



EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

May 18, 2006
Board Meeting Minutes
15506 County Line Road, Suite 104
Spring Hill, FL 34610

Attendees:

- * ELIZABETH CALLAGHAN
- * JAMES COOK
- * MARIA CROSBY
- * LINDA FOY
- * DENISE GILL
- * LISA HAMMOND
- * IRVIN HOMER
- * DAVE MARSHALL
- * DAVE MEGLAY
- * LYDIA PINKOWSKI
- * JEAN RAGS
- * BARBARA RENCZKOWSKI
- * BEN SHIRLEY
- * TONI WATKINS
- * ELAINE WOOTEN

Excused:

- * JOHN DRUZBICK
- * WILLIAM GREENE
- * BLAKE HARDING

JO-ANN KAY FULLER COALITION
INTERIM EXECUTIVE DIRECTOR
MARYROSE WERSAN COALITION
STAFF
DEBBIE ANTIOCO COALITION
STAFF
LENORE ZULAUUF COALITION
STAFF
NOREEN ST. JEAN COALITION
STAFF
DONNA GRAMLING YFA
CAROLYN ARNOLD YFA
KAREN LAMB YFA
GEORGE MAGRILL YFA
FRED BRUNEAU OEL
VICKY GATES CDS
SIERRA ONEAL HEALTHY FAMILIES
PASCO
RONJANEEN HARRIS HEADSTART
SANDY RAMOS PASCO SCHOOL
DISTRICT

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 May 18, 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. Jean Rags moved to accept this motion. Barbara Renczkowski seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-42)**

Lisa Hammond requested a motion to approve the April 20, 2006 Board Meeting Minutes. Irvin Homer moved to accept this motion. Jean Rags seconded the motion, all were in favor with no abstentions and motion carried per Maria Crosby's retraction of a statement regarding the Request for Proposal process. (Action Item #0506-43)

Treasurer's Report

Jean Rags gave a brief presentation of the Monthly Summary of Administrative Expenses. She explained the slight increase for occupancy due to the completion and installation of the Coalition's office marquee. Under the telephone line item expense, Jean clarified that this expense included a recurring dedicated Hernando T-1 (Brooksville office) connection to access the EFS program on the server located at the Pasco Child Care Office. Jean further explained under the Conference/Meetings line item, the deficit is a result of several state-mandated

conferences/meetings held in Orlando that Coalition staff had attended. Jean explained the deficit in employee recruitment was due to the extensive advertising for the position of the Coalition's Executive Director. Included in this report was an additional breakdown of expenses for both School Readiness and Voluntary Pre-Kindergarten. Maria Crosby questioned if a breakdown of quality dollars will be reflected in this report. Jo-Ann Fuller responded stating that there will be a verbal report during her Executive Director's report addressing these quality dollars. Maria Crosby also suggested adding a Central Agency administrative amount for both Voluntary Pre-Kindergarten and for School Readiness to this report. **Lisa Hammond requested a motion to approve the Treasurer's Report. Irvin Homer accepted this motion. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-44)**

Executive Director's Report

Jo-Ann Fuller presented the Executive Director's report. Jo-Ann mentioned that drafts of meeting minutes are included in this report from both the Recruitment AD-HOC Committee meeting held on March 20, 2006 and the Match AD-HOC Committee meeting held on April 24, 2006. It was suggested that all Committee members' review these minutes and all comments/revisions be discussed prior to the next Board Meeting.

Jo-Ann Fuller introduced Barbara Renczkowski to present the Invitation to Bid for Audit Services report. Barbara explained that the Committee met on both April 4, 2006 and April 16, 2006 to review the submitted proposals. She explained that the Coalition had received three bids – King and Walker, Purvis Gray and Company, and Fontana Certified Public Accountants. After reviewing and rating all three proposals, the Committee did agree that the highest scoring organization would be awarded the contract. After the scoring was carefully reviewed, the Committee did have a recommendation to award the Contract to Fontana Certified Public Accountants. However, after a further investigation with Jo-Ann, it was mentioned that there would be a conflict-of interest since Fontana Certified Public Accountants would be auditing their own financial documentation for four months of this fiscal year. The Committee decided to recommend the second highest scoring agency which was Purvis Gray and Company. **Lisa Hammond asked if a member of the Board would request a motion to approve the recommendation for the single audit services. Jean Rags requested and accepted the motion. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-45)** Discussion followed regarding the audit process terms and the submitted proposals.

