



EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

June 15, 2006
Board Meeting Minutes
15506 County Line Road, Suite 104
Spring Hill, FL 34610

Attendees:

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

Excused:

- * IRVIN HOMER
- * DAVE MARSHALL

JO-ANN KAY FULLER COALITION
EXECUTIVE DIRECTOR
MARYROSE WERSAN COALITION
STAFF
DEBBIE ANTIOCO COALITION
STAFF
LENORE ZULAUF COALITION
STAFF
NOREEN ST. JEAN COALITION
STAFF
DONNA GRAMLING YFA
KAREN LAMB YFA
FRED BRUNEAU OEL
IVORY GRAY MID-FLORIDA HEAD
START
SISTER ROBERTA BAILEY ST.
ANTHONY SCHOOL
SUSAN WARD CDS
CURT BROMUND CDS
VICKY GATES CDS
MARY SPICUZZA ST. PETERSBURG
TIMES

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 June 15, 2006. Lisa Hammond announced that a quorum was present. All members and guests introduced themselves.

Lisa Hammond announced the departure of Catherine O'Brien, Coalition Staff. **Lisa Hammond requested a motion to accept the adoption of the agenda. Jean Rags moved to accept this motion. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-50)**

Lisa Hammond requested a motion to approve the May 18, 2006 Board Meeting Minutes. Jean Rags moved to accept this motion. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-51)

Remarks from the Chair

Lisa Hammond stated that the past couple of weeks have been extremely difficult for the Coalition. She explained that Board relations have deteriorated, but remains hopeful to serve collectively in the future. Lisa Hammond accepted full responsibility for the surplus dollars issue. She explained that she will continue to work diligently on the issues that have eluded from these surplus dollars. She announced that she will not tolerate any further discussion on the Pasco County funding issue and, if necessary, enforce a three-minute rule for both Board Members and public

discussion. Lisa Hammond reiterated the purpose of the Coalition is to better serve children and thanked each Board Member for their involvement in this process. She distributed a brief overview of current enrollment numbers for both Voluntary Pre-Kindergarten and School Readiness. Discussion followed regarding this overview.

Treasurer's Report

Jean Rags gave a brief presentation of the Monthly Summary of Administrative Expenses. She explained there have not been any significant changes to the format of these reports with the exception of Voluntary Pre-Kindergarten showing the Outreach and Awareness Grant received from OEL. These expenses included the mailing list, office and copier supplies. Under the salaries/benefits line item expense, Jean mentioned this increase is due to the Coalition's retroactive 403-B contribution expense. Under the telephone line item expense, Jean clarified that this expense includes a recurring dedicated Hernando T-1 connection to access the EFS program on the server located at the Pasco Child Care Office. Jean further explained under the insurance line item there is a deficit as a result of several insurance policy renewals. Dave Meglay stated that he would like to see advertising expenses added to this document for the next Board Meeting. Maria Crosby questioned the Central Agency Reimbursement totals and it was explained that the differences are due to prepayments and true ups. Elizabeth Callaghan questioned the deficits shown and Jean Rags explained that the Coalition is still reflecting a break-even budget.

Jean Rags distributed a draft report reflecting the Quality Initiatives Expenditures for Quality, Inclusion and Infant/Toddler. This was requested to be presented during the May 18, 2006 Board Meeting. Maria Crosby stated that this report should show a breakdown of each category and for each county. Elizabeth Callaghan suggested creating a financial spreadsheet to reflect the categories/programs being utilized, budget allocations and a year-to-date projection.

Jean Rags requested a motion to approve the Treasurer's Report. Blake Harding accepted this motion. Barbara Renczkowski seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-52)

Lisa Hammond announced that the RFP protest has been dismissed. Although the protest has been dismissed, Lisa mentioned there are attorney fees that need to be paid. Lisa stated that since childcare dollars are reflecting a surplus, it was suggested to amend the contract and move this dollar amount into Admin. to cover these fees under the current budget. **Lisa Hammond requested a motion to move the childcare dollars into Admin. to cover these expenses. Blake Harding accepted this motion. Jean Rags seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-53)**

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.

Executive Director's Report

Jo-Ann Fuller presented the Executive Director's report. Jo-Ann mentioned that the By-Laws AD-HOC Committee met on June 9, 2006 to review the recommendations provided by Board Members. The revised By-Laws will be emailed to Board Members to review for discussion at the next Board Meeting.

Discussion followed regarding the Coalition Board Meeting calendar. **Lisa Hammond asked if a member of the Board would request a motion to approve the cancellation of the July 20, 2006 Board Meeting and reschedule the meeting for July 27, 2006 and omit all meetings the month of December. Jean Rags requested and accepted the motion. Dave Meglay seconded the motion, all were in favor with no abstentions and motion carried. (Action Item #0506-54)** Discussion followed regarding the new Fiscal Year Board Meeting calendar. Coalition staff will contact each Board Member for their availability omitting Tuesdays and Thursdays.

Jo-Ann reported a Quality Initiatives update that included the collaborative mini-grants. She stated that it has been such a positive experience and the Coalition will be moving forward to build a partnership with these community agencies.

Jo-Ann announced that Staff continues to review the 2005-2006 PLAN for outcomes. The template provided by OEL for the 2006-2009 PLAN is currently being reviewed. It was suggested that an AD-HOC Committee for the review of the 2006-2009 PLAN be formed. Lydia Pinkowski, Barbara Renczkowski, Elizabeth Callaghan and Maria Crosby volunteered to form this committee.

Jo-Ann gave a brief overview regarding the contract negotiations for Childhood Development Services, Inc. Discussion followed regarding the corrective action/compliance section. Fred Bruneau, OEL representative, suggested amending both the corrective action compliance piece and the performance measurements languages to these contracts. Further discussion followed regarding timeline issues.

Discussion ensued regarding Board Member workshops. Board Members are to submit workshop ideas/topics to Coalition staff for future planning. Orientation packets are to be updated to include an acronym list and the current By-Laws reflecting our Governance Policy. Jo-Ann mentioned that the ends section within the Governance Policy has not been complete. Discussion followed regarding the arrangement of a workshop to complete this section. This workshop is to follow the Coalition Ribbon Cutting scheduled for August 24, 2006.

Central Agency Utilization Reports

Donna Gramling gave a brief utilization report for YFA. Vicki Gates gave a brief utilization report for CDS. Board Members suggested that both Central Agency reports

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should reflect the same information. Further discussion followed regarding the number of children termed at redetermination.

Public Comment/Other

Maria Crosby questioned the status on the evaluation tool for the Executive Director. Lisa Hammond stated that the Executive Committee has not met and Lydia Pinkowski suggested moving forward to create the evaluation tool to have a system in place for the new Fiscal Year. Lisa Hammond suggested discussing the goals for Fiscal Year 2006-2007 for the Executive Director at the Governance Ends workshop on August 24, 2006. Jean Rags suggested Coalition staff email sample evaluation tools to all Board Members to review prior to the next Board Meeting. Fred Bruneau, OEL Representative, to provide the Coalition with samples.

Maria Crosby gave a brief Voluntary Pre-Kindergarten update. Discussion followed regarding scheduling several provider meetings to help with the transition of services for Pasco County.

Lisa Hammond thanked Youth and Family Alternatives, Inc. for all of the services they have provided to Pasco County throughout the years.

The meeting adjourned at approximately 10:45 a.m.

Respectfully Submitted by:

Maryrose Wersan
Administrative Assistant

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