



**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, September 20, 2007 – 8:30 a.m.

**Location:** Career Central – Conference Room “A”  
7361 Forest Oaks Boulevard  
Spring Hill, FL 34606

**Board of Director Members Present:** Linda Foy on behalf of Curt Bromund, James Cook, Maria Crosby, Steve Davis, Denise Gill, Lisa Hammond, Steven Kanakis, Dave Meglay, Nicole Miller, Barbara Renczkowski, Jean Rags, Toni Watkins, Patricia Wisman, Burt Harres, Mary Beth Wehnes

**Board of Director Members Excused:** Elizabeth Callaghan, Blake Harding, Lydia Pinkowski, Toni Watkins, Elaine Wooten

**Coalition Staff Present:** Maryrose Wersan, Debbie Antioco, LuAnn LaCava, Debbie Thomas, Angela Westmoreland, Noreen St. Jean

**Guests Present:** Janie Sailors, Betsy Kier, Vicky Gates, David McCollister, Susan McPhee, Frank Raffone, Mrs. F. Raffone, Sister Roberta Bailey, Donna Maes, Lisa Buie

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

## II. Action Items

### 1. Adoption of Agenda

Lisa Hammond requested a motion to accept and adopt the agenda. Dave Meglay moved to accept this motion. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-07)**

### 2. Approval of Minutes

Lisa Hammond requested a motion to approve the August 16, 2007 Board Meeting Minutes. Jean Rags moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-08)**

### 3. Treasurer's Report

Debbie Antioco, Fiscal Manager, reported that the June Interim Financials are in the process of being completed. Once completed, they will be forwarded to the Board prior to the next Board meeting.

Debbie distributed copies of the July Statement of Financials. She noted that two line items were presenting a negative monthly variance: equipment repairs/maintenance and insurance. Regarding equipment repairs/maintenance, Debbie reported that this variance is due to the Coalition office air conditioning maintenance. In addition, she reported that the insurance variance was due to the Coalition's annual Workers' Compensation renewal. Lisa Hammond asked for a motion to approve the July financial statements. Jean Rags moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-10)**

Debbie then stated that during the last Board Meeting, the Coalition was instructed to decrease the Coalition's administrative and quality budget by 4%. Debbie explained that this reduction is currently reflected in the financial statements. In addition, she reported that office expenditures, employee overtime and travel reimbursements are currently being monitored. The next legislative meeting is to be held in October to discuss the statewide budget cuts. This will be discussed during the next Board Meeting.

## III. Remarks from the Chair

Lisa Hammond reminded the Board that the Quality Initiatives budget had been frozen at the last Board Meeting. Lisa requested a motion to release up to \$100,000 of quality dollars for spending at this time. Jean Rags moved to accept the motion. Barbara

Renczkowski seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-11)**

In addition, Lisa requested a motion to appoint Debbie Antioco as Interim Executive Director until this position has been fulfilled. The motion included the stipulation that she would temporarily relinquish her approval of financial expenditures. Jean Rags moved to accept the motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-12)**

Lisa requested that the Board refrain from requesting staff members to perform additional duties until the Coalition is fully staffed with an Executive Director on board. She explained that any pressing issues should be emailed to the Office Manager who will in turn forward them to her for prioritization.

#### **IV. Committee Reports**

##### Executive Committee Report

Lisa Hammond updated the Board on the Executive Director position. She reported that six candidates were screened using written and verbal assessments developed by the Executive Director Recruitment Ad-Hoc Committee. The top two candidates were identified and will be contacted to return for the completion of the Competency Based Interview. Jim Cook advised the Executive Committee to schedule a meeting promptly in order to move forward with filling the ED position. Lisa agreed that a meeting should be scheduled at the close of the Board Meeting. Maria Crosby mentioned that the Executive Director Assessment tool and job description need to be reviewed for the completion of the annual review evaluation tool. It was recommended that the Executive Director Recruitment Committee schedule a future meeting to redesign this assessment.

##### Community Outreach and Awareness/Match AD-HOC Committee Report

Steve Davis, Committee Chair, reported that a Literacy Event/Book Distribution will be held on Friday, November 2, 2007. He stated that this event will be held at two locations in Pasco County and one in Hernando County. He requested that Board Members participate in the distribution of the fliers for this event. It was suggested that the Coalition utilize child sponsorships to help meet Match. The suggestion was to involve the entire community to sponsor a child for \$25.00.

Steve Davis suggested several more additions to the web site to enhance community involvement. It was further recommended to contact local broadcasting stations and the Parent Institute for additional outreach of this event. Nicole Miller requested Board participation during this event and circulated a sign up sheet for their completion.

## **V. Internal Operations Report**

Maryrose Wersan, Office Manager, presented the Internal Operations Report for August and September. Maryrose reported updates regarding VPK. In addition, she further explained that staff members are providing technical assistance with the low performing providers.

Regarding MATCH, Maryrose reported that for the Fiscal Year 2007-2008 the total Match is budgeted at \$342,733 and the Coalition is awaiting an award notice from the Board of County Commissioners for Hernando County.

Maryrose gave a brief update on the Creative Curriculum trainings being held in Pasco County. She added that she along with, Debbie Antioco, distributed computers to all contracted providers throughout Pasco and Hernando Counties. Maryrose mentioned the changes in staff to the Board. She stated that Noreen St. Jean is the new Quality Manager and that the Coalition will be advertising for a Mobile Outreach Specialist.

Maryrose completed her report by reminding the Board that ELIS site visits would be held on September 27, 2007 and September 28, 2007. She encouraged Board participation during this visit.

## **VI. New/Unfinished Business**

N/A

## **VII. Central Agency Utilization Report**

In the absence of Curt Bromund, Linda Foy presented CDS' Utilization Report. In addition, she reported the continued efforts for the procurement of MATCH dollars. She stated that the United Way of Pasco County communicated that it will not be contributing to MATCH. Discussion ensued regarding the lack of dollars being contributed by the United Way. Linda agreed to file an appeal if the deadline had not been missed.

## **VIII. Public Input**

Sister Roberta Bailey suggested that the Coalition register with the United Way to receive individual donations. The idea was reinforced by Lisa Hammond.

Steve Davis stressed the issue of Team Building for Board members. Lisa assured him that this would be a top priority of the Executive Director.

**IX. Board Meeting Calendar**

The next calendared Board Meeting is scheduled for October 18, 2007 at 8:30 a.m. and will be held at the Career Central (Trouble Creek Square) located at 4440 Grand Boulevard in New Port Richey.

**X. Adjournment**

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 9:41 a.m.

Respectfully Submitted by:

Angela Westmoreland  
Administrative Assistant