



BOARD MEETING MINUTES

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

Day/Date/Time: Thursday, October 19, 2006 – 9:00 a.m.

Location: 15506 County Line Road, Suite 104
Spring Hill, FL 34610

Board of Director Members Present: Elizabeth Callaghan, James Cook, Maria Crosby, John Druzbeck, Linda Foy, Denise Gill, Lisa Hammond, Blake Harding, Irvin Homer, Dave Marshall, Dave Meglay, Lydia Pinkowski, Jean Rags, Barbara Renczkowski, Toni Watkins, Elaine Wooten

Board of Director Members Excused: Lourdes Benedict

Coalition Staff Present: Debbie Antioco, Jo-Ann Kay Fuller, Maryrose Wersan, Lenore Zulauf

Guests Present: Betsy Kier, Judy Horvath, Bonnie Clark, Ivory Gray, Steven Kanakis, Mary Spicuzza, Vicky Gates, Susan McPhee, Sister Roberta Bailey, Tammy Brinker, Patty Wiseman (for Lourdes Benedict)

I. Call to Order

Lisa Hammond, Chair, called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at 9:00 a.m.

II. Roll Call/Introductions of Members, Guests and Staff

All members and guests introduced themselves. A quorum was present.

III. Action Items

1. Adoption of Agenda

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 #0607-8)**

2. Private Sector Membership

Lisa Hammond requested to move the Recruitment AD-HOC Committee Report to the top of the agenda. Jean Rags gave a brief report on behalf of the Recruitment AD-HOC Committee introducing Dr. Steven Kanakis to the Board. Currently, there are openings on our Board for private sector members. Based on the information provided in the Board Membership Application, Dr. Steven Kanakis meets the private sector criteria released by the Office of Early Learning. Jean Rags requested a motion to appoint Dr. Steven Kanakis to the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors. Blake Harding moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-12)** It was clarified that Dr. Kanakis would be considered a private sector voting member.

3. Approval of Minutes

Lisa Hammond requested a motion to approve the August 17, 2006 Board Meeting Minutes. Jean Rags moved to accept this motion. Blake Harding seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-9)**

Lisa Hammond requested a motion to approve the September 18, 2006 Board Meeting Minutes. Jean Rags moved to accept this motion. Irvin Homer seconded the motion; all were in favor with the exception of Dave Meglay who abstained from voting. Motion carried. **(Action Item #0607-10)**

4. Financial Report

Jean Rags, Treasurer, presented the 2006-2007 Coalition Budget. Debbie Antioco, Fiscal Manager, assisted with a brief narrative of the breakdown of the grant award. A Budget narrative for both School Readiness and Voluntary Pre-Kindergarten was distributed to all Board members. Discussion followed regarding the \$211,371 under the VPK additional admin. line item. Jean Rags requested a motion to adopt the 2006-2007

Coalition Budget. Blake Harding moved to accept this motion. John Druzbeck seconded the motion; all were in favor with the exception of Dave Marshall who opposed. Motion carried. **(Action Item #0607-4)** Following the motion, the Board discussed scheduling another budget workshop for the 2007-2008 Fiscal Year.

In addition to the 2006-2007 Coalition Budget, Jean Rags gave a brief presentation of the *proposed* Monthly Summary of Administrative Expenses for August 2006. She explained the variances shown. Discussion followed regarding provider payments, the PERKS program, MATCH and Pasco County representation on the Board. Lisa Hammond requested a motion to accept the proposed Monthly Summary of Administrative Expenses for August 2006. Jean Rags moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-11)**

Jean Rags also distributed the Fiscal Year Ending June 2006 financials reflecting all quality initiatives, collaborative mini-grants and expenses included with the 13th reimbursement invoice/certified forward year-end processing.

5. Provider Rate Increases

The Executive Director requested a motion to authorize staff to increase provider rates once there is a zero waitlist. Jim Cook seconded the motion; all were in favor with the exception of Dave Meglay who opposed. Motion carried. **(Action Item #0607-13)**

IV. Remarks from the Chair

Lisa Hammond announced that she had found an online evaluation tool to be used for the Executive Director. This evaluation tool could be found at www.boardsource.org under the Assessment of the Chief Executive. She advised all Board Members to review this instrument prior to the next Board meeting. This tool will help determine if revisions need to be made to the Executive Limitations. *This item is to be added to the agenda for discussion during the next Board Meeting.*

V. CDA Certification Presentation

Bonnie Clark, Dean of Arts & Sciences at Pasco-Hernando Community College, gave a brief presentation to the Board on CDA equivalency with life experience credit. She further discussed the AA program that the college offers and an introduction to the PERKS program.

VI. Executive Director's Report

The Executive Director presented a report to the Board on the following items:

- 2005-2006 Annual Report Update – Discussion followed regarding revisions, ethnicity statistics and auditing of calculations. The 2005-2006 Annual Report Financial Summary was distributed to all Board members.
- Ribbon Cutting Announcement
- Department of Children and Families New Appointee
- Mini Grant Outcomes Report
- Coalition's Cost Allocation Plan Approval
- Monitoring of Central Agency
- 2006-2007 Fiscal Year Board Meeting Calendar
- Board Membership Applications
- Provider Surveys
- Outreach – VPK Calendar Creation
- Outreach – September VPK and School Readiness Monthly Report
- Purvis Gray and Company Audit Update

VII. Central Agency Utilization Report

Linda Foy, Chief Executive Officer of CDS, presented their Utilization Report. Discussion followed regarding out-posting in Zephyrhills and Dade City (Lacoochee Elementary School, Rodney B. Cox Elementary School and Pasco Elementary School). Issues were also discussed regarding the time consuming and lengthy monthly attendance reports.

VIII. Public Comment/Other Business

The Executive Director, presented to the Board that three business members' terms needed to be determined. Terms were drawn and established as follows:

- Dave Meglay – Four years
- Dave Marshall – Two years
- Barbara Renczkowski – Three years

IX. Scheduling of Next Board Meeting

The next calendared Board Meeting is scheduled for January 18, 2006 at 9:00 a.m. and will be held at the Coalition's office located at 15506 County Line Road, Suite 104, Spring Hill, FL 34610.

X. Adjournment

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 11:00 a.m.

Respectfully Submitted by:

Maryrose Wersan
Administrative Assistant