



**BOARD OF DIRECTOR'S
MEETING MINUTES
(DRAFT)**

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

Day/Date/Time: Thursday, July 26, 2007 – 8:30 a.m.

Location: 15506 County Line Road, Suite 104
Spring Hill, FL 34610

Board of Director Members Present: Curt Bromund, James Cook, Maria Crosby, Steve Davis, Lisa Hammond, Irvin Homer, Steven Kanakis, Dave Meglay, Nicole Miller, Barbara Renczkowski, Elaine Wooten

Board of Director Members Excused: Elizabeth Callaghan, Denise Gill, Blake Harding, Lydia Pinkowski, Jean Rags, Toni Watkins, Mary Beth Wehnes, Patricia Wisman

Coalition Staff Present: Maryrose Wersan, Debbie Antioco, Lenore Zulauf, LuAnn LaCava, Debbie Thomas, Connie Porter, Nicole Flechas, Anne McHugh

Guests Present: Betsy Kier, Susan McPhee, Erin Begency, Judy Doyle, Wil Nickerson, Dave Marshall, Maureen Gilbertson, Sandy Ramos, Lisa Buie, Carol Eurton

I. Call to Order

Lisa Hammond, Chair, called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at 8:30 a.m.

II. Roll Call/Introductions of Members, Guests and Staff

All members and guests introduced themselves. A quorum was present.

III. Action Items

1. Adoption of Agenda

Lisa Hammond requested a motion to accept and adopt the agenda. Jim Cook moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-61)**

2. Approval of Minutes

Lisa Hammond requested a motion to approve the June 28, 2007 Board Meeting Minutes. Irvin Homer moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-62)**

3. Financial Report

In the absence of Jean Rags, Debbie Antioco gave an overview of the Monthly Financial Statements for May 2007. She explained four areas with monthly negative variances. Debbie discussed expenditures and explained that the annual outlook is positive regarding the grant award for both the Central Agency and the Coalition. Lisa Hammond requested a motion to accept the Monthly Summary of Administrative Expenses for May 2007. Barbara Renczkowski moved to accept this motion. Irvin Homer seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-63)**

4. 2007-2008 Fiscal Year Coalition Budget

Lisa Hammond requested a brief report of the 2007-2008 budget from Debbie Antioco. Debbie reported the total funding awarded from the State (School Readiness, Voluntary Pre-Kindergarten and Voluntary Pre-Kindergarten Outreach and Awareness) as well as areas allowable for the respective awards. Debbie distributed copies of the projected budget for 2007-2008 along with other relevant line item information. Lisa Hammond requested a motion to accept the approval of the Fiscal Year 2007-2008 Coalition Budget. Steven Kanakis moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0607-64)**

Lisa thanked Debbie Antioco and Maryrose Wersan for their thoroughness with the budget presentation at the previous meeting. Lisa stated that she has asked Debbie to continue presenting budget reports at future board meetings.

5. CDS' 2007-2008 Contract Renewals

Lisa Hammond presented the CDS contracts for the 2007-2008 Fiscal Year. Maria Crosby questioned the language of the contracts and suggested reviewing and editing. Maria further questioned changes concerning match. Debbie Antioco explained "in kind" as well as "cash" match. Lisa made a motion to approve CDS' 2007-2008 Contract Renewals. Steven Kanakis moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-65)**

6. Quality Committee Report

Steve Kanakis reported a positive, productive Quality meeting was held on July 16, 2007. He stated that Sue McPhee, Coalition Analyst, had presented the Quality Committee with thorough information to regulate spending of Quality dollars. Discussion ensued on differences between voucher/contract providers and parent choice. Steve further mentioned that during this Quality Meeting, a proposal regarding Itinerant Mental Health Services was discussed. Anne McHugh, Coalition Staff, explained that mental health contracts were currently pursued. Anne reported that Nicole Flechas is currently available for in-house services; she was hired by the Coalition to perform these functions. Maria Crosby mentioned the need for simple screenings to be available for children as well as training for providers. Lisa made a motion to approve the Mental Health Proposal. Dave Meglay moved to accept the motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-66)**

A detailed proposal for Speech/Occupational Services is to be presented at the next Board Meeting.

IV. Remarks from the Chair

Lisa Hammond announced that this would be Irvin Homer's last meeting as he needs to make time for additional job responsibilities. Lisa stated that Dr. Harris will be joining the Board and will be present at the next meeting. Lisa thanked Mr. Homer for his commitment to education.

In addition, Lisa Hammond stated that she attended an unemployment hearing regarding Jo-Ann Kay Fuller on July 24, 2007. An outcome will be determined within 20 days.

V. Internal Operation's Report

Lenore Zulauf reported that a grant had been received for low performing VPK providers per the School Readiness scores. Early Learning tools and technical assistance will be available to these providers in hopes of raising their scores next year. Lenore also reported that the Coalition is moving forward in filling employment vacancies. She communicated to the Board that the State is advising Coalitions to begin curbing costs due to potential budget reductions in 2007-2008.

VI. Committee Reports

Executive Director Recruitment AD-HOC Committee Report

In Jean Rags absence, Maryrose Wersan made the Board aware that applications for the Executive Director position had been reviewed. Maria Crosby gave a brief report on the screening process used to select applicants to be interviewed. Discussion ensued on details of the interview process. Nicole Miller and Dave Meglay spoke on the issue of setting boundaries with salary. Curt Bromund spoke on the issue of Human Resources and a compensation pay scale. He presented examples of how to analyze candidates and target individuals with desired qualities. Curt also suggested using a non-profit guide to determine an appropriate salary. Steve Davis mentioned the concept of a corporate trainer for staff to assist with team building.

VII. New/Unfinished Business

Debbie Antioco gave a brief report on the overpayment of providers. Debbie reported that two AWI employees met with Coalition and CDS staff on July 11, 2007 and July 12, 2007. AWI collected data from the Coalition and CDS and are currently verifying the overpayment amount and will contact Debbie on how to proceed. Sue McPhee added that ELIS will visit the Coalition office in September 2007 to define the requirements of its data systems.

Dave Meglay asked if two different entities were handling reconciliations for Pasco and Hernando counties. Lisa answered that data is processed separately in each county. Debbie added that a standardized process was being developed at this time. Lisa explained that once results were received from AWI, the issue of paying back the overpayments would be addressed.

Steve Davis proposed a golf tournament as a fundraising endeavor. He commented on the possible ways of drawing the public into the event to ensure its success. Nicole Miller suggested silent auctions as another possible endeavor. Lisa informed the board that staff members could not participate in fundraising and all fundraisers would have to be entirely Board organized and directed. She requested a detailed action plan for any fundraisers. Lisa advised establishing an AD-HOC committee for fundraising/public

relations. Lisa asked Maryrose Wersan to coordinate prospective Committee members and schedule a time to meet.

VIII. Central Agency Utilization Report

Curt Bromund of Childhood Development Services, Inc. presented the School Readiness and VPK Utilization Reports for the 2006-2007 Fiscal Year as well as a match activity report. It was requested that the July 2007 Utilization reports will include an average cost of care.

IX. Public Comment/Other Business

N/A

X. Board Meeting Calendar

The next calendared Board Meeting is scheduled for August 16, 2007 at 8:30 a.m. and will be held at the Coalition's office located at 15506 County Line Road, Suite 104, Spring Hill, FL 34610.

XI. Adjournment

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 10:50 a.m.

Respectfully Submitted by:

Angela Westmoreland
Administrative Assistant