



BOARD OF DIRECTOR'S MEETING MINUTES

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

Day/Date/Time: Thursday, October 23, 2008 – 8:40 a.m.

Location: Office of the Early Learning Coalition
15506 County Line Road
Spring Hill, FL 34610

Board of Director Members Present: Joe Mascaro, Curt Bromund, Dave Meglay, Jean Rags, Dr. Steve Kanakis, Lisa Hammond, Jim Cook, Sister Roberta Bailey, Patricia Wisman, Susan Arnett, Elizabeth Callaghan, Dr. Burt Harres, Nicole Miller, Beth Rawls, Judy Doyle For Mary Beth Wehnes

Board of Director Members Excused: Steve Davis, Denise Gill, Sonya Jackson, Lydia Pinkowski

Coalition Staff Present: Jim Farrelly, Pattie Eacobacci, Betsy Kier, Maryrose Wersan, Ljuba Sevic, Shannon Dewey, Nicole Flechas, Anne McHugh, Jack Karuso, Meridith Maynard, Nicole Gonzalez, Tanya Lawrence

Guests Present: Tom Scheffey

I. Welcome and Call to Order **Ms. Lisa Hammond**

Ms. Lisa Hammond, Chair called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at approximately 8:40 a.m. A quorum was present.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond asked that the agenda be reviewed for adoption. Board Member, Dr. Steve Kanakis moved this motion. The agenda was accepted as proposed. **(Action Item #0708-68)**

- **Approval of Minutes, September 25, 2008 Board Meeting**

Ms. Hammond requested a motion to approve the September 25, 2008 minutes. Board Member, Dave Meglay moved to adopt, Dr. Kanakis seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-67)**

- **Treasurer's Report**
Ms. Jean Rags

Monthly Statement of Financials – September 2008
Ms. Jean Rags, Coalition Treasurer/Board Member

Ms. Rags reviewed the Financials. There are no deficits to report. The state-mandated 4% reduction will be reflected within an unallocated item until further directive from the State is given. Ms. Hammond requested a motion for approval. Mr. David Meglay moved to accept this motion; Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.
(Action Item #0708-66)

- **Remarks From the Chair** **Ms. Lisa Hammond**
And Executive Committee Report

There are concerns over state revenue shortfalls. Expect budget cuts this calendar year to all programs; VPK may also see budget cuts. Programs need to work to contain cost so we can have as many dollars for School Readiness as we can. We need to look into other sources for funding such as fundraisers i.e. Art auction. The Executive Committee is seeking volunteers from the board and the community to develop the concept and join Board member Steve Davis in helping with such fundraisers.

Committee membership is needed for the Finance & Audit Committee. If no volunteers step forward, members will be appointed. See Chair, Ms. Lisa Hammond or Jim Farrelly if interested.

IV. Executive Director Report

Mr. Jim Farrelly

Mr. Farrelly thanked Judy Doyle for filling in for Mary Beth Wehnes. Mr. Farrelly introduced two new Coalition staff members: Tanya Williams, the Coalition's new Inclusion Specialist, and Nicole Gonzalez, the Coalition's new Communications Specialist.

Mr. Farrelly introduced four policies for review:

- **Payroll Policy 1st reading**
- **Contract Management Policy 1st reading**
- **Personnel Policy 1st reading**
- **Fiscal and Accounting Policies 2nd reading**

Mr. Farrelly indicated that the four policies were for review and not for action at this time. Mr. Farrelly indicated that all policy updates/new policies are the result of many audits over the past six months.

In response, Ms. Callaghan stated that on page eight, paragraph five of the policy book the wording "physicals" may be considered discriminatory. Mr. Farrelly indicated that he would look into that. Finally, Mr. Farrelly reported that the Coalition audit is almost complete for the 07/08 fiscal year.

Approval of expenditures in excess of \$5,000.00

Mr. Farrelly stated that in order for the Coalition to be compliant with current policy, this action will become a regular part of each meeting. All expenditures over \$5000.00 require dual signatures as well as Board approval.

