



**BOARD OF DIRECTORS
MEETING MINUTES
July 23, 2015**

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

Day/Date/Time: Thursday, July 23, 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, Joan DeMauri, Cathy Dofka, Jessica Griffin, Gus Guadagnino, Pat McHugh, Beth Narverud, Angela Porterfield, Dr. Lori Romano

Board of Director Members Present via Phone: Josh Kelly, Diane Rowden

Board of Director Members Excused: Ann-Gayl Ellis, Dr. Steve Knobl, David Meglay, Mary Beth Wehnes

Board of Director Members Absent: None

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

Guests Present: Donna Hildebrandt, Body Fitness, Inc.; Dr. Mel Jurado, The Profitable Group; Rod Jurado, The Profitable Group, Edna Lennox, Regina Van Petegham, Pasco Head Start

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. After the Pledge of Allegiance, introductions were made. Dr. Kanakis welcomed Dr. Romano and Ms. Griffin to the Board.

II. Action Items

- **Adoption of Agenda**

Dr. Kanakis requested a motion to adopt the agenda. Mr. McHugh so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-01)**

- **Approval of Minutes, May 28, 2015 Board Meeting**

Dr. Kanakis requested a motion to approve the minutes of the May 28, 2015 Board Meeting. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-02)**

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

- A. Financial Statements – May, 2015**

Mr. McHugh reported the financials for May showed a projected deficit of approximately \$99,000 in School Readiness. Funds are available to cover this deficit from other spending categories. Total spending on children, through Direct Services and Quality, is over 90%.

Dr. Kanakis requested a motion to approve the Financial Statements for May. Dr. Anderson so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-03)**

- B. Financial Statements – June, 2015**

Mr. McHugh reported the deficit had diminished leaving approximately \$35,000 which was carried over into the FY 15-16 budget. The deficit was due to an unpredictable increase in mandated Protective Service placements during June. Again, approximately 90% of the budget was expended on children.

Dr. Kanakis requested a motion to approve the Financial Statements for June. Ms. Dofka so moved and Ms. Narverud seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-04)**

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

- **Update, Strategic Planning Activities – Dr. Mel Jurado and KPI Teams**

Mr. Farrelly introduced Dr. Jurado, Strategic Plan Facilitator. Dr. Jurado stated that KPI (Key Performance Indicators) team chairs will report quarterly with the first report being presented today. The six (6) key performance indicators are:

- Succession Planning
- Marketing & Public Relations
- Community Partnerships
- Parent Outreach & Education
- Provider Partnerships
- Community Outreach

Succession Planning – Mr. Farrelly reported the Executive Committee has been reviewing and updating the Executive Director’s Job Description, along with Dr. Jurado’s input. Essential qualifications and requirements are being added to obtain quality candidates.

Marketing & Public Relations – Mr. McHugh reported the committee had developed a Coalition information card that was placed into each child’s goody-bag during the Storybook Forest event. The committee has also discussed learning where the majority of target clients are such as doctor’s offices, clinics, grocery stores, etc. The committee also discussed the possibility of having the Coalition’s logo placed on provider websites, etc. Also on the horizon for the committee is discussing the ambiguous language used – such as changing providers to “partners”.

Parent Outreach & Education – Ms. Dofka reported the goal is to obtain more parent involvement and she has been in contact with TATS and will also contact the Children’s Alliance. She stated that parents need to become more knowledgeable. Ms. Dofka distributed the (attached) “68 Parent Involvement Ideas That Really Work”.

Community Outreach – Ms. Isaacs reported that an analysis was performed on media use and how to use it as a better tool. Its reach can be expanded by paying for ads. With the imminent launch of QRIS, opportunities are available to market this program on a more personal level with the media.

Discussion followed on advertising with pediatricians, local hospitals, birth certificate offices at the health departments and agencies that the local school boards collaborate with.

