



**BOARD OF DIRECTORS
MEETING MINUTES
April 26, 2018**

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

Day/Date/Time: Thursday, April 26, 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, Acting Chair; Bimal Bhojani, Lisa Campos, Kathleen Casper, Gus Guadagnino, Kim Harrison, Lynn Hollingsworth, Adam Horn, Colleen Kenney, Neil Thompson, Miguel Velazquez, Mary Beth Wehnes, Jessica Weightman

Board of Director Members Present via Phone: Angela Porterfield

Board of Director Members Excused: Dr. Amy Anderson, David Meglay, Robin Napier, Mike Wells

Coalition Staff Present: Bev Doucet, Pattie Eacobacci, Naomi Gillick, Rachel Hardy, Dawn Harvey-Espinoza, Jak Jakubauskas, Betsy Kier, Dr. Steve Knobl, Kelli Rodriguez

Guests Present: Blanche Amsler, Lara Bradburn, Jacob Horner, Brenda King

I. Welcome and Call to Order – Mr. Pat McHugh, Acting 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 8:05 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. Guadagnino so moved and Ms. Campos seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1718-16)**

- **Approval of Minutes, January 25, 2018 Board Meeting**

Mr. McHugh requested a motion to approve the minutes of the January 25, 2018 Board Meeting as presented. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1718-17)**

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

- A. Financial Statements – January, February, March 2018**

Mr. Thompson deferred to Ms. Hardy who reported that January's budget for Direct Services was expected to be expended at 61.04%, but the actual spending was at 59.56% for the fiscal year budget. She explained the spending categories were all within the required minimum and maximum spending rates. The Administration maximum is 5% with the current year to date at 2.52% and Quality minimum of 4% is at 5.75% for the year. Year to date Direct Services of 85.23% combined with Quality indicates over 90% is being expended on children.

Ms. Hardy explained the Coalition received \$1,676.68 in match funds along with \$15,397.30 in in-kind match bringing the match year to date total to \$27,909.14. She reported the funds this month came from the United Way of Pasco grant and the in-kind was generated by a large number of books donated to the Coalition.

Ms. Hardy reported that a slight deficit of \$15,084.70 is being projected for FY 2017-18.

For VPK, Ms. Hardy reported the current spending rate is at 57.13% with administration at 3.44% for year to date.

For February, Ms. Hardy reported that the budget for Direct Services was expected to be expended at 68.71%, but the actual spending rate was at 67.29% for the fiscal year budget. The Administration maximum is 5% with the current year to date at 2.99% and Quality minimum of 4% is at 5.56% for the year. Year to date Direct Services of 85.22% combined with Quality indicates over 90% is being expended on children.

Ms. Hardy explained the Coalition received \$12,106.34 in match funds this month from the United Ways of Pasco and Hernando as well as a donation from the Foundation for Early Learning. With in-kind match donations, this brings the match year to date total to \$40,265.48.

Ms. Hardy reported that a deficit of \$39,834.17 is being projected for FY 2017-18. She explained that funds in other budget categories will be able to cover this deficit.

For VPK, Ms. Hardy reported the current spending rate is at 67.68% with administration at 3.39% for year to date.

For March, Ms. Hardy reported that the budget for Direct Services was expected to be expended at 77.18%, but the actual spending rate was at 75.74% for the fiscal year budget. The Administration current year to date is at 2.95% and Quality is at 5.58% for the year. Year to date Direct Services of 85.33% combined with Quality indicates over 90% is being expended on children.

She reported that a deficit of \$29,844.13 is being projected for FY 2017-18.

For VPK, Ms. Kier reported the current spending rate is at 76.43% with administration at 3.36% for year to date.

Mr. McHugh requested a motion to approve the financials for January, February and March 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 #1718-18)**

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

- **Report of Executive Committee Action Items**

Mr. McHugh briefly reviewed several items on the Executive Committee Action Item report.

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

Mr. McHugh explained the Coalition has an opening for a Chair and two (2) additional Governor appointed members. Interested individuals are encouraged to contact Dr. Knobl.

- **Update, Statewide Coalition Merger Plan**

Dr. Knobl reported no further action or any new discussions have taken place on reducing the number of Coalitions from 30 to 25.

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

Ms. Kier reported that VPK enrollments were up as of the end of March, but the numbers will begin to decrease as programs begin ending in late May. She reported that VPK enrollment numbers for the upcoming school year 2018/19 are good with approximately 2,500 certificates issued in Pasco County and 600 issued in Hernando County.

