



BOARD OF DIRECTOR'S MEETING MINUTES

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

Day/Date/Time: Wednesday, April 25, 2007 – 8:30 a.m.

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

Board of Director Members Present: Elizabeth Callaghan, James Cook, Maria Crosby, Denise Gill, Lisa Hammond, Blake Harding, Steven Kanakis, Dave Marshall, Jean Rags, Toni Watkins, Patricia Wisman

Board of Director Members Excused: John Druzbeck, Irvin Homer, Dave Meglay, Lydia Pinkowski, Barbara Renczkowski, Elaine Wooten

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

Guests Present: Carol Eurton, Betsy Kier, Vicky Gates, Susan McPhee, Sister Roberta Bailey

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 present.

III. Action Items

1. Adoption of Agenda

Lisa Hammond requested a motion to accept and adopt the agenda. Blake Harding moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-39)**

2. Approval of Minutes

Lisa Hammond requested a motion to approve the March 21, 2007 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 #0607-40)**

3. Adoption of Coalition Bylaws

On behalf of the Program Committee, Blake Harding made a motion to approve the revised Bylaws effective today. Jean Rags seconded the motion. Discussion followed regarding Pasco County representation. Blake Harding reinstated his motion to adopt the revised Bylaws, with the exception of amending the Pasco representation section and the section pertaining to the Coalition's Order of Business. Jean Rags seconded the motion; all were in favor with the exception of Jim Cook who opposed. Motion carried. **(Action Item #0607-41)**

4. Financial Report

Jean Rags, Treasurer, presented the Monthly Financial Statements for February 2007. Jean explained the negative variance in the advertising/public relations line item within the School Readiness summary is a result of ordering additional brochures and annual reports for community outreach. Debbie Antioco, Fiscal Manager, explained the Coalition's Quality Initiatives budget has been modified to reflect the amendment to the Central Agency's Quality contract for mini-grant initiative and the Board approved Action Item #0607-34 (adopted at the February 2007 Board meeting) which realigns \$135,000 from the Coalition's northern service area's Quality Initiatives budget to the Central Agency's northern service area's School Readiness direct service (slot) categories. Debbie further explained that this realignment will assist to offset the projected deficit and continue to serve the children currently enrolled in that area. With regards to the Voluntary Pre-Kindergarten Outreach and Awareness budget, Debbie explained that this budget was amended to include additional Agency for Workforce Innovation/Office of Early Learning monitoring funding (\$11,167). She further explained that

these dollars were allocated to this contract to provide an increase to the VPK monitoring allocation without impacting the 5% administrative cap mandated within the VPK award. Jean Rags requested a motion to accept the Monthly Summary of Administrative Expenses for February 2007. Jim Cook moved to accept this motion. Blake Harding seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-43)**

5. Projected Direct Services Surplus Spending

Jean Rags requested a motion to accept Coalition staff recommendations to move the surplus from the southern area (Pasco County) to the northern area (Hernando County). Blake Harding moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with the exception of Dave Marshall who opposed. Motion carried. **(Action Item #0607-42)** (See Finance Committee Report below for additional details.)

6. Quality Committee Recommendation – Grant Writer

Lisa Hammond requested a motion to contract for a grant writer. Blake Harding moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-45)**

7. Quality Committee Recommendation – Infant/Toddler Increase

Lisa Hammond requested a motion to accept the Quality Committee recommendation regarding the initiative/incentive of age appropriate materials be given to these providers in lieu of the increase. Jim Cook moved to accept this motion. Elizabeth Callaghan seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-46)**

With further discussion, Lisa Hammond requested to amend the motion to accept the Quality Committee recommendation regarding the initiative/incentive of age appropriate materials be given to these providers *up to \$60,000 without exceeding budget*. Jim Cook moved to accept the amended motion. Blake Harding seconded the amended motion; all were in favor with no abstentions and motion carried.