Community Partnerships – Ms. Narverud will initiate a contact with the Hernando United Way, but her contacts are limited to within Hernando County. Dr. Jurado noted that Dr. Knobl has met with the United Way of Pasco County and may be of assistance.

Provider Partnerships – Dr. Harper reported the QRIS pilot has been completed and briefly reviewed the Coalition’s Sunshine Stars – Pasco and Hernando’s QRIS program that will improve quality for providers. She explained that calls have been received from a number of providers who are interested in being a part of this program. A brief discussion followed on presenting children graduating from these quality programs with a certificate and awarding providers with a plaque.

Dr. Jurado stated an updated report will be presented at the next scheduled Board meeting.

- **Review/Approval, By-Laws Revisions for State Required Coalition Plan**

Mr. Farrelly explained the changes being presented are required by the state as part of the Coalition Plan. The state has required specific wording related to changes in statutes and reference regulations.

Dr. Kanakis requested a motion to approve the By-Laws revisions for the state required Coalition Plan. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-05)**

- **Ratification, State Required Coalition Plan**

Mr. Farrelly explained the Coalition Plan is a massive document that required a number of policy changes as noted on today's agenda. The plan has been vetted and approved by the Executive Committee and is now before the full Board for ratification.

Ms. Kier provided a brief summary of what the plan includes and a full copy of the plan is available for review. She reported that the Coalition Plan is what OEL will use to monitor the Coalition in the future.

Dr. Kanakis requested a motion to approve the State Required Coalition Plan. Ms. Dofka so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-06**)

- **Consideration/Discussion, Revisions to By-Laws for Board Organization Purposes**

Mr. Farrelly stated that some of the following issues were noted during the Strategic Plan meeting:

1. Quorum
2. Input from All members
3. Recruiting the best and brightest

Mr. Farrelly explained that quorum is becoming more difficult to achieve both for Board and for Committee meetings. Good people are busy people and it is difficult to have them attend monthly committee meetings. Some of the input received from Strategic Planning was that members do not feel they are a part of the decision making process; decisions are discussed and made at Executive level and then brought to the full Board as action items.

Mr. Farrelly explained that at least half of the Board must be from the business community and to attract the "best" from this area, several changes are being considered to the By-Laws.

The first change would be to move Quality, Program and Match committees to the full Board as "Committees of the Whole" instead of stand-alone committees. This would result in the Executive Committee membership consisting of the governor appointed Chair, the elected Vice Chair and the Treasurer or Chair of the Finance/Audit Committee.

Board meetings will be slightly longer, but would start at 8 am and finish by 10 or 10:30 am and would meet quarterly rather than bi-monthly. The Executive and Finance/Audit committees would continue to meet monthly for Coalition business purposes. A special Board meeting could be called, if required. Mr. Farrelly explained this format would save Board members valuable time.

Mr. Farrelly stated that Attorney Steve Lee is on the telephone conference system to answer any questions.

A discussion followed with members stating this is a good idea that would save time and offer all an opportunity to have a say and participate in decision making.

Dr. Kanakis requested a motion to approve the revisions to the By-Laws for Board Organization Purposes. Dr. Anderson so moved and Ms. Griffin seconded the motion.

Discussion followed on when the changes would go into effect and Mr. Farrelly explained this would happen immediately.

Dr. Kanakis requested a vote to the motion. All were in favor with no abstentions and the motion carried.

- **Ratification, Reimbursement to SunTrust Bank for Cash Advance of \$30,000 needed to Transition to FY 2016 while awaiting delayed State Advance**

Mr. Farrelly explained that due to the delay in receiving funds from the state, a cash advance was required in this amount to cover business expenses.

Dr. Kanakis requested a motion to approve the reimbursement of \$30,000 to SunTrust Bank. Ms. Narverud so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-07)**

- **Review/Approval, Interagency Agreement with Pasco-Hernando Workforce Board**

Mr. Farrelly explained this is a 3-year interagency agreement which allows for a partnership for services provided to clients.

