



**BOARD OF DIRECTORS
MEETING MINUTES
April 23, 2009**

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

Day/Date/Time: Thursday, April 23, 2009 – 8:30 a.m.

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

Board of Director Members Present: Lisa Hammond, Chair; Sister Roberta Bailey, Curt Bromund, Dr. Burt Harres, Dr. Steve Kanakis, Joe Mascaro, Dave Meglay, Nicole Miller, Lydia Pinkowski, Jean Rags

Board of Director Members Excused: Susan Arnett, Elizabeth Callaghan, Denise Gill, Sonya Jackson, Beth Rawls, Mary Beth Wehnes, Patricia Wiseman

Board of Director Members Unexcused: None

Coalition Staff Present: Pattie Eacobacci, Jim Farrelly, Nicole Flechas, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier, Debbie Thomas, Maryrose Wersan

Guests Present: Melissa Burnett, Head Start; Carol Eurton, CDS; Angela Porterfield (on behalf of Beth Rawls), Pre-K Head Start

I. Welcome and Call to Order - Ms. Lisa Hammond, Chair

Ms. Lisa Hammond, Chair, called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors to order at approximately 8:43 a.m. Roll call was taken, introductions were made and a quorum was present.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Ms. Rags moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0809-24)**

- **Approval of Minutes, March 26, 2009 Board Meeting**

Ms. Hammond requested a motion to approve the March 26, 2009 minutes. Ms. Rags moved to accept this motion and Dr. Kanakis seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0809-25)**

- **Treasurer's Report - Ms. Jean Rags, Coalition Treasurer/Board Member**

Monthly Statement of Financials – February 2009

Ms. Rags presented the February Financials and reported the line item for Conferences and Meetings is showing an increase in expenses for registration fees for a training attended by the Coalition's inclusion specialist. She also reported a higher fee for dues/subscriptions for fees incurred for the renewal of the Solicitation of Charitable Contribution permit. Ms. Hammond requested a motion to approve the February Financial Report. Dr. Kanakis moved to accept this motion and Ms. Miller seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0809-26)**

III. Remarks from the Chair and Executive Committee Report - Ms. Lisa Hammond

Ms. Hammond informed Board members that the Executive Committee had met and approved office space for three (3) new sites and reviewed Board appointments. Ms. Hammond stated the Coalition will have a great deal of turnover on the Board in June. Mr. Farrelly will be actively recruiting general members from the Hernando and Pasco Chambers.

Dr. Harres inquired if the Board membership is covered demographically throughout East and West Pasco. He also believes the Board should become more diversified. A brief discussion followed on Board membership. Mr. Farrelly stated the Coalition has not had a physical presence in East Pasco but will soon, with the opening of an office in Dade City.

IV. Program Committee Update – Jean Rags, Committee Chair

Ms. Hammond requested the consensus of the Board that an update from the Program Committee be added to the agenda. The Board agreed.

Ms. Rags reported the Program Committee had met and assessments had been provided on eight (8) providers who had low scores. The Committee voted to put these providers

on probation. Seven (7) of these providers will be on probation between now and the next scheduled committee meeting of May 19th. Staff will define probation and its ramifications through a policy for final review by the Program Committee.

Ms. Rags reported that Coalition Staff are requesting a waiver request for client eligibility for those that are unemployed, for continuation of services from 30 to 60 days. The Committee has approved this request and is now bringing it to the Board for approval.

Mr. Bromund made a motion to approve the waiver extending services from 30 to 60 days and Mr. Meglay seconded. Discussion followed. Mr. Farrelly stated this approval is requested in order to submit an application to OEL, which may take several months to process. He explained that Workforce referrals normally end at 30 days; however this request, with approval from OEL, will extend the waiver to 60 days of childcare. Mr. Mascaro commented that the duration of unemployment is increasing, giving the Coalition justification for this recommendation. There was no further discussion; a vote was taken and all were in favor with no abstentions and the motion carried.

Ms. Rags reported the Program Committee had also voted to recommend signing a contract with the Children's Forum to have them perform on-line registration for trainings, etc. for the Coalition. Currently it takes a considerable amount of staff time to process this information, taking staff time away from children. The cost of the contract for the first year would \$6,875 and renewals are considerably less each year because there is no additional set-up required for repeat events.

