



**BOARD OF DIRECTORS
MEETING MINUTES
July 20, 2017**

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

Day/Date/Time: Thursday, July 20, 2017 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, Kelli Boles, Lisa Campos, Kathleen Casper, James Cook, Gus Guadagnino, Adam Horn, David Meglay, Robin Napier, Angela Porterfield, Neil Thompson, Miguel Velazquez, Jessica Weightman

Board of Director Members Present via Phone: None

Board of Director Members Excused: Florence Buono, Mary Beth Wehnes, Mike Wells

Board Members Unexcused: None

Coalition Staff Present: Carolyn Casler, Bev Doucet, Pattie Eacobacci, Jim Farrelly, Rachel Hardy, Jak Jakubauskas, Betsy Kier, Sarah Mai, Kelli Rodriguez, Ljubica Sevic

Guests Present: Mike Bayna (?-verbal only; no signature), Lara Bradburn, Linda Cook, 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 8:03 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. Meglay so moved and Mr. Horn seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1718-01)**

- **Approval of Minutes, June 6, 2017 Special Board Meeting**

Mr. Meglay explained a regular Board meeting was held in April but only the June 6, 2017 meeting is on today's agenda. The April minutes are being reviewed by the attorney. Mr. McHugh requested members refrain from comments until guidance is received from the board's attorney.

Mr. McHugh requested a motion to approve the minutes of the June 6, 2017 Board Meeting as presented if there were no corrections. Mr. Guadagnino stated he had a correction on page 3, the sentence containing "...while it was being recorded..." The correction should read, "Pat McHugh stated... 'before we begin to record', the case may be resolved." Mr. Guadagnino explained the original content was incorrect.

Mr. Meglay moved to accept the June 6, 2017 minutes with the noted correction and Ms. Campos seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1718-02)**

Mr. Guadagnino inquired why meetings are not being tape recorded and recommended that they should be. Mr. Farrelly stated this topic would be placed on the next Executive Committee agenda for discussion.

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

- A. Financial Statements – April, May and June, 2017**

Mr. Thompson deferred to Ms. Hardy who reported that April's financials showed the actual spending rate for Direct Services was at 76.99% and all the minimum and maximum categories were well within the spending rates with 2.31% being expended on Administration and 85.46% on Direct Services for children. A surplus of \$348,718.19 was being forecast and VPK's spending rate was at 86.18% for the year.

Mr. McHugh requested a motion to approve the April Financial reports as presented. Mr. Meglay so moved and Mr. Thompson seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Hardy continued with May's financial report stating the actual spending rate was at 87.11% and all the minimum and maximum categories were well within the spending

rate categories. She reported that Administration spending as at 2.35% for the year and Direct Services was at 85.19%. A \$15 donation was secured for Match bringing the year to date total, including in-kind donations, to \$39,098.38. The VPK spending rate was 96.99% with VPK Administration spending at 3.72% for the year.

Mr. McHugh requested a motion to approve the May Financial reports as presented. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Hardy reported that June's financial report showed the actual spending rate for Direct Services was at 97.66% and all the minimum and maximum categories were within the spending rate categories. Administrative spending was at 2.74% for the year and Direct Services was at 83.64%, with the addition of Quality spending, a total of 90.4% has been expended on children. An additional \$3,000 was secured for Match bringing the year to date total, including in-kind donations, to \$42,098.38. A surplus of \$285,487.55 is being projected, but OEL has extended the year through July in an effort to expend funds.

For VPK, the Administration spending category was at 3.85% with 96.15% allocated for Direct Services.

Mr. Guadagnino inquired why April's Administration spending was at \$24,938 but June's was at \$98,975. Ms. Hardy explained that June's spending included incentive awards for forty-two (42) staff members.

Mr. McHugh requested a motion to approve the Financial Statements for June as presented. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1718-03 covers April, May and June Financial Statements)**

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

- **Report of Executive Committee Action Items**

Mr. McHugh stated a list of the Executive Committee's action items is provided. Dr. Anderson inquired what the revision to the by-laws consisted of. Mr. McHugh explained it was due to the new law effective 7/1/2017 requesting an opportunity for public comment on action items be offered at all meetings, prior to any actions.

Mr. Cook inquired about the five (5) VPK centers whose contracts were terminated and what the final results were. Mr. Farrelly explained that a total of sixteen (16) providers had not complied with state requirements regarding testing and were placed on Corrective Action Plans (CAP). Of these, five (5) failed to comply on post-testing and the Coalition was informed they must be suspended for five (5) years.

This information was forwarded to the Coalition's attorney for review who then recommended canceling the contracts prior to 7/1/17, have the providers relinquish any

funds paid, thus allowing the future contract to be retained. This resolution was offered to each provider and each accepted.

Mr. Cook inquired why the Coalition was lenient with these providers. Mr. Farrelly explained that even though these providers did not follow the state rules regarding post-tests, fewer and fewer centers are offering VPK as reimbursement from the state has been flat while requirements for testing are increasing. He explained that Ms. Casler and staff are working hard to keep providers in compliance while keeping willing providers offering VPK.