Approval was requested for a \$5,665 check to Roe Insurance for Directors & Officers Annual Renewal. Mr. Cook moved for approval and Board member Ms. Elizabeth Callaghan seconded; all were in favor with no abstentions and the motion carried.

Mr. Cook requested an explanation of the Paychex overpayment from Maryrose Wersan, Fiscal Manager. Ms. Wersan explained that during June 2008, an incorrect processing of payroll (which includes salaries and taxes) were overpaid by Paychex and, although this error was found on June 30th by Ms. Wersan, the Coalition's second quarter Federal Tax Liability had already been filed by Paychex to the IRS and could not be withdrawn. As a result, the Coalition was owed a refund total of \$30,401.38 from the IRS. Paychex provided the Coalition a loan for the overpayment in this amount to be reimbursed upon receipt of such repayment from the IRS. The refund payment was received from the IRS on October 10, 2008.

Mr. Cook moved for approval for a check in the amount of \$30,401.38 to Paychex. Ms. Callaghan seconded the motion. All were in favor with no abstentions and the motion carried.

Approval was requested for a payment of \$37,641.72 to be submitted to the Agency for Workforce Innovation for VPK ADMIN overpayment. Approval was also requested for a payment of \$19,657.53 to the Agency for Workforce Innovation for SR ADMIN overpayment. Mr. Cook moved for approval and Ms. Callaghan seconded; all were in favor with no abstentions and the motion carried.

Approval was requested for a \$6,080.54 check to United Health Care for Coalition Staff group insurance (July 2008). Ms. Rags moved for approval and Dr. Kanakis seconded; all were in favor with no abstentions and the motion carried.

Approval was requested for a second check to United Health Care for \$5,354.92 for Coalition Staff group insurance (August 2008). Ms. Rags moved for approval and Dr. Kanakis seconded; all were in favor with no abstentions and the motion carried.

Finally, approval was requested for a \$5,000.00 check to Williams, McCraine, Wardlow and Cash, P.A. (partial payment of 2007-2008) Independent Financial Audit). Ms. Rags moved for approval and Dr. Kanakis seconded; all were in favor with no abstentions and the motion carried.

In other business, Mr. Farrelly stated he has seen more focus on Quality Control thanks to the Department of Children and Families. There is the potential for revocation of the Gold Seal from a center if they are not meeting safety objectives. Approximately 10% of our providers are Gold Seal members. The Coalition is offering incentives for additional centers to achieve the Gold Seal standard.

V. Central Agency Utilization Report **Mr. Curt Bromund**

The current waitlist for Pasco is 624, Hernando 379. In September, authorization was given for Pasco County to open 150 slots; 114 were filled. Hernando County was given authorization for 125 openings, and 105 slots were filled.

Mr. Bromund asked Mr. Sheffey to explain the process parents go through in order to move from the waitlist into care. Mr. Sheffey then described the screening process to the Board. Mr. Farrelly stated that 1,003 children currently on the waitlist for care is an unacceptable number. Based on utilization reports, Mr. Farrelly recommended opening 275 more slots for child care in Pasco County and 65 in Hernando County.

Ms Hammond requested a motion to approve placing 275 Pasco County children and 65 Hernando County in childcare by November 30, 2008. Mr. Farrelly stated he will call for a meeting including Betsy Kier, Curt Bromund, Carol Eurton, and Tom Sheffey to create a plan to implement the agreement.

Ms Susan Arnett moved for approval of Ms. Hammond's motion, Ms. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried.

VI. New/Unfinished Business

Susan Arnett mentioned to the Board that the event scheduled for Friday October 24, 2008 has been canceled due to weather.

VII. Public input

None

IX. Adjournment

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 9:52 a.m.

Respectfully Submitted by:
Meridith L Maynard
Substitute Office Assistant