



**BOARD OF DIRECTORS
MEETING MINUTES
May 28, 2015**

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

Day/Date/Time: Tuesday, May 28, 2015 at 8:30 a.m.

Location: Early Learning Coalition of Pasco and Hernando Counties, Inc.
15506 County Line Road
Spring Hill, FL 34610

Board of Director Members Present: Dr. Steve Kanakis, Chair; Dr. Amy Anderson, Deacon Scott Conway, Gus Guadagnino, Dr. Steve Knobl, Pat McHugh, David Meglay, Angela Porterfield

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

Board of Director Members Excused: Marsha Carpenter, Cathy Dofka, Beth Narverud, Diane Rowden

Board of Director Members Absent: Joan DeMauri

Coalition Staff Present: Bev Doucet, Pattie Eacobacci, Jim Farrelly, Rachel Hardy, Dr. Mary Harper, Laura Isaacs, Jak Jakubauskas, Betsy Kier, Sherri Sabadishin, Ljubica Sevic

Guests Present: Dr. Mel Jurado, The Profitable Group; Rod Jurado, The Profitable Group

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. 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 Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-34)**

- **Approval of Minutes, March 24, 2015 Board Meeting**

Dr. Kanakis requested a motion to approve the minutes of the March 24, 2015 Board Meeting. Mr. Meglay so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-35**)

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

- A. Financial Statements – March, 2015**

Mr. McHugh reported the financials for March showed a projected deficit of approximately \$63,000. Currently, funds are available to cover this deficit from other categories. Total spending on children, through Direct Services and Quality, is over 92%. VPK spending on Direct Services is at 96%. The Coalition spends an average of 94% of its annual budget on children.

Dr. Kanakis requested a motion to approve the Financial Statements for March. Mr. Guadagnino so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-36**)

- B. Financial Statements – April, 2015**

Mr. McHugh reported the deficit had diminished in April. Again, approximately 94% of the budget is expended on children.

Dr. Kanakis requested a motion to approve the Financial Statements for April. Mr. Meglay so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-37**)

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

- **Executive Committee Update**

Dr. Kanakis reported the Committee had discussed the Strategic Plan and the policies and procedures were presented and approved. These policies are being presented later for discussion.

- **Honors to Retiring Board Members**

- **Heidi Rand, Head Start Representative (2011-2015)**

- **Angela Porterfield, Pasco School's Representative (2011-2015)**

Mr. Farrelly presented Ms. Porterfield with artwork created by local children for her years of service. Mr. Farrelly announced that he has recommended Ms. Porterfield to Mr. Browning, Superintendent of Pasco County Schools, to fill the position being vacated by Ms. Rand – as the new Pasco Head Start Representative.

As Ms. Rand participated via phone, her artwork will be conveyed to her. Dr. Kanakis thanked both members for their service.

- **Review/Adoption, Final Report – Strategic Planning Session**

Dr. Kanakis announced that pauses will be made after the Mission Statement, Vision Statement and Values to formally approve these items.

Dr. Jurado gave a brief overview and explained the goal of the pre-work was to ensure that all were heard and key issues were brought up at the retreat.

Dr. Kanakis requested a motion to approve the proposed Mission Statement: **Creating a supportive network to build the necessary foundation for our children to be successful in school and life.** Mr. Meglay so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

Dr. Kanakis requested a motion to approve the proposed Vision Statement: **The Early Learning Coalition of Pasco and Hernando Counties influences successful outcomes in early education. We accomplish this by:**

- **Ensuring quality programs that positively impact every child and how early learning is viewed in our community;**
- **Supporting parenting outreach and education; and by,**
- **Building strong connections with our community.**

Dr. Knobl so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried.

Dr. Kanakis requested a motion to approve the proposed Values:

- **Passion/Commitment**
- **Integrity/Trust/Relationship**
- **Partnership/Collaboration**
- **Excellence/Quality**

Mr. Meglay so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried.

