



**BOARD OF DIRECTORS  
MEETING MINUTES  
January 25, 2018**

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

**Day/Date/Time:** Thursday, January 25, 2018 at 8 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:** Pat McHugh, Chair; Dr. Amy Anderson, Bimal Bhojani, Lisa Campos, Kathleen Casper, Gus Guadagnino, Kim Harrison, Colleen Kenney, Robin Napier, Neil Thompson, Mike Wells

**Board of Director Members Present via Phone:** Adam Horn, Angela Porterfield, Jessica Weightman

**Board of Director Members Excused:** David Meglay, Miguel Velazquez, Mary Beth Wehnes

**Board Members Unexcused:** Kelli Boles

**Coalition Staff Present:** Carolyn Casler, Pattie Eacobacci, Naomi Gillick, Rachel Hardy, Melissa Hayes, Jamie Hernandez, Jak Jakubauskas, Betsy Kier, Steve Knobl, Ljubica Sevic

**Guests Present:** Lara Bradburn, Eric Fontana, Fontana CPAs, Jeff Webb

**I. Welcome and Call to Order – Mr. Pat McHugh, Chair**

Mr. McHugh called the regularly scheduled meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors to order at 8:04 a.m.

The Pledge of Allegiance was recited followed by introductions.

**II. Action Items**

- **Public Comment on any Action Items**

None.

- **Adoption of Agenda**

Mr. McHugh requested a motion to adopt the agenda. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1718-12**)

- **Approval of Minutes, October 26, 2017 Board Meeting**

Mr. McHugh requested a motion to approve the minutes of the October 26, 2017 Board Meeting as presented. Mr. Thompson so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1718-13**)

- **Treasurer's Report – Mr. Neil Thompson Chair**

- A. Financial Statements – October, November, December 2017**

Mr. Thompson deferred to Ms. Hardy who reported that October's financials showed the actual spending rate for Direct Services was at 33.92% and all the minimum and maximum categories were well within the spending rates with 2.89% being expended on Administration and 86.75% on Direct Services for children for the year to date. A match donation of \$858.34 was secured from the United Way of Hernando County. A deficit of \$102,335.22 was being forecast which included \$242,450.48 of FY 17/18 direct services that were invoiced using FY 16/17 funds. The VPK spending rate was at 30.04% for the year with Administration at 3.22% for the year.

Ms. Hardy continued with November's financial report stating the actual spending rate was at 42.65% and all the minimum and maximum categories were well within the spending rate categories. She reported that Administration spending was at 2.92% for the year and Direct Services was at 85.47%. \$839.34 was secured for Match from the United Way of Hernando County bringing the year to date total to \$8,329.16. A deficit of \$29,011.49 is being forecast. The VPK spending rate was 39.87% with Administration spending at 3.33% for the year.

Ms. Hardy reported that December's financial report showed the actual spending rate for Direct Services was at 50.59% and all the minimum and maximum categories were within the spending rate categories. Administrative spending was at 2.83% for the year and Direct Services was at 85.47%. An additional \$1,256.00 was secured for Match from the United Way of Pasco County bringing the year to date total to \$10,835.16. A surplus of \$237,149.58 is being forecast. She explained this is due to a number of terminations that occurred in November resulting. For VPK, the spending rate was 48.23% with Administration spending at 3.19% for the year.

Mr. Thompson reported the Finance/Audit Committee has requested additional information and reports on expenditures and the projection process for enrollments. Ms. Hardy has created these reports which will be included in future updates. Mr. Thompson stated there were no concerns; the Committee was only interested in obtaining more information.

Mr. Thompson moved to approve the Financial Statements for October, November and December as presented. Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1718-14**)

### **III. Remarks from the Chair/Executive Committee Report – Mr. Pat McHugh, Chair**

- **Introduction, Kimberly Harrison, 6<sup>th</sup> Judicial Circuit Court**

Mr. McHugh introduced Ms. Kim Harrison, Attorney, to the Board.

- **Report of Executive Committee Action Items**

Mr. McHugh explained a list of the Executive Committee's action items was provided with the meeting packet and he would address any questions. There were none.

- **Presentation, FY 17 A-133 Audit - Fontana CPAs**

Copies of the 2017 Audit were distributed to Board members. Mr. Fontana explained that the original draft had been presented to both the Executive and Finance/Audit Committees last week and it had been approved by both Committees.

He briefly reviewed several items including the Balance Sheet, Net Assets, and Revenues. He also explained that additional testing was done this year and there were no audit findings, no issues and no management letter. Mr. Fontana stated that overall this was a very good audit. He also complimented Ms. Hardy for being proactive and keeping in touch with his office.

Mr. McHugh requested a motion to approve the FY 17 A-133 Audit as presented. Mr. Thompson so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1718-15**)

- **Suggestion to Review Harassment Policies**

Mr. McHugh explained that Dr. Anderson had made a timely suggestion to review the Coalition's Harassment Policies. Currently, there are three (3) policies that pertain to or reference harassment and both Dr. Anderson and Ms. Campos have agreed to volunteer to serve on an Ad Hoc Committee. Mr. McHugh stated he would also participate and other interested Board volunteers should contact Dr. Knobl.

- **Announcement, Openings for Three (3) Governor Appointed Board Members**

Dr. Knobl explained the Coalition has an opening for a Chair and two (2) additional Governor appointed members. Interested individuals are encouraged to contact Dr. Knobl. The Governor's office approves these applications.

- **Update, Statewide Coalition Merger Plan**

Dr. Knobl reported that during his recent trip to Tallahassee, Mr. Rodney MacKinnon reported there were no updates on the reduction of Coalitions from 30 to 25. As information becomes available, Dr. Knobl will apprise the Board via email. Dr. Knobl

also requested that prior to any Board member(s) traveling to Tallahassee they contact him for names of individuals to speak to in reference to early learning.

