Mr. Meglay stated he has served on this Board for twelve (12) years and comparing the way it was to how the Board now conducts business and the focus this Board has, makes it a pleasure to serve.

Adjournment

Dr. Kanakis requested a motion to adjourn and begin the Strategic Planning portion. 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 9:37 a.m.

Respectfully submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant