



**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, August 16, 2007 – 8:30 a.m.

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

Board of Director Members Present: Linda Foy on behalf of Curt Bromund, Elizabeth Callaghan, James Cook, Maria Crosby, Steve Davis, Denise Gill, Steven Kanakis, Dave Meglay, Nicole Miller, Barbara Renczkowski, Elaine Wooten, Lydia Pinkowski, Jean Rags, Toni Watkins, Patricia Wisman

Board of Director Members Excused: Curt Bromund, Lisa Hammond, Blake Harding, Mary Beth Wehnes, Irvin Homer

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

Guests Present: Fred Bruneau, Janie Sailors, Betsy Kier, Vicky Gates, Judy Maloy, Judy Doyle, David McCollister, Michelle Faile

I. Call to Order

Jim Cook, sitting in for 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. All members and guests introduced themselves. A quorum was present.

II. Action Items

1. Adoption of Agenda

Jim Cook requested a motion to accept and adopt the agenda. Dave Meglay moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-01)**

2. Approval of Minutes

Jim Cook requested a motion to approve the June 28, 2007 Board Meeting Minutes. Steven Kanakis moved to accept this motion. Nicole Miller seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-02)**

3. Treasurer's Report

Debbie Antioco, Fiscal Manager, distributed copies of the June Interim Financials. She noted two items regarding negative monthly variances: office supplies and travel. Regarding contract services, Debbie reported that this variance is due to the Coalition utilizing an independent contractor to perform the annual Central Agency fiscal monitoring. In addition, Debbie reported non-recurring expenses associated with maintaining the quality initiative provider incentives that were purchased during Fiscal Year 2006-2007. Jim Cook requested a motion to approve the financial statement. Steven Kanakis moved to accept this motion. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-03)**

Debbie provided a brief update regarding the State budget cuts. She informed the Board that the State has asked Coalitions to perform an exercise of reducing their administrative and quality budgets by 3%. She explained that it is not known what the exact reduction will be; however, there is a special legislative session in September which will determine this percentage amount. Debbie explained that the Coalition is restricting its spending in the areas of travel, office supplies and overtime in an effort to adapt to future budget reductions. Elizabeth Callaghan recommended having a 10% back up plan ready for future use. Discussion ensued on the possibility of future budget cuts and how to prepare for them. Dave Meglay made a motion to immediately decrease the Coalition's administrative and quality budget by 4% and perform a 10% budget exercise pending the outcome of the next legislative session. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-06)**

Maria Crosby stated that the Gold Seal Plan needs to be protected as it is the Coalition's only incentive for providers. Fred Bruneau, Office of

Early Learning Analyst, agreed and added he believes the best approach is to freeze enrollments and let attrition take its course.

4. Quality Committee Report

Steven Kanakis reported that on August 9, 2007, interviews were conducted by Maryrose Wersan, Debbie Antioco and himself for the Quality Manager position. Steve reported that Noreen St. Jean was offered the position and has accepted. Her start date will be September 17, 2007.

Steven Kanakis distributed copies of the previously approved Quality Initiatives Budget in line item form. Debbie Antioco added that the line items presented needed to be reviewed and approved by the Board. Steve explained that \$50,000 had been reserved for new programs. He informed the Board that the Quality Committee had been advised by FDLRS to utilize sensory screenings (a line item found on the Quality Initiatives Budget) to help meet the needs of the children in a timely manner. Jim Cook entertained a motion to approve the proposed line items. Steve Kanakis moved to accept the motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-04)**

The Board recommended placing a freeze on spending any Quality Initiatives dollars until the next Board Meeting. During this time, the Board will revisit the issues regarding the State budget cuts.

III. Remarks from the Chair

N/A

IV. Internal Operations Report

Lenore reported that the majority of VPK providers would be starting their curriculum on Monday, August 20, 2007. She stated that the Coalition has 22 new providers and more are being added daily. Lenore commented that Coalition staff members are providing technical assistance to Low Performing Providers and “at risk” providers.

Lenore reported that MATCH is budgeted at \$342,000 for Fiscal Year 2007-2008. Discussion ensued on how to inspire local businesses to contribute to MATCH.

Lenore also stated that trainings have begun for Creative Curriculum with a positive response from providers.

Lenore referred the Board to an attached letter from AWI regarding a \$291,000 budget cut for the Coalition. She informed the Board that this amount could change, however, that is the figure that is currently being reported.

Regarding an update with staff, Lenore reported that a new Administrative Assistant has been hired, Angela Westmoreland. She added that Maryrose Wersan has been promoted to Office Manager to better define her role at the Coalition and to assist with fiscal responsibilities. Lenore stated that the Executive Director Recruitment AD-HOC Committee will be meeting on August 20, 2007 to finalize the interview questions and select the top candidates to be interviewed by the Executive Committee.

V. Committee Reports

Program Committee Report

Barbara Renczkowski reported that the Coalition has received a \$5,000 grant from the Department of Education to be utilized for the Low Performing Providers. Both LuAnn LaCava and Debbie Thomas will utilize this grant for technical assistance and training for these providers. It was noted that these types of services are the responsibility of the Coalition.

Maria Crosby stated that in the future she would like to see Coalition workshops to teach the calculation of readiness rates. She stated that there are many issues she would like to see addressed at such work shops. Discussion ensued on ways to educate parents and providers regarding readiness rates and VPK standards.

VI. New/Unfinished Business

N/A

VII. Central Agency Utilization Report

In the absence of Curt Bromund, Linda Foy presented CDS' Central Agency Utilization Report. Linda reported that CDS presents a \$57,175 deficit in School Readiness for Pasco County and a \$56,484 deficit for Hernando County. She stated that this will change in August when children go back to school. She also added that there is a freeze on the waitlist in both Pasco and Hernando Counties.

In regards to the VPK Utilization report, Linda explained that 109 children were enrolled in Pasco County while 104 are actually being served. She stated that Coalitions are penalized when recruiting results in large numbers of registrants that do not show up for school. Linda stated that they are penalized because the work has been expended but not within the VPK admin calculation (5% cap). She gave the example of Hernando County having 110 on enrollment with only 99 being served for the month of July.

Jim Cook asked if there were any questions or comments concerning the reports. Maria Crosby commented that she appreciates seeing information in the reports that she had requested. No further comments were made.

VIII. Public Comment/Other Business

N/A

IX. Board Meeting Calendar

The next calendared Board Meeting is scheduled for September 20, 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.

X. Adjournment

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 10:13 a.m.

Respectfully Submitted by:

Angela Westmoreland
Administrative Assistant