Ms. Kier also reported a drop in School Readiness enrollment numbers, but explained this is due to a number of providers not submitting their attendance reports in time to be included on the reports.

Ms. Kier presented a PowerPoint presentation (attached) on School Readiness data that included enrollment data, transfers in and out of county, current waitlist numbers, reasons why the waitlist continues to grow, and eligibility. She also reported that a meeting with the ELC of Hillsborough was held to discuss waitlist Best Practices.

V. **Committee Updates:**

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

A. Mr. Thompson reported the highlights included having the outside audit finalized with no findings in January and OEL’s audit in February also had no findings.

B. Mr. Thompson deferred to Dr. Knobl to discuss the first review of the draft budget for FY 2018-19. Dr. Knobl explained this was a collaborative process of input from management, staff and Executive and Finance/Audit Committees based on current needs. He briefly explained the shift in YOTYC funding to better promote Sunshine Stars and increase provider participation in this program. Dr. Knobl explained that should the Coalition be awarded funds from the Help Me Grow grant, additional funds would be needed to budget this into a full-time position for Parent Engagement. Grant awards should be announced in the near future.

For the EFS mod, OEL will only accept electronically submitted documentation from both parents and providers as of July 1st. Staff is currently working on offering technical assistance to providers and additional support may also be required in the field offices. For the salary analysis, recommendations are being made to adjust salaries in various departments. To be fiscally responsible, salary adjustments will take place over two (2) budget cycles and would affect about half of the Coalition’s current staff. The salary analysis will be backed by a market report that includes information from several other Coalitions with similar positions.

Board members were encouraged to review and submit ideas on the budget proposal as it will be presented for final approval at the July Board meeting.

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

Ms. Weightman deferred to Dr. Knobl who explained that discussions have taken place that included a name change to Development Committee. The Committee could be involved with raising funds, but also recruit in-kind services and develop programs such as a mentoring program for older students to read to VPK students and a pilot between centers and elementary schools. More information will be shared in July.

- **Ad Hoc Harassment Policy Review Committee - Dr. Amy Anderson, Chair**

In Dr. Anderson’s absence, Dr. Knobl reported the Committee, which included Ms. Campos, had met to update the Internet Use Agreement, Harassment and Whistleblower policies. With examples from Pasco-Hernando State College and other Coalitions, these policies were reviewed and language was updated. Ms. Campos agreed that language had to be updated and the Harassment Policy will now make it easier for staff to report any type of harassment.

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

A. Coalition Update

Dr. Knobl used the (attached) PowerPoint presentation for his report. He explained the importance of provider engagement through his visits to providers and encouraged Board

members to participate. Several members spoke of their recent experiences including the disparity of quality between centers, but regardless, how each center focused on the children.

The report continued with the distribution of the (attached) Match Requirement information sheet followed by a brief discussion on both cash and allowable in-kind Match donations.

Dr. Knobl continued his report explaining that with the efforts of Mr. Guadagnino and Dr. Lori Romano, the Coalition will be able to have its vans serviced at Marchman Technical. Also, Discount School Supply has agreed to sponsor a Provider Appreciation Luncheon scheduled for May 23, 2018 from 12 - 1 pm. Providers and Board members are welcome to attend.

A pilot program is being planned with both school districts to partner kindergarten teachers with local VPK teachers in an effort to impact kindergarten readiness rates.

Dr. Knobl pointed out the maps hanging in the training/conference room and briefly explained the maps will be utilized to indicate where centers are located. This will help strategize in the future in regards to the waitlist and other program initiatives.

B. Recognition, Ms. Blanche Amsler, Eden Christian School

At this time, Mrs. King from Eden Christian School, a Phase II, 4-Star Sunshine Stars provider was recognized for her commitment to the program with a plaque and a donation of books for her program. Also recognized was Ms. Blanche Amsler, recently retired from Eden Christian School after 28 years, with a presentation of children's art for her years of dedicated service to Eden Christian School and the Coalition.

C. Foundation Update

Dr. Knobl reported the Foundation Board met in April and agreed to remain active for another year. The Chair of the Foundation Board may present at the July Board meeting in an effort to reconnect with the Coalition. Dr. Knobl briefly reviewed the donations made to the Coalition by the Foundation since 2013 and explained that at some other Coalitions also have foundations.

VII. Public Input

None.

VIII. Adjournment

Mr. McHugh adjourned this meeting of the Coalition's Board of Directors at 9:25 a.m. without further discussion.

Respectfully submitted by:
Ramute "Jak" Jakubauskas
Administrative Assistant I