Dr. Kanakis requested a motion to approve the Interagency Agreement. Ms. Narverud so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-08)**

- **Review/Approval, Proposed Changes to Personnel Policy & Procedures**

Mr. Farrelly explained this is a basic cleaning of language due to the Coalition Plan with no substantive changes. Ms. Kier explained that the wording in the policy is mandated by the state.

Mr. Guadagnino moved to adopt the proposed changes to the Personnel Policy & Procedures. Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-09)**

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

Ms. Kier reported the Coalition ended the year with a deficit of \$35,000 in School Readiness. Enrollment for June was down in this program by 48 children. A large number of mandated placements came in during the month, but a number of these referrals were not valid as they had no active open case which is a requirement.

The VPK program was up by 240 children in June and FY 2015-16 is starting out to be a good year for enrollments based on the number of new certificates being issued. With the new on-line technology, parents can now use their mobile phones to register for services.

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

- **Committee Update**

Mr. McHugh explained the Committee had discussed the \$319,000 deficit and explained that \$238,000 of the deficit was carried over from the previous years' deficit. This deficit was covered by other budget categories except for \$35,000. Mr. Farrelly reported that coalitions were surveyed and some had reported a deficit low of \$27,000 to a high of \$1.1 million.

Ms. Porterfield commended the staff, Finance Committee and Board for pre-planning and focusing funds on Direct Services. She is confident the budget will cover any deficit contingency.

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

Mr. McHugh explained the changes are required by the state with modifications on some terms and removing some information to make a stand-alone policy.

Mr. Guadagnino moved to accept the revisions to the Fiscal & Accounting Policies and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. **(Action #1516-10)**

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

Mr. McHugh explained this policy was part of the Fiscal & Accounting Policy, but was required to become a stand-alone policy.

Dr. Kanakis requested a motion to approve the Tangible Property Policy. Dr. Anderson so moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-11)**

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

Mr. McHugh explained this is a new policy and is a requirement of the Coalition Plan

Dr. Kanakis requested a motion to approve the Sliding Fee Scale & Fee Waiver Policy. Mr. Guadagnino so moved and Ms. DeMauri seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1516-12)**

- **Review/Approval, Provider Rate Increase Implementation Policy**

Mr. McHugh explained that providers rates were raised last year, but the Coalition did not have a policy in place which is required by the state.

Ms. Narverud moved to approve the Provider Rate Increase Implementation Policy and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1516-13)**

- **Review/Approval, Revised Budget FY 2015-16**

Mr. Farrelly explained that a tentative budget was approved at the May Board meeting, but it was based on last year's funds. The state has increased the budget by \$123,000. The Executive Committee had directed any new funds be utilized to place the second mobile outreach van back on the road to visit providers who now total over 400. The funds also cleared the remaining deficit and an additional \$33,000 was placed in the School Readiness budget for children.

Dr. Kanakis requested a motion to approve the revised Budget for FY 2015-16. Ms. Dofka so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-14**)

VI. Program Committee – Ms. Angela Porterfield, Chair

- **Committee Update**

Ms. Porterfield reported that she has been re-elected as the Chair of the Program Committee and during the last meeting the Committee had reviewed centers currently under a Corrective Action Plan, the Performance Funding Pilot Project and Sunshine Stars.

- **Review/Approval, Elimination of the following duplicate policies/procedures:**

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

Ms. Kier explained these policies have been incorporated into other policies.

Mr. Guadagnino moved to eliminate the policies indicated and Ms. DeMauri seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-15**)

- **Review/Approval, Revisions to the following policies/procedures:**

- **School Readiness Provider Monitoring Procedure**

Ms. Kier explained that an amendment to incorporate language on a health and safety check list has been added.

Dr. Kanakis requested a motion to approve the revision to the School Readiness Provider Monitoring Procedure. Ms. Narverud so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-16**)

- **Document Retention Policy**

Ms. Kier explained additional language was added to specify what electronic documents are being referred to.