He reported that an early childhood bill, HB 1091, is being championed by Representative Grall from the Volusia area in regards to School Readiness. Coalitions would also have the ability to move slots after the Priority 1 and 2 children were served as needed locally (TANF). Additionally, Dr. Knobl shared that he met with Representative Raburn from Hillsborough to discuss HB 1091 and other early learning priorities.

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

Ms. Kier reported that as of the end of December, 150 new children had been enrolled, but these enrollments did not occur until the end of the month and are not reflected in December's financials. A large number of children were terminated in November resulting in the opening of the waitlist.

At the beginning of January, an additional 150 slots were opened to enroll children. Ms. Kier congratulated eligibility staff members because they had enrolled these 150 children within ten (10) days. However, the waitlist, as of January 24, 2018, has 948 children still waiting for services. Ms. Kier reported that the eligibility offices reported experiencing a large number of out of county transfers in December.

Ms. Kier reported the VPK numbers for December show a decrease in children; however, six (6) large providers did not submit their attendance reports on time so the children enrolled in these programs were not reflected. Additionally, 200-300 new applications had been received by January 3, 2018 for the 2018-19 VPK school years.

A brief discussion followed on the need for additional VPK providers in both counties.

#### **V. Committee Updates:**

- **Finance and Audit Committee – Mr. Neil Thompson, Chair**

Mr. Thompson reported the Audit has been finalized and that OEL will be on-site early in February for a financial audit and he will attend the entrance and exit meetings.

- **Ad Hoc Fundraising Committee Update - Ms. Jessica Weightman, Chair**

Ms. Weightman suggested having the Committee schedule a meeting so that a new fundraising strategy can be discussed. Dr. Knobl informed Ms. Weightman that he would be in contact.

Mr. McHugh stated that for every \$3,000 raised, a child will have services for a year. He asked for volunteers to assist on this Committee.

#### **VI. Executive Director Report – Steve Knobl, Ph.D.**

##### **A. Coalition Update**

Dr. Knobl stated that everyone has been gracious and helpful during his first three (3) weeks with the Coalition. He thanked the Board members that have already made arrangements to meet with him.

He reported the Coalition is a finalist for WEDU's Be More Award and after speaking with Ms. Nicole Miller, the Foundation for Early Learning's Chair, the Foundation has agreed to fund a table at this event. The Foundation will meet on February 5, 2018 and Dr. Knobl will attend.

Dr. Knobl announced that Storybook Forest will take place on Saturday, March 10, 2018 from 11-2 pm and invited members to come out for the ribbon cutting and to visit with providers and staff.

He reported that January has been busy with participation in the MLK parade and visits to two (2) centers including Mr. Bhojani's to read a book in VPK classrooms. Another such visit to a center is planned again for tomorrow. He requested that Board members contact him if they believe there is a community function that he should attend to continue raising awareness.

Dr. Knobl reported that approximately 158 visitors signed in for the Cook's Family Annual Antique Museum Tour and about \$5,000 in donations was raised.

#### **B. Recognition, Childcare Resource & Referral Coordinator - Ms. Jamie Hernandez**

Dr. Knobl shared a review of a recent community event in which Ms. Hernandez participated on behalf of the Coalition and made an impressive informational display as well as having constant interaction with attendees interested in Coalition services.

Ms. Hernandez thanked Dr. Knobl for recognizing her and thanked her supervisors Ms. Kim Williams and Ms. Jenny Dodson for their assistance.

#### **C. Update, Gifted Inclusion Program - Ms. Carolyn Casler, Program Manager and Ms. Melissa Hayes, Inclusion Specialist II**

Ms. Casler explained this is a new position with Ms. Hayes as Inclusion Specialist II. She provided a brief overview and explained the goal is to reach the most children possible through educating providers on gifted learners. Children who are advanced become bored and can become difficult; teachers may not have enough training to deal with these situations.

Ms. Hayes is working with center directors and teachers to educate them on the challenges these children face. They are learning to identify traits some children may exhibit as many teachers do not have a formal teaching background and are only provided with a curriculum that is taught to all children.

Ms. Hayes reported she has met with 67 providers for instruction resulting in 180 children receiving new learning styles.

Ms. Casler explained that children in early learning programs, who can already read, often are isolated from their peers who are not on their level. These children also need to be engaged with other children for social-emotional enhancement.

Ms. Casper stated that she is excited about this ground breaking program and would be interested in working with other Coalitions to promote the program. She will also promote the concept through her involvement with Florida's Gifted Education Program and the Florida Association for the Gifted.

**D. Update, Years of the Young Child Events**

December's event "Breakfast with Santa" was held at the Boys and Girls Club of Hernando County and was a huge success. In January, to help promote literacy, Dr. Knobl and "ELC" visited three (3) centers to read to children in VPK classrooms. Storybook Forest is scheduled for Saturday, March 10, 2018 at Crews Lake Park from 11 am - 2 pm.

Mr. McHugh noted that the Art Festival held in November at Dr. Anderson's campus was also a successful event.

**E. Foundation Update**

Dr. Knobl stated the Foundation will be meeting on February 5<sup>th</sup> and will discuss the Foundation's future direction with members of the board. In the past, the Foundation has relied heavily on Coalition staff who volunteered to plan and put on events.

**VII. Public Input**

None.

**VIII. Adjournment**

Mr. McHugh adjourned this meeting of the Coalition's Board of Directors at 9:13 a.m. without further discussion.

Respectfully submitted by:

Ramute "Jak" Jakubauskas  
Administrative Assistant I