Mr. Horn inquired as to whether the Coalition's attorney attends meetings. Mr. Farrelly stated the attorney does not attend as a rule, only if there is a particularly challenging issue being considered. Additionally, having the attorney attend meetings would result in higher fees. Currently, the Coalition spends less than \$6,000 per year on attorney fees.

This topic will also be placed on the agenda for the next Executive Committee meeting.

- **Welcome New, Mandated Board Members**

Mr. McHugh welcomed Mr. Bhojani, Ms. Boles, and Ms. Napier as new mandated members. Mr. Farrelly also extended a welcome to Mr. Velazquez and Mr. Horn as new private sector members.

- **Distribution, Materials for Annual Evaluation of Executive Director**

Mr. Farrelly distributed information to Board members containing initiatives and improvements achieved last fiscal year. A survey link via "Survey Monkey" will be sent to the Board to complete the Executive Director's annual evaluation.

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

Ms. Kier reported that both School Readiness and VPK enrollments decreased as of the end of June due to many programs ending in May with the end of the school year.

A discussion followed on enrolling children into VPK and VPK options such as SIS (Specialized Instructional Services) for children with special needs. Ms. Kier reported that currently about 10-12 children are in this program and two (2) providers currently provide services to SIS students. Parents learn about the VPK program through YOTYC events, the Coalition's website, social media such as Facebook and Twitter, and through friends and providers.

A brief discussion followed on VPK enrollment including providing information at backpack events held by various service organizations and providing information to parents in areas that are rapidly expanding, including children that are home schooled.

V. Committee Updates:

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

A. Presentation and Ratification, FY 2017-18 Operating Budget

Mr. Thompson deferred to Ms. Hardy. Ms. Hardy explained the new fiscal year budget is being presented for approval. She reported the Coalition was awarded an increase of \$554,000 for Direct Services in School Readiness and \$102,000 for Direct Services for VPK for the new fiscal year.

Mr. Farrelly explained the Coalition was able to carry funds over from last year's budget for one month which leaves the Coalition in particularly good financial condition. Mr. Farrelly reviewed the initiatives and improvements contained in the FY 2017-18 budget.

Mr. Farrelly reported that a reception was held for the Coalition's 38 Sunshine Star providers and, due to the Coalition's financial condition, each provider was presented with a one-time achievement award. Providers were presented with an award of \$1,000 for each "star" they had earned. Mr. McHugh explained the Sunshine Star providers are moving into the second tier of the program to continue with QRIS (Quality Rating Improvement Systems).

Mr. McHugh requested a motion to approve the Operating Budget for FY 2017-18. Mr. Guadagnino so moved and Mr. Horn seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1718-04**)

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

Ms. Weightman reported the Spelling Bee event will be held on October 5th at the Rotary Pavilion and the event needs board member assistance and support. She indicated the list of ideas on the white board for gift baskets and requested that Board members sign the volunteer sheets being circulated for basket donations and event volunteers.

Ms. Weightman also asked members for assistance with sponsors by reaching out to four (4) of their acquaintances to request \$1,000 sponsorships. Mr. McHugh stated this event is a "hoot" and lots of fun and Ms. Weightman encouraged members to come together to raise funds for children and for match.

Ms. Weightman stated that the event will require volunteers and it will be held between 5:30 - 8:30 pm on October 5, 2017. Sign-up sheets were distributed. Mr. McHugh explained that spelling teams will be able to purchase "mulligans" or second chances to stay in the competition.

VI. Executive Director Report – Mr. Jim Farrelly

A. Coalition Update

Mr. Farrelly reported that Provider Representative Mr. Bimal Bhojani has previously donated approximately \$100,000 worth of slots for children in the School Readiness

program and this new school year, will be donating twelve (12) wrap around slots for VPK children.

B. Update, Years of the Young Child Events

Mr. Farrelly introduced the Coalition's new mascot "ELC-the Elephant" and reported the Coalition is looking into the possibility of writing and designing its own children's books featuring "ELC".

Mr. Farrelly reported that approximately 300 people attended the latest YOTYC event held at Sun West Park. Another upcoming event, an art exhibit to be held at PHSC's Spring Hill campus, will feature children's art and a Florida Highwayman. August will feature Family Health Day and Groovin' with the Grandparents is scheduled for September. The Coalition's 10th Annual Early Learning Conference is scheduled for October 21, 2017 with more high quality presenters than in previous years. Registration is scheduled to open in early August.

A job fair will be held at the Spring Hill office on Saturday, July 22, 2017 to help providers recruit staff for their centers.

Mr. Farrelly reported the wait list is almost non-existent with qualified clients receiving services within a week. Additionally, the Executive Director search began last month and the Executive Committee will begin to review the applications received to date. Approximately 38 applications were received, with about ten (10) qualified applicants.

The Coalition is now receiving funding from both the United Way of Pasco and the United Way of Hernando.

D. Foundation Update

Mr. Farrelly reported the Foundation is getting ready to create a brick and mortar "child care center" (store front) at Safety Town.

VII. Public Input

None.

VIII. Adjournment

Mr. McHugh adjourned this meeting of the Coalition's Board of Directors at 9:37 a.m. without further discussion.

Respectfully submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant I