



## **BOARD MEETING MINUTES**

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

**Day/Date/Time:** Thursday, January 18, 2007 – 9:00 a.m.

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

**Board of Director Members Present:** Lourdes Benedict, Elizabeth Callaghan, James Cook, Linda Foy, Denise Gill, Lisa Hammond, Blake Harding, Irvin Homer, Steven Kanakis, Dave Marshall, Dave Meglay, Barbara Renczkowski, Toni Watkins, Elaine Wooten

**Board of Director Members Excused:** Maria Crosby, John Druzbeck, Lydia Pinkowski, Jean Rags

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

**Guests Present:** Betsy Kier, Jacqueline Curl, Vicky Gates, Susan McPhee, Sister Roberta Bailey, Janie Sailors, Sandy Show (for Maria Crosby), Jamal Thalji

### **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 and adopt the agenda. Dave Meglay moved to accept this motion. Irvin Homer seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-25)**

#### 2. Approval of Minutes

Lisa Hammond requested a motion to approve the November 16, 2006 Board Meeting Minutes. Blake Harding moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-26)**

Lisa Hammond requested a motion to approve the December 14, 2006 Board Meeting Minutes. Dr. Kanakis moved to accept this motion. Dave Meglay seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-27)**

#### 3. Voluntary Pre-Kindergarten Program Operating Procedure

Lisa Hammond requested a motion to approve the Voluntary Pre-Kindergarten Program Operating Procedure. Blake Harding moved to accept this motion. Elizabeth Callaghan seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-23)**

#### 4. Board Meeting Calendar

Lisa Hammond requested a motion to approve all future Board Meetings be held the third Wednesday of each month (starting February 21, 2007) at 8:30 a.m. Dave Meglay moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-28)**

#### 5. Financial Report

The Chair, Lisa Hammond, presented the Monthly Summary of Administrative Expenses for both October 2006 and November 2006 in lieu of Jean Rags, Treasurer. Debbie Antioco, Fiscal Manager, assisted with a brief narrative of the variances reflected during these months. Lisa Hammond requested a motion to accept the Monthly Summary of Administrative Expenses for October 2006. Blake Harding moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-29)**

In addition, Lisa Hammond requested a motion to accept the Monthly Summary of Administrative Expenses for November 2006. Blake Harding moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-30)**

#### **IV. Remarks from the Chair**

N/A

#### **V. Early Learning Association of Chairs (ELAC) Meeting Presentation**

Jim Cook gave a brief presentation regarding the Early Learning Association of Chairs Meeting held in Orlando on December 8, 2006. Jim mentioned that all Board Members should be in attendance at these quarterly meetings to understand the function and mission of the Agency for Workforce Innovation and the Office of Early Learning. Jim distributed copies of organizational charts that detailed staff functions and AWI/OEL funding streams. In addition, discussion followed regarding the Quality Rating System that coalitions throughout the state are currently using.

Jim Cook distributed a Board of Directors Self-Evaluation Survey tool to all Board Members. Discussion followed regarding this tool. All Board Members are encouraged to complete this evaluation tool before the upcoming Board workshop that will be scheduled the end of February.

#### **VI. Executive Director's Report**

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

- Board Meeting Calendar/Schedule
- Association of Early Learning Coalitions Membership – Discussion followed regarding this membership and the Board requested additional information for their review.
- Voluntary Pre-kindergarten Program Operating Procedure
- Robert's Rules of Order Committee Participation
- Nomination and Appointing of Vice Chair
- Board Member Cohesiveness Workshop (reschedule to end of February)
- Florida Kindergarten Readiness Screener (FLKRS) Outcomes Report
- Outreach Efforts
- Purvis Gray and Company Audit Presentation

## **VII. Central Agency Utilization Report**

Linda Foy, Chief Executive Officer of CDS, presented their Utilization Report. It was recommended that the VPK state target be added to their report.

## **VIII. Public Comment/Other Business**

Sandy Show, representative of Head Start, questioned if the Coalition received an email from the Department of Education regarding the FDLRS program. Jo-Ann requested that this email be forwarded to her directly. Discussion followed regarding the waitlist issue for the FDLRS program. Sister Roberta Bailey explained the differences between children involved in FDLRS within a childcare setting and those that are one-on-one.

Lisa Hammond thanked Jim Cook for attending the ELAC meeting in Orlando. In addition, she applauded both Linda Foy and John Druzbeck for their participation in the Legislative Delegation Meetings.

## **IX. Scheduling of Next Board Meeting**

The next calendared Board Meeting is scheduled for February 21, 2007 at 8:30 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 10:45 a.m.

Respectfully Submitted by:

Maryrose Wersan  
Administrative Assistant