Dr. Jurado then presented a brief summary review of the KPI's six (6) key components. She explained that #5 – Provider Partnerships expands beyond the Board and stated that key providers want/need a partnership with the Coalition. The focus will be on QRIS to engage all providers and will be worked on over the next 18 months. This information will be reported back to the Board on a regular basis.

Dr. Jurado stated she and Mr. Jurado are ready to serve the KPI teams to execute their goals successfully by assisting wherever needed.

Mr. Guadagnino questioned whether the plan should refer to PHELC or Early Learning Coalition of Pasco and Hernando Counties. Mr. Farrelly explained that historically both have been used synonymously, but the formal name is Early Learning Coalition of Pasco and Hernando Counties, Inc.

Mr. Jurado explained that each of the KPI teams will report to the Board. Mr. Guadagnino inquired who will take the lead role on these KPI committees. Dr. Jurado suggested the point person could be the individual who presented. Dr. Kanakis stated the onus is on the Board to utilize Dr. Jurado.

Dr. Kanakis requested a motion to approve the entire Strategic Plan Report. Mr. McHugh so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1415-38**)

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

Ms. Kier reported the Coalition is projecting a Direct Services deficit of \$49,000 and does not have the funds to cover this deficit. She explained that enrollment has dropped by 44 children and the wait list is in place. For VPK, enrollment has increased but May and June will show a number of programs ending with a drastic reduction in children.

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

- **Committee Update**

Mr. McHugh deferred to Ms. Hardy who stated reported that one audit has been completed and another will begin on Monday, June 1, 2015.

- **Review/Approval, FY 16 OEL Financial Audit Results**

Mr. McHugh stated the OEL audit had a few minor findings (Executive Summary attached), but nothing of any significance.

Dr. Kanakis requested a motion to approve the Financial Audit Results. Deacon Conway so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. (**Action #1415-39**)

- **Presentation/Approval, Tentative FY 2016 Operating Budget**

Mr. Farrelly welcomed and introduced new staff members Ms. Laura Isaacs as Communications Specialist replacing Ms. Sherri Sabadishin who has moved into a Provider Specialist position and Dr. Mary Harper as Program Manager.

Mr. Farrelly explained that the supply side of the tentative budget of \$26 million is based on last year's budget as the state has not yet approved the new budget for FY 15-16 and Coalitions may not receive this information until mid to late July. The budget's primary purpose is to maintain Direct Services funds at or above last year's level. However, the Coalition's infrastructure must continue to grow to keep this organization moving forward. If additional dollars are awarded by the state in the new budget, these funds will go to Direct Services.

As FY 2015 dollars have been saved in personnel and other categories, these funds are being used to purchase kiosks for each location so parents can go online to enroll for VPK which will save additional staff hours. The kiosks will also be beneficial when School Readiness enrollment will go online.

Mr. Farrelly also explained the new budget will include additional staff members; one in Reimbursement, two (2) new Provider Specialists to assist with QRIS, and a new Administrative Assistant. One Eligibility Specialist position will be eliminated. The budget also includes the purchase of new payroll software for SAGE to bring payroll

services in house. The budget will show a cost reduction in cleaning services as the Spring Hill office will now only be cleaned once per week. Additional funds will be added for attorney representation and for an additional office suite at the Spring Hill office to accommodate new staff. The budget also includes staff salary improvements to have salaries more in line with those of neighboring Coalitions as well as increasing funds to continue the Staff Performance Incentives.

Mr. Farrelly explained the Executive Committee had requested the original mobile outreach van be repaired and this is a current spending priority. However, the funds to hire a new staff person to drive the van may not be realized within this budget.

Mr. Farrelly stated this proposed budget is being presented for adoption and when the actual budget numbers from the state are received, the budget will be revised and presented for final adoption.