8. Quality Committee Recommendation – Chair Nomination

Lisa Hammond requested a motion to appoint Steven Kanakis as the Quality Committee Chair. Jim Cook moved to accept this motion. Blake Harding seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-47)**

IV. Remarks from the Chair

N/A

V. Executive Director's Report

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

- The Coalition is currently being monitored by the Agency for Workforce Innovation/Office of Early Learning on the eligibility and enrollment files of School Readiness and Voluntary Pre-Kindergarten students. The Coalition's response to the final report will be submitted to the Board during the next Board Meeting.
- Match Update - Jo-Ann briefed the Board regarding the needed cash Match. She mentioned that the United Way will consider the Coalition during the 2007-2008 Fiscal Year. It was suggested that the Executive Director revisit Rotary and Kiwanis organizations within the community. In addition, Elizabeth Callaghan was asked to assist the Match AD-HOC Committee during the procurement of such needed match.
- Department of Children and Families New Appointee – Jo-Ann introduced Patricia Wisman to the Board.
- Community Position Statement
- Coalition Name Change – A cost analysis was submitted to the Board to review. Discussion ensued regarding the tasks involved and associated costs. Jean Rags submitted maps reflecting the two service areas and the name change. These maps also reflected percentage levels of poverty. It was suggested that Coalition email all provider locations to Jean for an overlay creation. Both Elaine Wooten and Maria Crosby volunteered to submit copies of the School District maps to the Coalition. Dave Marshall commended Childhood Development Services, Inc. for opening an office in Dade City. Jim Cook reiterated that during the Strategic Planning Workshop, the Coalition's name change was a priority. It was recommended that staff revisit the cost analysis report and revise it based on time.
- Outreach Initiative – Neighborhood Network Event at Rodney B. Cox Elementary School – Jo-Ann mentioned that the principal recommended that the Board Meeting be held at the school prior to the event. Discussion followed regarding the availability of Board Members. It was suggested because of the short notice, the Board Meeting remain as scheduled for next month; however, the neighborhood event be revisited during August or September.
- Legislative Updates was provided to the Board.

VI. Committee Reports

Program Committee

Blake Harding presented the Program Committee report. Blake stated that the group met on March 15, 2007 to review the current Bylaws and reinstate all Committees under Robert's Rules of Order. The revised Bylaws were emailed to all Board Members for their review prior to this Board Meeting. Blake Harding made a motion to approve the revised Bylaws effective today. Jean Rags seconded the motion. Discussion followed regarding Pasco County representation. Blake Harding reinstated his motion to adopt the revised Bylaws, with the exception of amending the Pasco representation section and the section pertaining to the Coalition's Order of Business. Jean Rags seconded the motion; all were in favor with the exception of Jim Cook who opposed. Motion carried. (See above mentioned Action Item)

Blake mentioned that a Board Member (a Gubernatorial Appointee) submitted their resignation to the Coalition, however; their resignation wasn't submitted in a proper form and therefore, has not been accepted by the Office of Early Learning. Jo-Ann Kay Fuller stated that she has contacted this Board member and explained to the appropriate steps in resigning. Jo-Ann further stated that this member will be contacting the Governor's office notifying them of their resignation and their intentions to not reapply as a Gubernatorial Appointee. Discussion followed regarding Gubernatorial Appointee membership terms. Staff was advised to amend the terms as follows: John Druzbeck – April 30, 2007, Jim Cook – April 30, 2008 and Lisa Hammond April 30, 2009.

Blake stated that the Committee asked staff to contact those individuals whom submitted their application for Board Membership letting them know that they qualify as Optional Members of the Board. In addition, the Committee asked staff to contact several organizations in the Pasco and Hernando County region to inform them of the need for Board Members.

Dave Marshall stated that upon visiting providers, it was brought to his attention that there has been an overpayment in Pasco County to providers since July. Jean Rags stated that information regarding this overpayment needs to be presented to the Board. Dave Marshall stated that he will forward this information to the Executive Director prior to the next Board Meeting.

Jean Rags mentioned that during the April 16, 2007 Finance Committee meeting, providers were in attendance and was given the opportunity to share their input regarding issues presented to the Board. Jean, on behalf of providers, would like the Board to consider moving the Board Meetings to an evening schedule so that providers can be in attendance. Jean further requested that the April 16, 2007 and April 25, 2007 Finance Committee meeting minutes be delivered to the Board.

Executive Committee

Lisa Hammond presented the Executive Committee report. Lisa stated that the Committee met with Jo-Ann on April 2, 2007 and reviewed her submitted Improvement Plan. Recommendations were made and the revised plan was resubmitted to the Committee. The Executive Committee has scheduled a meeting for May 7, 2007 to review the revised submitted plan. Following this meeting, the Improvement Plan will be submitted to the Board.

In addition to Jo-Ann's revised Improvement Plan, Lisa mentioned that the Executive Committee will be reviewing the collected Board Membership applications during this meeting.

