



# EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

April 20, 2006  
Board Meeting Minutes  
15506 County Line Road, Suite 104  
Spring Hill, FL 34610

## Attendees:

- \* JAMES COOK
- \* MARIA CROSBY
- \* JOHN DRUZBICK
- \* LINDA FOY
- \* DENISE GILL
- \* LISA HAMMOND
- \* BLAKE HARDING
- \* IRVIN HOMER
- \* GEORGE MAGRILL
- \* DAVE MARSHALL
- \* DAVE MEGLAY
- \* LYDIA PINKOWSKI
- \* JEAN RAGS
- \* BARBARA RENCZKOWSKI
- \* BEN SHIRLEY
- \* TONI WATKINS
- \* ELAINE WOOTEN

## Excused:

- \* ELIZABETH CALLAGHAN
- \* WILLIAM GREENE

JO-ANN KAY FULLER COALITION  
INTERIM EXECUTIVE DIRECTOR  
MARYROSE WERSAN COALITION  
STAFF  
DEBBIE ANTIOCO COALITION  
STAFF  
LENORE ZULAUF COALITION  
STAFF  
CATHERINE O'BRIEN COALITION  
STAFF  
NOREEN ST. JEAN COALITION  
STAFF  
DONNA GRAMLING YFA  
CAROLYN ARNOLD YFA  
KAREN LAMB YFA  
FRED BRUNEAU OEL  
VICKY GATES CDS  
SUSAN WARD CDS  
CURT BROMUND CDS

## 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 April 20, 2006. Lisa Hammond announced that a quorum was present.

All members and guests introduced themselves. **Lisa Hammond requested a motion to accept the adoption of the agenda. Dave Meglay moved to accept this motion. John Druzbeck seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-34)**

**Lisa Hammond requested a motion to approve the March 16, 2006 Board Meeting Minutes. Irvin Homer moved to accept this motion. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried per Maria Crosby's additions to the minutes reflecting the Quality Committee. (Action Item #0506-35)**

## Treasurer's Report

Jean Rags gave a brief presentation of the Monthly Summary of Administrative Expenses. She explained the considerable telephone expense that included a recurring expense to connect the Hernando-Brooksville office EFS program on the server located at the Pasco Child Care Office. Jean further explained the credits noted in both the Travel/Transportation and the Contracted Services section of this report. The credits shown are a result of reclassifying these expenses to more appropriately reflect Coalition administrative expenses versus programmatic expenses.

Jean informed the Board that this report now includes administrative expenses showing all expenditures and revenue. Overall, Jean Rags reiterated that the current spending and the future expense for the remaining months of the contract period is at a break-even budget. Fred Bruneau, Office of Early Learning, suggested providing a rollup of expenses and separate backup reports for each program including quality dollars. Maria Crosby requested that Fred Bruneau's suggestions be added to next month's Summary of Administrative Expenses. Debbie Antioco, the Coalition's Fiscal Manager, responded stating that these reports will be added and presented at next month's meeting. Jim Cook requested an explanation of the variance section of the report and Ben Shirley offered to explain the usage of the variance columns. Discussion followed regarding the Year-To-Date Variance. Lisa Hammond requested changing the "Year-To-Date Variance" column to state "Year-To Date Remaining Balance." **Lisa Hammond requested a motion to approve the Treasurer's Report. Dave Meglay accepted this motion. John Druzbeck seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-36)**

## **Interim Executive Director's Report**

Jo-Ann Fuller presented the Interim Executive Director's report. Jo-Ann mentioned that a draft of the Coalition By-Laws, including all Board Member recommendations, was submitted to all members for review. Jo-Ann informed the Board that this will be an item for discussion at the next Board Meeting.

Jo-Ann touched base on the calendar of scheduled Board Meetings. She informed the Board that these meetings will be held the third-Thursday of each month for the remaining calendar year. Jo-Ann suggested that Board Members review these dates, especially those scheduled close to holidays, to see if any need to be rescheduled. Jean Rags recommended that all Board Members review these dates and submit conflicts to Coalition staff. Ben Shirley further suggested on determining whether Board Meetings need to be held monthly. Lisa Hammond stated including this as a discussion item for next meeting.

Jo-Ann explained to the Board Members that each time a meeting is held, staff has been providing refreshments on their behalf. Jo-Ann would like the Board to consider budgeting \$500 from unrestricted funds be utilized for this purpose. During our OEL Monitoring, a comment was made noting the Board Retreat as an unallowable expense (\$7,000) per the Coalition's CAP allocation. **Jo-Ann requested a motion to utilize \$7,600 of unrestricted funds to reimburse the funds taken out of administrative. Jean Rags seconded this motion and discussion followed.** Jean Rags asked Fred Bruneau, Office of Early Learning, to explain allowable vs. unallowable expenses. Fred explained that Board refreshments are not an allowable expense. Discussion followed regarding match donation and unrestricted dollars for this expense. Jo-Ann explained that our current Cost Allocation Plan doesn't allow this expenditure and the Coalition will be amending the plan for this fiscal year. **Jean Rags withdrew her motion.** John Druzbeck reiterates Jo-Ann's information regarding the funding for training/refreshments.