Dr. Kanakis requested a motion to adopt the Proposed Operating Budget for FY 2015-16 as presented. Dr. Knobl so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-40)**

- **Review/Approval, Revisions to Fiscal & Accounting Policies**

Mr. Farrelly explained that many policies appear on the agenda that include revisions, deletions and the creation of new policies. Each policy listed comes from the series of audits since January and the changes are required by the state or a response that they are being reviewed. A new Coalition Plan is also in the process of being developed and some of the policies listed reflect the information required. Mr. Farrelly suggested reviewing these policies as “first readings” and they can be adopted at the next meeting.

Mr. Guadagnino moved to accept the Fiscal & Accounting Policies as a first reading and Deacon Conway seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1415-41)**

- **Review/Approval, Tangible Property Policy**

Ms. Hardy explained OEL had requested this information be removed from the Fiscal & Accounting Policies and made a stand-alone policy.

Dr. Kanakis requested a motion to accept the first reading of the Tangible Property Policy. Deacon Conway so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-42)**

- **Review/Approval, Sliding Fee Scale & Fee Waiver Policy**

Ms. Kier explained this is a new policy created as part of the Coalition’s 3-year plan. The full plan will be presented to the Board in July. She explained this policy puts on paper the Coalition will implement new federal sliding fees no later than June 1st of each year. The policy also includes fee waiver information as requested by OEL.

Dr. Kanakis requested a motion to accept the first reading of the Sliding Fee Scale & Fee Waiver Policy. Dr. Knobl so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-43)**

VI. Program Committee – Ms. Angela Porterfield, Chair

- **Committee Update**

Ms. Porterfield reported the Committee met on March 18, 2015 and reviewed centers currently under a Corrective Action Plan. Also discussed was the on-line VPK system and updates were provided on the Performance Funding Pilot Project.

- **Approval, 2015 Sliding Fee Rate Scales for Pasco & Hernando**

Ms. Kier explained these rate scales must be implemented as of June 1, 2015 as they reflect the new federal poverty levels and are also required by the state.

Dr. Kanakis requested a motion to approve the 2015 Sliding Fee Rate Scales. Mr. McHugh so moved and Dr. Knobl seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1415-44)**

- **Review/Approval, Elimination of the following duplicate Policies/Procedures:**

- **Safeguarding Confidential Information Procedure**
- **Internet Use Agreement**
- **Workstation Security Policy**

Ms. Kier stated the above listed policies are being recommended for elimination as all the information has been captured into a new policy – Information Technology Security Policy.

Dr. Kanakis requested a motion to accept as a first reading the elimination of the above named policies. Ms. Porterfield so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-45)**

- **Review/Approval, Revisions to the following Policies/Procedures:**

- **School Readiness Provider Monitoring Procedure**
- **Document Retention Policy**

Ms. Kier explained the School Readiness policy has been updated to reflect current statute and rule information and a check list policy for health and safety has also been added. The Document Retention policy has had more specific time information added.

Dr. Kanakis requested a motion to accept as a first reading the revisions to the above named policies. Mr. Meglay so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-46)**

- **Review/Approval, Parent Access and Choice Policy**

Ms. Kier explained this new policy is a requirement of the Coalition Plan. A policy was required that noted in writing that parents are offered a choice of providers based on their specific needs.

Dr. Kanakis requested a motion to accept as a first reading the Parent Access and Choice Policy. Deacon Conway so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-47)**

- **Review/Approval, Unified Wait List Procedure**

Ms. Kier explained this new policy is required by OEL to outline the wait list procedures.

Dr. Kanakis requested a motion to accept as a first reading the Unified Wait List Procedure. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-48)**

- **Review/Approval, Information Technology Security Policy**

Ms. Kier explained this new policy captures all of the information from the three (3) policies that are being considered for elimination, as previously discussed.