Dr. Kanakis requested a motion to approve the Document Retention Policy. Ms. Porterfield so moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-17**)

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

Ms. Kier explained this new policy is a requirement of the Coalition Plan.

Dr. Kanakis requested a motion to approve the Parent Access and Choice Policy. Ms. Porterfield so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-18**)

- **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 approve the Unified Wait List Procedure. Ms. Porterfield so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-19**)

- **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 approve the Information Technology Security Policy. Ms. Porterfield so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #14516-20**)

- **First Reading, VPK Programs Contract Monitoring Procedures**

Ms. Kier explained this is a new written procedure that the Coalition is required to have in place. It will be brought back to the next Board meeting for a second reading.

VII. Quality Committee – Ms. Mary Beth Wehnes, Chair

- **Committee Update**

In Ms. Wehnes' absence, Mr. Farrelly explained that Ms. Wehnes, the new DCF representative for Pasco County and returning Board member, has volunteered to chair the Quality Committee.

- **Update, Performance Pilot Funding Project**

Mr. Farrelly reported the Committee had discussed the Performance Pilot Funding Project for which the state has again committed \$10 million for this fiscal year. The Coalition will again administer the program with no additional funding from the state.

- **Review/Approval, “Sunshine Stars” – Pasco Hernando QRIS**

Mr. Farrelly explained the concept of Sunshine Stars and that QRIS is becoming a national initiative in Early Learning. At this time, there is no state-wide QRIS program in place and local Coalitions are developing their own programs.

The Coalition field tested Sunshine Stars with ten (10) providers whose centers ranged from large facilities to family homes to faith-based centers within in both counties. At the end of the pilot, none of the participating centers rated a 5-star rating, there were 5 - 4-stars, 4 – 3-stars and one center had a 2-star rating. Members of the Steering Committee for this project included Ms. Edna Lennox, Ms. Ljubica Sevic and Dr. Steve Knobl.

Mr. Farrelly stated the Committee is ready to go with QRIS with the idea that it will be an investment in quality for our providers as a star rating will help them obtain more clients. He explained that for a number of parents the location of the center to the proximity of their employment is their first priority. Their second priority is cost and the third is quality.

Discussion followed including sharing the names of the providers involved in the Sunshine Stars pilot with the Board (First United Methodist, Discovery Point #39, Claire Elliott FCCH, Linda Brown FCCH, Kids at the Point, TodayCare at PHSC, Sugar & Spice, Small Blessings, the YMCA at Pinegrove and Bright Beginning-Landover). Dr. Harper explained that all of the pilot providers were recognized. With these original ten (10), the Coalition will accept thirty (30) new providers which will total 10% of current providers. Participating providers will require concentrated technical assistance to build a quality improvement plan.

Discussion followed which included whether 5-star providers will be showcased on the Coalition’s website and how non-rated providers will react as more parents learn about the program and how soon the rates will be published.

Dr. Kanakis requested a motion to approve Sunshine Stars for implementation, the Pasco Hernando QRIS program. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1516-21**)

VIII. Ad Hoc Committee, Marketing

Mr. McHugh stated an update was provided during the Strategic Plan report.

IX. Executive Director Report – Mr. Jim Farrelly

A. Coalition Update

Mr. Farrelly welcomed Ms. Griffin from CareerSource and Dr. Romano from the Hernando School District. He also announced that Ms. Porterfield is the Coalition’s new representative for Head Start in Pasco County.

He explained the Coalition has leased another suite in this building to accommodate the two (2) new Provider specialists and new Administrative Assistant. Renovations on the suite will begin soon.

Mr. Farrelly reported the wait list is a concern with approximately 1,200 children waiting for services. The wait list may not open until August, after the July financials have been reviewed.

Mr. Farrelly announced dates to remember include August 8th for the next Preschool Palooza, October 18th for the Cook Car Museum Tour and October 24th for the 8th Annual Early Learning Conference.

B. Foundation Update

No report.

X. Public Input

None.

XI. 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 10:20 a.m.

Respectfully submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant