



EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

**January 19, 2006
Board Meeting Minutes
Career Central 4440 Grand Boulevard
New Port Richey, FL 34653**

Attendees:

- * ELIZABETH CALLAGHAN
- * JAMES COOK
- * MARIA CROSBY
- * LINDA FOY
- * LISA HAMMOND
- * BLAKE HARDING
- * IRVIN HOMER
- * GEORGE MAGRILL
- * DAVE MARSHALL
- * LYDIA PINKOWSKI
- * JEAN RAGS
- * BARBARA RENCZKOWSKI
- * BEN SHIRLEY
- * TONI WATKINS

Excused:

- * JOHN DRUZBICK
- * DENISE GILL
- * WILLIAM GREENE
- * DAVE MEGLAY
- * ELAINE WOOTEN

JO-ANN KAY FULLER COALITION
INTERIM EXECUTIVE DIRECTOR
MARYROSE WERSAN COALITION
STAFF
DEBBIE ANTIOCO COALITION
STAFF
CATHERINE O'BRIEN COALITION
STAFF
DONNA GRAMLING YFA
CAROLYN ARNOLD YFA
FRED BRUNEAU OEL
JANIE SAILORS TTAS/WKU
DENISE CLEMENCE POPULAR
SMALL BUSINESS CAPITAL

Opening/Approval of Minutes

Lisa Hammond called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at 9:00 a.m. on January 19, 2006. A quorum was present.

All members and guests introduced themselves. Lisa Hammond moved to approve the December 15, 2005 Board Meeting Minutes.

Blake Harding moved to accept the minutes from the December Board meeting. Jean Rags seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-22)

Guest Speaker

Lisa Hammond introduced Janie Sailors from Training and Technical Assistance Services (T/TAS). Janie proceeded to give a brief introduction, including a Power Point presentation, about the services that T/TAS can provide for the Coalition. She focused on the history of T/TAS and upcoming training sessions available for utilization.

State Advisory Council Update

Lisa Hammond announced that she met with both Representative Littlefield and Representative Russell to discuss the Coalition's goals and challenges with regard to VPK and School Readiness. She explained that Representative Russell will be running for Hernando County Commission. If elected, he would be an advocate for the Early Learning Coalition and will support our continued effort to secure match funding. Lisa discussed with both representatives that funding may be tightened for VPK next year. She did state that she has several other legislative meetings in place to keep all Pasco and Hernando representatives informed.

Treasurer's Report

Jean Rags gave a brief presentation of the monthly summary of administrative expenses. She explained that there was an increase in healthcare, employment recruitment, and audit fees were higher than anticipated. However, the Coalition was still within our monthly budget. Jean announced that the year-to-date expenses were still being collaborated between the Accountant and Coalition Staff during this transitioning process. The year-to-date expenses and revenue will be included in the next report to reflect the funding, expenditures, and budget variances. Lisa Hammond and Ben Shirley questioned the occupancy cost budget. Debbie Antioco, the Coalition's Fiscal Manager, clarified the significant cost differential between the relocation of the Coalition's office and the expenses incurred to do so. **Ben Shirley recommended adding an asterisk to the occupancy costs section to show that this amount will change once the relocation is complete. Blake Harding moved to accept the monthly summary of administrative expenses with the addition of an asterisk added to Occupancy Costs. Jean Rags seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-23)**

Interim Executive Director's Report

Jo-Ann presented the Interim Executive Director's report. She informed the Board of a new applicant who is interested in becoming a Board Member. Ms. Denise Clemence of Popular Small Business Capital has completed the member application and will be submitting it for Board approval. Jo-Ann also requested the authorization of the procurement AD-HOC Committee to review and approve the Request for Proposal. The recommended AD-HOC

Committee members are Dave Meglay, Ben Shirley, Jean Rags, Sister Roberta Bailey and Kathleen Richardson. **Lisa Hammond requested a motion to create a Procurement AD-HOC Committee with the recommended members. Blake Harding accepted this motion. Jean Rags seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-24)**

Jo-Ann discussed the formation of the Coalition's Mission Statement. She explained that staff reviewed other Coalition's Mission Statements and would like to move forward with this process. Maria Crosby recommended having Janie Sailors from T/TAS help with this finalization process. Jean Rags suggested that the staff and Board Members recommend the creation of three Mission Statements for Janie Sailors to review and facilitate.

Donna Gramling gave a brief utilization report for YFA. Linda Foy gave a brief utilization report for CDS. Discussion followed regarding grant funding for certain age groups and waitlist issues.

Public Comment/Other

James Cook questioned if an Executive Committee has been established for the advertisement of the Executive Director's position. Lisa Hammond stated that this has not been confirmed and would like to proceed to call this committee to order.

George Magrill gave a brief report updating Board Members with YFA's continued efforts to secure the 6% match. Discussion followed.

With no further discussion, the meeting adjourned at approximately 10:40 a.m.

Respectfully Submitted by:

Maryrose Wersan
Administrative Assistant

The next scheduled meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. is February 16, 2006 at 9:00 a.m. at Career Central located at 7347 Forest Oaks Boulevard, Spring Hill, FL 34606.