Ms. Hammond requested a motion to approve the on-line contract with the Children's Forum. Dr. Harres made a motion to approve the contract and Mr. Meglay seconded. Discussion followed on the trainings and Mr. Farrelly explained that Coalition staff is currently hosting in excess of 100 annual events and trainings for providers and parents. The fall conference alone will have approximately 200 attendees. Mr. Farrelly explained the fee structure with this example: setting up an event for the first year would be \$100, but the fee for setting up the same event the second year would only be \$25. There was no further discussion; a vote was taken and all were in favor with no abstentions and the motion carried.

Dr. Kanakis inquired if centers on probation would require Quality funds to assist them. Mr. Farrelly explained that staff members were spending full days at troubled centers doing assessments, coordinating improvement plans, and offering technical assistance. For centers that show a willingness to work with staff and accept recommendations, staff will work with them indefinitely. Over 100 hours of staff time was spent at one center alone.

V. Finance and Audit Committee – Ms. Maryrose Wersan, Fiscal Manager

A. Review, Procurement Policies, 1st Reading

In the absence of a Chair, Fiscal Manager Ms. Wersan explained the Committee had met and discussed issues on transition and reviewed recommended policies. She

presented the Procurement Policies for a first reading, and the disposition of the State Check Policy and Close Out of Federal Awards Policy found on pages 30 and 50, respectively, of the Finance & Accounting Policies Manual. These changes had been made based on the recommendation of our auditor Mr. Rob Wardlow as well as the AWI financial monitoring team.

B. Committee Report/Recommendations

Ms. Wersan explained the Committee had approved the safe guarding of Coalition's funds with SunTrust being swept into the Ridgeworth Institutional Government Money Market Mutual Fund. She stated that this fund meets the requirements from the audit findings. She requested a motion to approve safeguarding the Coalition's funds with this sweep account. Dr. Harres moved to approve the sweep and Mr. Mascaro seconded.

Discussion followed and Mr. Meglay inquired if the account is FDIC insured. Mr. Meglay stated this is a money market fund and is targeted to have a net market asset value of \$1 and can fluctuate. He recommends verifying that this indeed FDIC insured. Ms. Rags suggested tabling the approval until Mr. Meglay's question is verified and then have the Executive Board contacted for approval. Dr. Harres changed his motion to state that after Coalition staff verifies this fund is FDIC approved, the Executive Committee is empowered to take action. Mr. Meglay seconded the motion. All were in favor and the motion carried.

Ms. Wersan explained that a quote from Mr. Rob Wardlow of Williams, McCranie, Wardlow and Cash, P.A., had been received for the audit for FY 08/09. It was in the amount of \$15,000. Ms. Hammond requested a motion to approve. Ms. Rags made a motion to approve the audit quote and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. Mr. Farrelly stated no procurement was required and an RFP will be done next year for the FY 10 audit.

Ms. Wersan stated the Coalition's current accounting software, QuickBooks, will not be sufficient during the transition to make the provider payments and reimbursements while managing multiple grants. Ms. Wersan informed the Board she has been in contact with the State and other coalitions, with in-house services, and 11 of the 30 coalitions are currently using SAGE MIP. Ms. Wersan has also discussed this software with Mr. Wardlow who has heard good things in regards to the software. SAGE is true fund accounting, has security levels, can store unlimited history and also has the capacity of planning for future growth such as bringing payroll in-house.

Ms. Wersan stated the Committee has approved the \$22,285 quote which includes the software, on-site training, installation, data imports, maintenance, upgrades and evaluation of the Coalition's current software structure. Ms. Wersan also stated the SAGE software will interface with EFS. Mr. Bromund stated that CDS is currently using SAGE MIP and finds the software works very well. Mr. Farrelly informed the Board this was an important part of the transition and that SAGE would be phased in; Ms. Wersan would continue to use QuickBooks for the first three (3) months with SAGE being in place by October 1, 2009 for the second quarter. There was a brief

discussion on various payroll services including SunTrust versus performing this function in-house and staff hours involved. Ms. Rags suggested an on-line component for staff to view their payroll histories, etc.

Ms. Rags motioned for the Board to approve the purchase of the SAGE software as proposed by the Finance/Audit Committee for the approximate cost of \$22,000 and the annual maintenance agreement for \$2,500 per year and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried.

Ms. Rags made a motion that once this SAGE software is in place that staff begins converting over to the payroll module or reviewing SunTrust's options and Dr. Harres seconded.

Discussion followed and Ms. Hammond stated she would like an assessment made to ensure the Coalition would not be faulted for any liabilities for tax errors concerning payroll. There was no further discussion; a vote was taken and all were in favor with no abstentions and the motion carried.

