



BOARD MEETING MINUTES

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

Day/Date/Time: Wednesday, February 21, 2007 – 8:30 a.m.

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

Board of Director Members Present: James Cook, Maria Crosby, Linda Foy, Denise Gill, Lisa Hammond, Blake Harding, Dave Marshall, Dave Meglay, Lydia Pinkowski, Jean Rags, Barbara Renczkowski, Toni Watkins

Board of Director Members Excused: Lourdes Benedict, Elizabeth Callaghan, John Druzbeck, Irvin Homer, Steven Kanakis, Elaine Wooten

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

Guests Present: Betsy Kier, Susan McPhee, Sandy Ramos

I. Call to Order

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

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

All members and guests introduced themselves. A quorum was not present and the Board abstained from voting until Lisa Hammond's arrival. Once Ms. Hammond arrived, a quorum was present and she continued to Chair the meeting.

III. Action Items

1. Adoption of Agenda

Lisa Hammond requested a motion to accept and adopt 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 #0607-24)**

2. Approval of Minutes

Lisa Hammond requested a motion to approve the January 18, 2007 Board Meeting Minutes. Blake Harding moved to accept this motion. Jean Rags seconded the motion; all were in favor with no abstentions and motion carried per Dave Marshall's additions to the minutes reflecting the Association of Early Learning Coalitions. **(Action Item #0607-31)**

3. Coalition Attorney Services

Jo-Ann Fuller explained to the Board that the Coalition advertised for Attorney Services. She mentioned that the Coalition received a response from Charles M. Harris at Trenam Kember Attorneys and a response from Stephen P. Lee, ESQ. Background information on both of these attorneys was distributed. Jo-Ann requested direction from the Board on how to proceed to choose an attorney. Discussion followed regarding the cost of these services and submitted biographies on both attorneys. Maria Crosby requested an engagement letter be submitted from Stephen Lee, ESQ. to equally compare both attorney services.

Lisa Hammond requested a motion to allow the Executive Director to make a selection for attorney services. Blake Harding moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with the exception of Dave Meglay. Motion carried. **(Action Item #0607-38)** Dave Marshall mentioned that he did have a conflict of interest with Trenam Kemker Attorneys.

4. Financial Report

Jean Rags, Treasurer, presented the Monthly Summary of Administrative Expenses for December 2006. Jean explained the negative variance in the advertising/public relations line item is a result of outreach expenses for the design of the Coalition's brochure, posters, annual report and website. Lisa Hammond requested a motion to accept the Monthly Summary of Administrative Expenses for December 2006. Jean Rags moved to accept this motion. Dave Meglay seconded the motion; all were in favor with no

abstentions and motion carried. **(Action Item #0607-32)** Jean Rags presented a six month budget analysis to the Board.

5. Finance Committee Report

Jean Rags, Treasurer, presented the Finance Committee report to the Board. She explained that only 17% of the Coalition's Quality Initiatives budget has been expended through December 2006. However, while reviewing the budget during the Committee meeting, it was decided to realign Quality Initiative funds into direct service categories that are currently projecting a year-end deficit. Jean stated that she initiated a motion at this Committee meeting to realign Coalition Quality Initiative dollars into the direct service (slot) categories presenting a deficit to continue to serve the children currently in care without disenrolling. The motion was accepted by John Druzbeck and seconded by Elizabeth Callahan.

Discussion followed regarding the spending plan for the remaining Quality Initiative dollars. Jo-Ann said the Quality Initiative Committee will be meeting to review projected Quality Initiative expenditures. Board members requested confirmation for the total dollar amount necessary to offset the slot deficit. Fiscal staff stated \$135,000 is required at this time. Lisa Hammond requested a motion from the *entire* Board to accept the Finance Committee's motion. Blake Harding moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-34)**

IV. Remarks from the Chair

Lisa Hammond touched briefly on the Executive Director's Performance Evaluation report. She mentioned that the Executive/Nominating Committee will be meeting to review the submitted responses and present the outcomes to the Executive Director. Lisa stated that if any Board Members would like to see a copy of the report, they should submit their request to staff.

V. Executive Director's Report

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

- Coalition Attorney Services
- Match - Discussion followed regarding Match with regards to in-kind versus cash. Susan McPhee, Early Learning Coalition Analyst, explained the State's requirement for Match. Lisa Hammond asked Dave Marshall if he would be willing to take the lead with Linda Foy to procure the needed cash Match for

Pasco County. Dave Marshall stated that he would take the lead and assist. In addition, the Board requested staff to include a Match update within the monthly summary of administrative expenses. Blake Harding volunteered to contact a staff member on the Pasco County Board of County Commissioners to instruct the Coalition as to adding the Pasco Match item to their agenda. Jean Rags mentioned that Hernando County is currently preparing their budget process for 2007-2008 and 2008-2009. Dave Marshall requested staff to email copies of the letters that were submitted to legislative candidates for their unused campaign dollars contributed for Match.

- Board Membership - Dave Marshall requested staff to email copies of the letters submitted to all legislative delegations for their support in fulfilling our vacancies on the Board.
- Board Cohesiveness Workshop - Board Members are to bring their completed self-assessment to the workshop. Susan McPhee, Early Learning Coalition Analyst, explained that if this self-assessment was officially submitted, it would be considered public record and would need to be identified.
- Strategic Planning Workshop - Board availability was discussed. It was also suggested that staff contact the facilitator to ask for their suggestions on whether parents and/or providers should attend this workshop.
- DOE/AWI online VPK provider readiness rates - Board instructed staff to provide this information to the Board once this report becomes available.
- Devereux Kids workshop information
- Outreach Efforts - Summer VPK advertisement - Staff will be researching the direct cost of mailing VPK information (postcard and/or flyers) to families with age eligible children throughout Pasco and Hernando Counties. A promotion plan will be presented at the next Board Meeting.
- T.E.A.C.H. Scholarship Survey - Board Members instructed staff to separate the survey results by county and center.
- Coalition Single Audit Results - The Executive Director informed the Board that a representative from Purvis Gray and Company will be attending the next Board Meeting to present the final report to the Board. Board Members requested staff to mail copies of this audit to the Board prior to next month's meeting.
- Office of Early Learning Monitoring schedule

VI. New/Unfinished Business

Maria Crosby mentioned that incorrect information was distributed to the Board via an email regarding a point of reference when the Board is responding to the public. She explained that she met with the Executive Director and the Central Agency to resolve this issue, and unfortunately, the information was distributed incorrectly during the January Board Meeting. Coalition will be redistributing this information at the next Board Meeting.

Dave Marshall mentioned that he has been visiting providers within the community as per Toni Watkins request. He stated he will be continuing his scheduled visits and will present his summary to the Board once completed.

VII. Central Agency Utilization Report

Linda Foy, Chief Executive Officer of Childhood Development Services, Inc. presented their Utilization Report. It was recommended that the children served in the prior Fiscal Year be included with their VPK report.

Linda Foy stated that CDS is offering services in Dade City and Zephyrhills to start the VPK enrollment process.

VIII. Public Comment/Other Business

N/A

IX. Scheduling of Next Board Meeting

The next calendared Board Meeting is scheduled for March 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 10:10 a.m.

Respectfully Submitted by:

Maryrose Wersan
Administrative Assistant