Jo-Ann states that she will continue to be in contact with OEL regarding the Board Retreat expense. Lisa Hammond suggested that Jo-Ann gather information on this issue and present to the Board at the next Board meeting.

The Coalition's banner was displayed for the Board to review and Jo-Ann explained that brochures will be donated by a printing company from Pasco. Jean Rags suggested that if there are additional dollars, perhaps the Coalition should purchase another banner for Board Members to utilize for events.

## **Executive/Personnel Committee Report**

Lisa Hammond gave a brief report regarding the recruitment of Executive Director for the Coalition. She explained that the Committee met on three different occasions to discuss and implement this process. An ad was constructed and placed in the St. Pete Times, the Tampa Tribune and the Coalition's website. All applications were submitted to Fred Bruneau at the Office of Early Learning. A total of nineteen applications were received and screened for interviews. Six interviews were scheduled and five were conducted. Each applicant was interviewed and rated accordingly. Lisa announced that the Committee's unanimous decision was to hire Jo-Ann Kay Fuller as the full-time Executive Director. **Lisa Hammond requested a motion to approve the Executive Committee's recommendation to hire Jo-Ann Kay Fuller as Executive Director. Ben Shirley accepted this motion. Jean Rags seconded the motion, all were in favor with the exception of one and motion carried. (Action Item #0506-38)**

Maria Crosby questioned if an evaluation of the Executive Director would occur. Lisa Hammond explained that the Executive/Personnel Committee will meet and create an evaluation tool for the Board to review at the next Board meeting. John Druzbeck reiterated the importance of this tool and would like the Coalition staff to contact other Coalition's to retrieve this tool to expedite the process. Maria Crosby explained that this evaluation would provide guidance to Jo-Ann for the upcoming fiscal year. Barbara Renczkowski agreed that the performance tool would help Jo-Ann understand the expected actions of her for next year. Lisa Hammond suggested that the Personnel Committee will prepare their recommendation for the next Board meeting.

**Lisa Hammond requested a motion to increase the newly appointed Executive Director's salary to \$75,000. Blake Harding accepted this motion. Barbara Renczkowski seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-40)** Maria Crosby requested information as to what is the typical salary schedule for an Executive Director. Lisa Hammond informed the Board that the range for this position is \$65,000 - \$85,000 per year. Dave Marshall asked about a history of Jo-Ann's salary. Lisa mentioned that Jo-Ann's salary as Deputy Director was \$45,000 then increased to \$70,000 when she became Interim Executive Director. John Druzbeck asked what the prior Executive Director's salary was and Lisa Hammond stated that it was \$85,000. Maria Crosby commented that the past Executive Director's salary was based out of Pasco. She also stated that she had no prior knowledge that the

past Executive Director's salary had developed so high and she stated that she was not involved in any of those decisions and process. John Druzbeck reiterated his concern, as well as Dave Marshall, regarding the salary increase between the Deputy Director to Interim Executive Director then to Executive Director. Fred Bruneau, Office of Early Learning, explained that several months ago they hired an Executive Director in Flagler at \$75,000. Annually, this Coalition is representing two counties; therefore, the salary is considered to be acceptable. Lisa Hammond asked for further discussion and no further discussion was needed.

## **Central Agency Utilization Reports**

Donna Gramling gave a brief utilization report for YFA. Linda Foy gave a brief utilization report for CDS. Vicky Gates touched base on upcoming VPK Outreach events. Further discussion followed regarding Outreach and the concern of notifying individuals, including parents and teachers, in the community. A summary of efforts from both School Districts in Hernando and Pasco County was presented.

## **VPK Outreach Report**

Catherine O'Brien, Coalition VPK Manager, gave a brief summary of the upcoming events to provide VPK Outreach. She explained some upcoming Round-Up dates for both Pasco and Hernando County. Catherine also informed members that the Coalition has received an Outreach and Awareness grant to be spent on a direct mailing to families in both Pasco and Hernando County.

## **RFP AD-HOC Committee Report**

Jean Rags, the Chair of the RFP AD-HOC Committee, gave a brief summary of the RFP process. She reiterated that the Committee members consisted of Ben Shirley, Sr. Roberta Bailey, Kathleen Mauro, Dave Meglay and herself. Jean Rags explained that it was a difficult and interesting process. She thanked both of the agencies for applying and submitting their proposals. She further thanked Louise Navarro-Mylin. Jean Rags reiterated that Louise was subcontracted by the Coalition to provide consultant services during the RFP process. Jean Rags stated that Louise was a tremendous help in helping the Committee locate information in the RFP and helping the Committee understand the scoring process. Jean further stated that Louise was available for assistance to the AD-HOC Committee, the agency RFP's, she helped provide evaluation training to the Committee and also helped provide RFP process technical assistance to Coalition staff and the Bid Evaluation Committee, as necessary. Jean reviewed the scoring process and the evaluation tool by percentage values. She explained the difference between a weighted score versus a non-weighted score, and that the highest and lowest scores for each proposal were omitted and the remaining scores averaged to assign one score to each proposal. She did state that based on Louise Navarro-Mylin's observation, Section