Finance Committee

Jean Rags, Treasurer, presented the Finance Committee report to the Board. Jean mentioned that Coalition staff presented to the Committee a Projected Direct Services Surplus Spending plan. She explained that the Committee reviewed the presented utilization reports and the spending plan reflecting actual direct service spending through March 31, 2007. Jean also stated that the Finance Committee reviewed the Quality Initiatives Budget (showing the dollars set aside for the provider infant/toddler increase) reflecting the projected line item expenditures for the remainder of the current Fiscal Year. Jean stated that the Quality Committee will be making a recommendation to the Board.

In addition, Jean stated that the Committee reviewed the submitted Projected Direct Services Surplus Spending worksheet that shows the \$720,950.00 southern service area's surplus. Jean reviewed the Projected Direct Services Surplus Spending worksheet with the Board. She explained the allocation of the surplus within the specific line items noting a remaining balance of zero. Jean Rags requested a motion to accept Coalition staff recommendations to move the surplus from the southern area (Pasco County) to the northern area (Hernando County). Blake Harding moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with no abstentions and motion carried. (See above mentioned Action Item)

Discussion followed regarding the utilization reports presented by the Central Agency. Carol Eurtan, Childhood Development Services, will be creating an enrollment comparison report reflecting the current and last Fiscal Year. Discussion followed regarding provider referrals. Carol stated that she will be including the number of referrals with the report.

Quality Committee

Jim Cook presented the Quality Committee report to the Board. Jim mentioned that the Committee discussed issues regarding a grant writer contract. He explained that the Committee reached a consensus that the grant writer would need to receive a grant to sustain their position and salary within the Coalition. Discussion followed regarding the grant determination and the direct versus in-direct hiring of this individual. Jim Cook

stated that he would like to look beyond government assistance and to focus on corporations throughout the community. Further discussion ensued regarding the tracking of such dollars. Jo-Ann stated that she had contacted an individual and she is currently working on her Ph.D and will not be available to assist with the grant writing effort. However, Jo-Ann explained that she was given another name to contact for these services. Lisa Hammond requested a motion to recruit a grant writer. Blake Harding moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. (See above mentioned Action Item)

Jim further presented an update regarding the Infant/Toddler increases. Jim stated should AWI/OEL not approve the amendment for provider increase, in lieu of this increase, the Committee would like to recommend to the Board an initiative/incentive of age-appropriate materials be given to these providers. Lisa Hammond requested a motion to accept the Quality Committee recommendation regarding the initiative/incentive of age appropriate materials be given to these providers. Jim Cook moved to accept this motion. Elizabeth Callaghan seconded the motion; all were in favor with no abstentions and motion carried. Discussion followed regarding the materials to be provided. The Coalition would contact providers to see what materials are needed and have the Central Agency collaborate with this initiative. Jim mentioned that the Committee suggested creating a master list of approved AWI/OEL materials that providers can review and select. With further discussion, Lisa Hammond requested to amend the motion to accept the Quality Committee recommendation regarding the initiative/incentive of age appropriate materials be given to these providers *up to \$60,000 without exceeding budget*. Jim Cook moved to accept the amended motion. Blake Harding seconded the motion; all were in favor with no abstentions and motion carried. (See above mentioned Action Item)

Jim gave a brief update regarding the dental health screenings and the Plan review. Discussion followed regarding the tracking of these screenings.

Jim also stated that the committee reached a consensus to nominate Steven Kanakis as the Quality Committee Chair. Lisa Hammond requested a motion to appoint Steven Kanakis as the Quality Committee Chair. Jim Cook moved to accept this motion. Blake Harding seconded the motion; all were in favor with no abstentions and motion carried. (See above mentioned Action Item)

VII. New/Unfinished Business

Discussion followed regarding Match allowance. The Board directed staff to contact the state to see if travel time for Board and Committee meetings could be a source for Match. Sue McPhee, Coalition's Analyst, stated that she will locate this information.

It was suggested that staff forward a new organizational chart to include all staff names.

Maria Crosby stated that she received a telephone call from a parent in the Pasco area regarding the Summer VPK program. She stated that this parent has a child with special needs and is concerned with the lack of community awareness. Jo-Ann stated that she will follow-up with this parent to further discuss her concerns.

Coalition staff was directed to move forward with the new website.

VIII. Central Agency Utilization Report

Carol Eurtion of Childhood Development Services, Inc. presented their Utilization Report and an update regarding Match for both Pasco and Hernando County. It was recommended that prior year's information be added to these utilization reports.

IX. Public Comment/Other Business

N/A

X. Board Meeting Calendar

The next calendared Board Meeting is scheduled for May 17, 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.

XI. 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