Dr. Kanakis requested a motion to accept as a first reading the Information Technology Security Policy. Deacon Conway so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1415-49)**

VII. Quality Committee – Deacon Scott Conway, Chair

Mr. Farrelly explained the Deacon had been nominated to Chair this Committee. He then informed the Board that Deacon Conway has accepted the position of superintendent of schools for the Diocese of St. Augustine and will begin this new position on July 1, 2015.

- **Committee Update**

Mr. Farrelly requested Dr. Harper update the Board on the Performance Pilot Funding Project and QRIS.

Dr. Harper explained the deliverables for the Performance Pilot's fourth quarter were coming in and being reviewed. Information will be available by June 30, 2015. The state is not planning to continue this program.

For QRIS, Dr. Harper reported the pilot program has been completed and the ten (10) participating providers will be recognized with a plaque and one year of technical assistance. A final presentation of all the findings will be made to the Board in July.

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

- **Committee Update**

Dr. Knobl reported the Committee did not meet in May and the Beef "O" Brady's fundraiser had lower than expected results due to the Memorial Day holiday. The owner reported that attendance was down by about 20% and the event only raised between \$400-500. The owner did offer to host another event in the fall during football season.

Dr. Knobl stated the Committee will discuss adding another Coalition event so that an event occurs every quarter. Additionally, he would like to arrange having 3-4 Beef "O" Brady's restaurants coordinate a Coalition day on the same day. Dr. Knobl stated that a Foundation shirt was presented to the owner of the restaurant and a brief discussion followed about presenting him with some artwork and a photo opportunity.

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

Mr. Mascaro stated there was nothing new to report. Mr. Farrelly explained this committee had been formed due to the increase of BG1 and 3 clients last May and June. The Coalition has not seen an increase in these clients this year.

X. Ad Hoc Committee, Marketing

Mr. Farrelly explained that the Deacon had also been nominated to chair this Committee. Deacon Conway reported the Committee discussed the target population should be VPK aged children. The Committee also discussed where to find the parents of these young children and it is connecting through their social media such as Facebook by having an advertisement for VPK appear during Facebook posts.

Mr. McHugh stated that long term goals are also being looked at such as different points of contact. Additionally, language needs to be considered in marketing. Deacon Conway explained that VPK means nothing to parents, but saying “free pre-kindergarten” would attract attention. He recommended using language parents would understand and not Coalition “lingo.”

XI. Executive Director Report – Mr. Jim Farrelly

A. Coalition Update

Mr. Farrelly reported the Coalition has seen seven (7) plus years of growth and improvements which have created a very sound organization both fiscally and policy wise. He reported that as May is Provider Appreciation Month, the Coalition hosted a Provider Appreciation evening on May 20, 2015. It was attended by Mr. Guadagnino, Dr. Lori Romano along with two of her administrators and a number of providers.

Mr. Farrelly reported the wait list continues to grow and now has over 700 children. The wait list may not open until August. He also reported that the New Port Richey Rotary Club donated \$500 to match.

Mr. Farrelly announced dates to remember include August 8th for the next Preschool Palooza and October 18th for the Cook Car Museum Tour.

B. Foundation Update

Mr. Farrelly reported the Foundation needs to grow. The Foundation has identified a Child of the Year and at a recent meeting with Mr. Cook, it was suggested the Foundation have an evening meeting where dinner would be provided and each attendee would bring a guest.

XII. Public Input

Mr. Guadagnino inquired what the policy is on Board members who do not attend meetings. Mr. Farrelly explained the By-laws state that three (3) missed meetings in a row should result in termination, but this action has never been taken. Dr. Kanakis stated

he would like to see policies/procedures followed. Mr. Farrelly stated there is no procedure within the By-laws to notify the Board member they are in violation.

A brief discussion followed on the challenges to achieve quorum, the need for high quality members from the community and the need for current members to recommend business acquaintances or business owners as potential members. The Board also briefly discussed the By-laws and committee members and whether it would be an option to have committees staffed by volunteers or alternates rather than Board members.

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 10:00 a.m.

Respectfully submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant