



BOARD MEETING MINUTES

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

Day/Date/Time: Wednesday, March 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, Irvin Homer, Dave Marshall, Dave Meglay, Jean Rags, Barbara Renczkowski, Toni Watkins, Elaine Wooten

Board of Director Members Excused: Lourdes Benedict, Elizabeth Callaghan, John Druzbeck, Blake Harding, Steven Kanakis, Lydia Pinkowski

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

Guests Present: Patty Wisman, Betsy Kier, Susan McPhee

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 8:30 a.m.

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 Jean Rags' arrival. Once Ms. Rags arrived, a quorum was present. Denise Gill took the opportunity to thank Irvin Homer and Jim Cook for taking the time within their schedules to visit her center.

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. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-35)**

2. Approval of Minutes

Lisa Hammond requested a motion to approve the February 21, 2007 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 #0607-36)**

3. Financial Report

Jean Rags, Treasurer, presented the Monthly Summary of Administrative Expenses for January 2007. Jean explained the negative variances in the salaries/benefits line item within the School Readiness and Quality Initiatives summaries are a result of a five-week pay cycle for the month of January and a one-time, accrued paid day off disbursement upon the resignation of a Coalition employee. Jean further explained the negative variance in the contract services line item within the School Readiness summary is a result of an invoice for monitoring invoiced in January. In addition, the negative variance in the professional fees line item within the School Readiness summary is a result of the contracted amount to conduct the Coalition's Independent Audit. Lisa Hammond requested a motion to accept the Monthly Summary of Administrative Expenses for January 2007. Dave Meglay moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-37)**

4. Vice-Chair Nomination

The Executive/Nominating Committee recommended Jim Cook serve as Vice Chair of the Board. Lisa Hammond requested a motion to appoint Jim Cook as Vice Chair. Jean Rags moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-38)**

IV. Remarks from the Chair

Lisa Hammond touched briefly on the Board Cohesiveness Workshop held on February 28, 2007 from 9:00- 2:00 p.m. She thanked all Board Members who attended this

workshop and mentioned that it was very effective in order to move forward to strengthen the Coalition.

V. ELAC Meeting Report

Jim Cook gave a brief update of the ELAC Meeting he attended on March 16, 2007 in Tallahassee. He mentioned that he had the opportunity to meet with Monesia Brown, Director of the Agency for Workforce Innovation. Jim stated that Ms. Brown would be visiting Coalition's throughout the state.

Jim mentioned that the Quality Committee met and reviewed the quality rating system. This Committee will be issuing a White Paper based on the discussion at their next meeting to inform the public. In addition, discussion followed regarding bills currently reviewed by legislatures and the fundamental importance of early childhood education. The Executive Director distributed copies of additional informative legislation.

VI. Purvis Gray and Company Independent Audit Results

Lisa Sieffer, Auditor, presented a summary of the Independent Auditor's report for Fiscal Year ending June 30, 2006. She stated that there were no findings and overall it was an excellent audit. Dave Marshall requested that the staff accommodate the auditors next year to present their report at an earlier time immediately following the audit.

VII. Executive Director's Report

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

- Coalition Attorney Services – As requested at the last Board Meeting, Jo-Ann mentioned that she contacted Stephen P. Lee, ESQ. and received a Letter of Engagement for the Board to review. Jo-Ann stated that she has retained Mr. Lee to represent the Coalition on an as-needed basis.
- Strategic Planning Workshop - Jo-Ann confirmed that Marcie O'Brien of T/TAS would be facilitating this workshop scheduled for March 26, 2007 from 4:00-8:00 p.m. located at the Shady Hills Methodist Church.
- DOE/AWI online VPK provider readiness rates - Jo-Ann mentioned that Coalition staff have been providing technical assistance to the VPK centers to assist in the verification of online data. Elaine Wooten and Maria Crosby stated that school districts have not been contacted as of yet to meet individually for assistance.
- T.E.A.C.H. Scholarships
- Board Membership - Optional Members
- Coalition Staff - Jo-Ann distributed copies of an organizational chart reflecting both pre-merged and merged staff positions. Discussion followed regarding position clarifications. Board Members requested staff to add a date on the organizational chart.
- Legislative Updates

- Outreach Efforts - Jo-Ann stated that the Children's Forum has been creating a new website for the Coalition. This website will be available tentatively for viewing in a live environment within 30 days.
- Coalition and Central Agency Monthly Reports - Will be presented monthly to the Quality Committee for their review.