C of both the VPK and Quality proposals needed to be modified. The RFP Evaluation Score sheets were distributed to all Board Members reflecting the three submitted proposals. The shaded areas represented the lowest and highest scores for each Agency within each proposal and the remaining scores were averaged to assign one score to each proposal. Jean Rags announced that Childhood Development Services, Inc. scored the highest in the areas of School Readiness, Voluntary Pre-K and Quality Initiatives based on the weighted and final weighted scores. Jean asked if Fred Bruneau, the Office of Early Learning, could assist with options based on the recommendation. Fred stated that Jean is to suggest to the Board the recommendation based on the scoring or the Board could recommend starting the process over if this language was placed in the original RFP's. Jean stated that although she was asked to Chair this Committee, she did leave around 3:10 p.m. to catch a flight, therefore, she was not able to stay for the scoring of the last two proposals which was the Voluntary Pre-K and Quality Initiatives. The remaining members stayed and finished scoring the remaining two proposals, while Jean Rags completed her scoring independently and submitted to staff. Jean Rags recommended to the Board that the scores dictate that Childhood Development Services, Inc. won the proposal for School Readiness, Voluntary Pre-K and Quality Initiatives. **Lisa Hammond assisted Jean Rags with a motion to accept the scores submitted and award the contract to the agency who received the highest scores. Barbara Renczkowski seconded.** Discussion followed. Dave Marshall asked where the RFP originated from. Jo-Ann Kay Fuller explained that the RFP was a template based on the Florida State Statute 7510. Maria stated her positive personal experiences with Youth and Family Alternatives, Inc. and the history that YFA has in Pasco County. She stated that YFA had provided solid services to the children and families in Pasco County. Maria is concerned about a potential disruption when we are heading into many changes dealing with summer VPK and a known to an unknown in Pasco County for the providers. Maria questioned the history of both agencies and hopefully the evaluators took that into consideration. Ben Shirley interrupted Maria Crosby and stated that these are her personal experiences and personal thoughts. He stated that his experience in the RFP process is extensive and that the only discussion should be on the integrity of the process. Ben stated that a motion has been requested with a second. He further stated that unless the process isn't questioned, then personal opinions should not be focused upon unless all Board Members opinions are announced. Maria Crosby asked if there was a section in the submitted RFP's that mentioned a history of the agency. Jean Rags did state that a specific area regarding the history of each agency was presented but reiterated that throughout the process they reminded each other that they couldn't go on personal experience. **Without any further discussion, Jean Rags requested a motion to enter into negotiations with CDS (the highest scoring agency). Barbara Renczkowski seconded. All were in favor with the exception of two and motion carried. (Action Item #0506-39)**

George Magrill and Maria Crosby requested copies of the rating sheets. Linda Foy expressed that CDS is sensitive to Pasco County's concern. Linda stated that CDS has had experience in the past representing new counties. CDS will make the transition as smooth as possible and to open up the positions that are currently employed by the current provider. She further stated to the Board that it is CDS's commitment to do their

very best to make sure that the providers and the representatives from Pasco County are pleased. Linda did remind the Board that CDS does have a good working relationship with YFA. Maria Crosby expressed her concern regarding the Central Agency change in the middle of the VPK program and her concern for the providers. Jean Rags did state that included in the submitted proposals was a transition plan addressed for that timeline. Maria Crosby suggested possibly having an orientation. Jean Rags suggested that an orientation should be suggested during the negotiation process. Lisa Hammond stated that Jo-Ann will communicate individually with all Board Members to solicit Board Members concerns for the negotiation process. George Magrill stated that he doesn't know what the outcome will be during the negotiation process until it actually takes place. He stated that for the last 10-11 years, YFA has been providing services in Pasco County. He also noted that the relationships with the staff and partnerships with the school system have been great experiences. George said that he is proud of the YFA staff and their accomplishments in Pasco County.

### **Public Comment/Other**

Jean Rags presented to the Board that at the AD-HOC Committee Meeting for Board Membership was discussed whether Pasco and Hernando communities were aware of the present Board members participation on the Coalition Board. Jim Cook created a name plate to reflect this information. Jean passed the name plate around for the Board to review.

**Ben Shirley requested a motion to make Jo-Ann's effective start date as Executive Director be April 20, 2006. John Druzbeck accepted this motion. Blake Harding seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-41)**

The meeting adjourned at approximately 10:45 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 May 18, 2006 at 9:00 a.m. at the Coalition's office located at 15506 County Line Road, Suite 104, Spring Hill, FL 34610.**