



**BOARD OF DIRECTOR'S
MEETING MINUTES
(DRAFT)**

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

Day/Date/Time: Thursday, February 21, 2008 – 8:30 a.m.

Location: Office of The Early Learning Coalition
15506 County Line Road
Spring Hill, FL 34606

Board of Director Members Present: Susan Arnett, James Cook, Carol Eurton (for Linda Foy) Maria Crosby, Steve Davis, Dave Meglay, Jean Rags, Patricia Wisman, Denise Gill, Lydia Pinkowski, Toni Watkins, Lisa Hammond, Steven Kanakis, Burt Harres

Board of Director Members Excused: Blake Harding, Burt Harres, Elizabeth Callaghan

Coalition Staff Present: Jim Farrelly, Maryrose Wersan, Shannon Dewey, Debbie Thomas, Nicole Flechas, Angela Westmoreland, Noreen St. Jean, LuAnn Lacava, Marie Grace, Pattie Eacobacci

Guests Present: Betsy Kier, Susan McPhee, Janie Sailors, Sister Roberta Bailey, Maureen Gilbertson, Judi Maloy, Judy Doyle

I. Welcome and Call to Order

Lisa Hammond, called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at 8:30 a.m. All members and guests introduced themselves. A quorum was present.

II. Action Items

- **Adoption of Agenda**

Lisa asked for a motion to adopt the agenda, moving the Quality Report to immediately follow the Executive report. Dave Meglay moved to accept this motion. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-27)**

- **Approval of Minutes**

Lisa requested a motion to approve the January 31, 2008 minutes with the correction of Barbara Renczkowski being removed from the excused list as she has resigned. Jean Rags made a motion to approve with the correction. Dave Meglay seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-28)**

- **Treasurer's Report**

Monthly Statement of Financials – December 2007

Jean Rags, Treasurer, referred the Board to the “professional fees” section of her report. It was higher than usual due to initial billing from Purvis Gray and Company. This contract has since been terminated. Under “dues, subscriptions and fees,” there was an increase attributed to dues paid to the West Pasco Chamber of Commerce.

Executive Director, Jim Farrelly confirmed that the Coalition is in good financial condition at this time. In part, the positive financial condition is attributed to incomplete staffing since July, 2007 and maintenance of a waiting list for services to children. He expects the Coalition will have a complete staff by early March. The Coalition's goal is to soon have zero number of children on the wait list for services.

Lisa Hammond requested a motion to accept the October financials. Dave Meglay moved to accept the motion and Jim Cook seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-29)**

III. Remarks from the Chair

No remarks at this time.

IV. Executive Committee Report

Jim Cook acted as Chair during the Executive Committee meeting therefore Lisa asked him to give the Executive report. Jim Cook informed the Board that Jim Farrelly would be giving an update, as part of the Executive Director's report, regarding the issues which had been discussed.

V. Quality Committee Report

Dr. Steven Kanakis reported that 50.3 % of the Quality budget has been spent down. The committee will soon be on target to have the budget spent down by the end of the fiscal year.

Dr. Kanakis then presented the request of Quality Manager, Noreen St. Jean to contract The Harbor Behavioral Health Institute for Inclusion services, replacing Mentor Network. Discussion ensued on the benefits of approving this request. Jean Rags moved for approval of this request. Dr. Burt Harres seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-31)**

VI. Community Outreach and Awareness Plan

Maryrose Wersan, Fiscal Manager, distributed a budget plan along with samples of a cinema advertisement and a sample flier advertisement. She recommended moving forward with the proposed forms of advertising presented in the samples. Discussion ensued regarding cinema advertising. Dr. Kanakis moved for approval of this plan. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-32)**

VII. Coalition Staff Presentations:

A. Mobile Outreach Van Service

Shannon Dewey distributed packets to help explain her services as Mobile Outreach Specialist. She welcomed those in attendance to visit the van to see resources that are available to providers. Shannon explained that the resources she provides to centers allows children to learn through play in a way that is age appropriate. She continued to give details about the services she provides. She encouraged the Board to help promote these services to providers. Shannon uses Review and Contact forms to keep track of the items loaned out to providers.

Jim Farrelly added that Shannon, along with the resource van, is the biggest arm the Coalition has into the community. He believes more Quality Initiative funding should be invested in this area for the next fiscal

year. He intends for bar coding to be a future way to keep track of van resources. Discussion ensued on Mobile Outreach Services.

B. ELIS Project/Recommendation for Expenditure

LuAnn Lacava, Provider Service Specialist, briefed the Board in regards to ELIS. She stressed that it is necessary to move ahead with the adaptation of ELIS in order to ensure quality services. She provided documentation to support her recommendations. LuAnn also informed the Board that EFS would eventually become obsolete. Discussion ensued regarding ELIS. Jim informed the Board that the funding for ELIS will need to come from this fiscal year. Discussion ensued on funding for ELIS. Lisa Hammond requested a motion to approve the recommendation for this expenditure. Susan Arnett accepted this motion. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0731-30)**

VIII. Executive Director Report

- **2007 Audit**

Jim Farrelly opened with the topic of the 2007 audit. The audit has not yet begun. The contract with the current contractor has been dissolved with the contractor's written agreement. Bids were distributed to five (5) potential contractors. Woodruff, Wardlow, Nelson and Cash are recommended to conduct the 2007 audit. This company has assured Jim that the Coalition will have a completed audit for fiscal year 2007 in April.

Jim's recommendation was for the Board to consider the appointment of Woodruff, Wardlow, Nelson and Cash for the fiscal year 2007 with the maximum cost being \$20,000. In addition WWN&C will conduct the Coalition's federal tax return at a maximum cost of \$1200.00. Discussion ensued regarding the recommendation. Lisa Hammond requested a motion to approve. Dr. Burt Harres accepted the motion and Dr. Steven Kanakis seconded the motion; all were in favor with no abstentions and the motion carried.

- **National Children's Week**

Jim announced that National Children's Week is March 30 – April 6, 2008. He and Noreen St. Jean are proposing a Literacy Event for that week to be held on April 5, 2008 from 10:00 a.m. until 5:00 p.m. at the office of The Early Learning Coalition. Providers would be encouraged to send their children's artwork for display.

- **Board/Staff Orientation**

Jim is planning a Board/Staff Orientation during the first two weeks in April. An email will be sent out on Friday, February 22, 2008 with optional dates so that board members can indicate which dates/times work best for them.

- **Staff Update**

Jim introduced Pattie Eacobacci, the new Office Manager and Betsy Kier as the new Program and Contracts Manager. Betsy begins March 3, 2008. Betsy's position with CDS has been filled by another central agency employee.

IX. Central Agency Utilization Report

Carol Eurtion provided a written and verbal Central Agency Utilization Report. Carol presented all slot figures and the contracted amounts for Pasco and Hernando Counties. Carol introduced Mr. Tom Scheffey as the new CDS Manager for Pasco and Hernando Counties, replacing Betsy Kier.

X. New and Unfinished Business

Steve Davis opened a discussion regarding fundraising. Lisa Hammond reminded the Board that Coalition guidelines prohibit staff members from participating in fundraising. Susan Arnett suggested using the artwork donated for National Children's Week for an auction type fundraising event. Discussion ensued on this topic.

XI. Public Input

None

XII. 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:

Angela Westmoreland
Administrative Assistant