VIII. Committee Reports

Executive/Nominating Committee

Lisa Hammond presented the Executive Committee report. Lisa stated that the Committee met with Jo-Ann and reviewed the Executive Director Evaluation results. She stated that the areas in which Jo-Ann had received a 3.0 or below, the Committee requested that she submit an Action Plan for improvement to be completed over the next six months. At the six-month mark, the Board will reevaluate Jo-Ann on these specific items and determine if they have perceived improvement within those categories. In addition, at the six-month mark, the Executive Committee will also determine if a merit increase is feasible and will be retro to July 1, 2007. The Executive Committee has scheduled a meeting for April 2, 2007 to review Jo-Ann's submitted plan and provide additional feedback if deemed necessary.

Lisa Hammond presented the Nominating Committee report. Lisa stated that the Committee reviewed all recently submitted Board Membership applications. Staff will be extending an invitation to two individuals to participate on a Committee. This will allow these individuals to familiarize themselves with the Coalition before becoming an Optional Member of the Board. The Committee also decided to appoint Jim Cook as Vice Chair of the Board.

Finance Committee

Jean Rags, Treasurer, presented the Finance Committee report to the Board. She explained that the Committee has a concern regarding the Pasco County infant/toddler provider reimbursement rate increase approved by the Board. Jean stated that the Coalition's main goal is to serve as many children as possible and not increase rates on just one side of the service area. Jean mentioned that the Office of Early Learning has forwarded the request to higher management for review due to the fact that Hernando County still has a waitlist. Jo-Ann Kay Fuller offered further clarification regarding the waitlist. Jean Rags mentioned that the limited dollars for this increase would need to be available and continue throughout the next Fiscal Year. Discussion followed regarding the apprehension of this increase, provider turnover and market rate surveys. Sue McPhee, Coalition's Analyst, explained that the Office of Early Learning is responsible to perform a market rate survey every two years. Sue mentioned that the last survey completed was in 2005. Concerns arose regarding local versus state control. Jean Rags announced that the next scheduled Finance Committee Meeting is April 16, 2007 at 4:30 p.m.

Quality Committee

Due to a loss of quorum, the Quality Committee could not present their report. Jim Cook will be presenting this report at the next Board Meeting. However, Jim did state that there is \$120,000 within the Quality Initiatives' budget for these rate increases that need to be observed. The Quality Committee will be scheduling a meeting before the next Board Meeting.

Program Committee

Barbara Renczkowski stated that the Program Committee met to review the Bylaws on March 15, 2007 at 9:00 a.m. The revised Bylaws were emailed to all Board Members for their review prior to the next Board Meeting.

IV. New/Unfinished Business

Maria Crosby mentioned that there is a lack of community outreach and awareness. To heighten these efforts, Jean Rags recommended the Coalition create an Outreach and Awareness AD-HOC Committee. Several outreach suggestions discussed included a card mailing, newspaper advertisements and television/radio commercials. Those Board Members interested in participating were to meet with the Administrative Assistant immediately following the meeting.

X. Central Agency Utilization Report

Linda Foy, Chief Executive Officer of Childhood Development Services, Inc. presented their Utilization Report. Discussion followed regarding the Pasco surplus and the Hernando deficit. Jo-Ann mentioned that the Finance Committee would be meeting to address this concern.

Linda Foy thanked Jim Cook and Irvin Homer for their time to visit childcare centers in both Pasco and Hernando Counties.

XI. Public Comment/Other Business

Maria Crosby mentioned that she is concerned that the Dade City impoverished areas are still limited in quality care. Discussion followed regarding the continuation of services.

Jo-Ann Kay Fuller stated that Lisa Hammond passed the gavel to the Vice Chair, Jim Cook, during her absence from the meeting.

Dave Marshall stated that the Coalition should set aside dollars to sponsor a spaghetti dinner at the elementary schools located in Dade City community. Jo-Ann mentioned that food expenses are unallowable; however, she will look into alternative measures.

Linda Foy confirmed that she had been working with Dave Marshall regarding MATCH. They will be submitting a proposal to United Way. In addition, Jo-Ann mentioned that she has been in contact with United Way regarding MATCH in Hernando for \$5,000.

XII. Scheduling of Next Board Meeting

The next calendared Board Meeting is scheduled for April 18, 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.

XIII. Adjournment

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 10:40 a.m.

Respectfully Submitted by:

Maryrose Wersan
Administrative Assistant