

BOARD OF DIRECTOR'S MEETING MINUTES

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

Board of Directors Meeting

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

Location: 15506 County Line Road, Suite 104

Spring Hill, FL 34610

Board of Director Members Present: Curt Bromund, Elizabeth Callaghan, James Cook, Maria Crosby, Denise Gill, Lisa Hammond, Irvin Homer, Steven Kanakis, Dave Marshall, Dave Meglay, Lydia Pinkowski, Barbara Renczkowski, Toni Watkins, Patricia Wisman, Elaine Wooten

Board of Director Members Excused: John Druzbick, Blake Harding, Jean Rags

Coalition Staff Present: Debbie Antioco, Lenore Zulauf

Guests Present: Jeff Solochek, Tracy Stump, Karen Livengood, Judy Doyle, Nichole Peyton, Mary Beth Wehnes, Carol Eurton, Janie Sailors, Neysa Rodriguez, Susan McPhee, Fred Bruneau, Betsy Kier, Kathy Vinson, Colleen Wolfe, Theresa Miara, Norma Donatello, Maureen Gilbertson

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. Dave Meglay moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. (Action Item #0607-50)

2. Approval of Minutes

Lisa Hammond requested a motion to approve the April 25, 2007 Board Meeting Minutes. Elizabeth Callaghan moved to accept this motion. Dave Meglay seconded the motion; all were in favor with no abstentions and motion carried. (Action Item #0607-51) In addition, Lisa also requested a motion to approve the May 11, 2007 Board Meeting Minutes. Jim Cook moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. (Action Item #0607-52)

3. Finance Committee Report

In the absence of Jean Rags, Debbie Antioco, Fiscal Manager, gave a summary on the May 22, 2007 Finance Committee meeting. She stated that the Committee discussed the surplus within Pasco County (\$1,031,500.00) direct services or slots and the deficit in Hernando County (\$149,000) reflecting an overall surplus of \$881,745.00. Debbie explained that this surplus has been discussed at a prior Board Meeting and the Board approved reallocating a portion to offset the projected Hernando year end deficit of about \$230,000. Debbie further explained that the reduction of the Hernando wait list (which is currently at zero) requires about another \$124,200 and there is a small deficit within the Pasco safety net program of \$25,000.

Debbie also reported that the Board approved utilizing surplus dollars to fund infant toddler increases in Pasco and Hernando County in the amount of \$32,648.00 (still waiting for approval on this increase). She further stated that the Committee discussed the remaining surplus dollars. Discussion followed regarding the spending of the surplus dollars as recommended by the Quality Committee. These suggestions are as follows: additional dental service contracts for the Wesley Chapel area, the purchase of dental kits for both Pasco and Hernando County providers, a computer training lab for providers with the use of lap tops to use as mobile resources, provider incentives for both Pasco and Hernando County, infant toddler incentives, inclusion materials, quality initiative materials, the Goodwill Book Program and provider training DVD's.

Lisa Hammond requested a motion to approve the Quality Committee surplus spending recommendations. Jim Cook moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with the exception of Dave Meglay and Dave Marshall. (Action Item #0607-53)

Discussion followed regarding provider initiatives. Elizabeth Callaghan questioned if a learning lab can be an initiative to help providers. She also recommended that staff contact/survey all providers to see their needs.

4. Financial Report

Debbie Antioco, Fiscal Manager, presented the Monthly Financial Statements for March 2007. Debbie explained the negative variance in the occupancy line item within the School Readiness summary is a result of the entered lease agreement with the central agency for office space at the Commerce Avenue Pasco location; however, due to extended negotiations the coalition was not invoiced until March of 2007. Debbie also explained that the negative variance in the travel line item within the School Readiness summary is a result of employees submitting travel reimbursements to prepare for year end processing. In addition, Debbie clarified the negative variance in the professional fees line item within the School Readiness summary as being the remaining contract balance for the Coalition's independent audit and Form 990 preparations. Lisa Hammond requested a motion to approve the Monthly Financial Statements for March 2007. Elizabeth Callaghan moved to accept this motion. Barbara Renckowski seconded the motion; all were in favor and motion carried. (Action Item #0607-54)

IV. Remarks from the Chair

Lisa informed the Board that Tom Imholt and Beth Rogers from the Office of Early Learning had done a review of the Early Learning Coalition of Pasco and Hernando Counties, Inc. to confirm that there is a continuity of services where children are not being affected and operations were sound. She is expecting a written report to be sent to her for review. Lisa mentioned that Sue McPhee, Coalition's Analyst, has been on-site regularly, assisting staff and acting as liaison for any issues that come out of OEL or AWI. In addition, Fred Bruneau has offered assistance with any contracts that need to be renewed at the end of the year.

Lisa explained that readiness rates were officially produced a few weeks ago and reported that Pasco and Hernando both did well. Lisa stated that the readiness rate exceeded the state average and many providers were in the first quartile. Lisa mentioned that questions remain as to how the formula works; however, when you compare this Coalition to other Coalitions - Pasco/Hernando was exceptional. Lisa commended staff, providers and CDS on implementing a difficult program in a short period of time and yielding a measurable

outcome. Lenore Zulauf added that each member's packet included VPK rates. Discussion followed regarding formula calculations and the affect it has within the provider rates.

V. Executive/Nominating Committee Report

Lisa Hammond, Chairperson, presented the Executive/Nominating Committee report. Lisa mentioned that the Executive/Nominating Committee met on May 22, 2007 to review the submitted Board Membership applications. Two applicants were to be contacted, Steve Davis (Pasco County) and Nicole Miller (Hernando County). Lisa explained that there is still a question as to whether Mr. Davis is employed by the School District and if so, he cannot serve unless he is the designee of the school district. Lisa stated that Jim Cook volunteered to meet with Steve Davis for a luncheon while she follows up with Nicole Miller to recommend her appointment during the next Board Meeting.

VI. Internal Operations Report

The Board received and reviewed the Internal Operations Report. No further discussion was necessary.

VII. Central Agency Utilization Report

Curt Brumond, Childhood Development Services, Inc., distributed and presented the utilization report. He explained that data from the 2005/2006 fiscal year had been added to the report for comparison.

Carol Eurton, Childhood Development Services, Inc., presented the MATCH update. Carol stated she had investigated the possibility of funds that might be available from Dade city. No funds were available at this time. Carol further stated that they had applied for United Way funding for the next fiscal year (Pasco), \$266,000. She mentioned that CDS have met with United Way representatives who will be forwarding their recommendation to the county. Results of this application should be available in June or July. Carol suggested that if any Board Member has contact with representatives for United Way to mention the need for more funds for VPK in Pasco County.

VIII. Public Comment/Other Business

N/A

IX. Scheduling of Next Board Meeting

The next calendared Board Meeting is scheduled for June 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 10:15 a.m.

Respectfully Submitted by:

Maryrose Wersan Administrative Assistant