Jo-Ann presented the calendar of scheduled Board Meetings. She explained that the calendar was submitted to all Board Members last month for review. Since there were no conflicts submitted to staff, the calendar needs to be approved. Maria Crosby stated that she would have a conflict beginning with the September 2006 meeting schedule. Lisa Hammond suggested that Coalition staff coordinate the Board Meeting calendar with all Board Members. This will be added to the agenda for next month's meeting. Discussion

continued regarding changing the meetings to a bi-monthly schedule. Maria Crosby also suggested adding to the agenda a section dealing with educational purposes.

Jo-Ann explained that at last month's meeting a draft of the Coalition By-Laws was emailed to all Board Members to review and suggestions were submitted to Coalition staff for incorporating. Jo-Ann reiterated the importance of completing the By-Laws particularly on the section regarding recruitment and attendance. Jean Rags asked if Dave Marshall would be making a presentation at today's Board Meeting. Dave Marshall mentioned that once he has a chance to review and correct the minutes from the Recruitment AD-HOC Committee, he would like to be tabled on the agenda for next month's Board Meeting. It was suggested that an AD-HOC Committee for the review of these By-Laws be formed. **Ben Shirley requested a motion to form an AD-HOC Committee to review the Coalition By-Laws and make a recommendation to the Board at the next Board Meeting. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-48)** Discussion followed regarding volunteers for this committee.

Jo-Ann gave a brief overview regarding the quality initiatives. Jo-Ann is requesting to set-up a Quality Initiatives AD-HOC Committee to review the surplus dollars the Coalition has to expend in a timely manner before the end of this fiscal year. Jo-Ann explained that quality initiatives dollars are made up of several categories including Quality, Inclusion, and Infant and Toddler. She explained that the majority of these dollars are contracted with our Central Agencies. Discussion followed regarding the breakdown of each category. Maria Crosby requested information on what happened to the quality dollars that were specifically contracted with the School Board last fiscal year. Jo-Ann explained that the previous Executive Director placed the excess dollars into slots and did not contract with the Central Agencies. If more slot dollars were needed, those dollars were available to amend the Central Agencies contracts to increase the numbers in slots. Jo-Ann stated that the purpose of this AD-HOC Committee is to decide where and how to spend the surplus dollars within the community. Maria Crosby questioned if members of this committee have an equal voice with regards to voting. Lisa Hammond explained that all members of the committee reach a consensus and bring the final recommendation to the Board. Toni Watkins stated that she felt it was important for this recommendation to be presented to the Board. Lisa suggested scheduling another Board Meeting to specifically approve this recommendation. George Magrill stated that those dollars were not contracted. Jo-Ann reiterated that those dollars were not contracted with the Central Agencies, but were available if needed. **Ben Shirley requested a motion to form a Quality Initiatives AD-HOC Committee to review the quality dollars and make a recommendation to the Board at the next Board Meeting. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-49)** Discussion followed regarding the scheduling of an emergency Board Meeting to review the recommendation of the Quality Initiatives AD-HOC Committee.

Central Agency Utilization Reports

Linda Foy gave a brief utilization report for CDS. Donna Gramling gave a brief utilization report for YFA. Further discussion followed regarding the decline of children in the VPK program. Elaine Wooten requested that Vicki Gates email her a list showing the number of certificates that have been issued for Hernando County.

Public Comment/Other

Dave Meglay questioned if an update regarding the RFP proceedings is open for discussion under the Sunshine Law. Lisa Hammond stated that there was an initial meeting and it hasn't been opened up to the Sunshine Law. Dave Meglay asked if the issue will be resolved by July 1, 2006. Lisa stated that might be a possibility; if not, the Coalition continues to operate as it has been. Elizabeth Callaghan stated that she wasn't in attendance at the April 20, 2006 Board Meeting. It was suggested that the tape of these minutes be reviewed for correction. Maria Crosby stated that at the last Board Meeting it was stated that the Personnel Committee would be presenting to the Board an evaluation tool for the Executive Director. Lisa Hammond stated that the Personnel Committee has not met and other meetings have taken precedence. Lisa stated that she will look into scheduling a Personnel Committee, if possible, before the next Board Meeting. Maria Crosby asked about the 9,000 mailing to all parents in the community regarding the VPK program. Jo-Ann stated that these mailings had been mailed at the end of April. Elaine Wooten suggested looking into an advertisement on the sides of community buses to further our VPK Outreach for the next fiscal year. Jo-Ann passed out an informative article (per Maria Crosby's request) regarding the need for dental health screenings. Lisa Hammond recognized the public comment request submitted by Sierra O'Neal from Healthy Families Pasco. She stated that at the request of her supervisor she was asked to address that YFA childcare resources are imperative in the Pasco Community.

The meeting adjourned at approximately 10:25 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 July 20, 2006 at 9:00 a.m. at the Coalition's office located at 15506 County Line Road, Suite 104, Spring Hill, FL 34610.