C. Recommend Approval, Expenditures over \$5,000:

- Roe Insurance – Worker's Compensation Renewal - \$5,163

Ms. Wersan stated the Coalition's annual Worker's Compensation renewal of \$5,163 was received; however, the Coalition is billed monthly. She requested a motion to approve the expenditure. Ms. Rags so moved and Mr. Meglay seconded.

Discussion followed on this policy being for staff and the various costs associated. Mr. Meglay inquired if there would be any savings or discount if the Coalition would pay the fee annually rather than monthly. Ms. Wersan will investigate and report back to the Board. There was no further discussion; a vote was taken and all were in favor with no abstentions and the motion carried. **(Action Item #0809-27)**

VI. Executive Director Report – Mr. Jim Farrelly

Mr. Farrelly announced Mr. Cook's retirement from the Board and as Chair of the Finance/Audit Committee. The Coalition will be presenting Mr. Cook with a special plaque at a future date. Mr. Farrelly informed the Board that Mr. Bromund has been appointed to the position of CEO of CDS. He also congratulated Sister Roberta Bailey who will be celebrating 50 years in both education and as a member of her religious order on May 9, 2009.

A. Coalition Update

Mr. Farrelly stated the 3-year State re-assessment went well and the Coalition will be receiving a report in July. He believes one of the minor compliance issues will be the need for additional Coalition Board members. He announced the Coalition's annual eligibility audit will begin on May 4.

B. Transition Planning

Mr. Farrelly announced the Coalition has been awarded \$722,000 through the Federal Stimulus package. Mr. Farrelly stated these funds are ear-marked for children's services with 5% or \$36,000 for administration and \$101,000 for non-direct services. These are non-recurring dollars and the Coalition is waiting for further guidelines. Spending ideas will be brought to the Program Committee and then back to the Board.

C. Review, Grievance Policy, 1st Reading

Mr. Farrelly asked the Board to accept the Grievance Policy at its first reading. Ms. Hammond requested a motion. Ms. Rags made a motion to accept the Grievance Policy and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried.

Mr. Farrelly announced that on May 1 and May 2, 2009, the Coalition will be participating in a book fair at Barnes & Noble at the Wiregrass Mall. This is a fund raiser with a portion of the purchases over these two (2) days being donated to the Coalition.

There will also be a ribbon cutting ceremony on Wednesday, May 6, 2009 from 5:30 – 6:30 p.m. at the Coalition to unveil the new children's mural located upstairs.

In regards to the transition planning, Jack Hamilton has been sent a copy of the plan, Coalition staff is meeting weekly, a software package has been selected, job descriptions were approved and the Coalition has advertised for 18 new staff members and the interview process will soon begin.

Mr. Farrelly introduced Ms. Debbie Thomas as the new Parent and Provider Services Supervisor. Ms. Thomas will oversee the three (3) new sites.

Mr. Farrelly announced that an RFP will be going out soon for IT services. Ms. Wersan has completed the RFP and will have it posted.

Mr. Farrelly explained that the new sites will be located in New Port Richey on Little Road near the government center; in the Dade City Business Center in the former office of Congresswoman Ginny Brown-Waite and the third site, in Brooksville, in a yet to be determined location.

D. Coalition Services to Providers

Mr. Farrelly explained the Coalition provides many services to providers such as assisting them with the set up of a new center; in-service support is offered through trainings and meetings. He explained at the May provider meetings, an insurance representative will discuss current issues with the providers. Staff does more technical assistance than monitoring. The current Quality Budget includes \$130,000 in incentives for providers. A note emailed to the Coalition from Toni Watkins of Sacred Heart was read in regards to their appreciation for the incentive programs. The Coalition seeks input from the providers on a regular basis. The Coalition is in the process of creating a

Foundation that will be up and running by this summer to raise funds for providers and their children. Mentoring of providers is on-going.

E. Three Month Re-determinations

A request from CDS asking to change from a 3-month to a more extend process has been received. Ms. Eurton explained that CDS currently requires parents to bring in documents for re-certification every 3-months and this often conflicts with the parents' employment and causes hardship.

Ms. Rags stated the current program should remain in place as everyone is already familiar with it. Sister Roberta disagrees because of the possible interruption in the continuity of care for the children. There was further discussion on the possibility of telephone interviews for verification of employment information. The current program requires that re-certification documents be turned in in person rather than mailed or faxed.

Mr. Farrelly inquired if the Board would agree to maintain the 3-month recertification process and allow for future recommendations that would be acceptable to OEL while allowing for the demands of parents. Work hours may have to change to accommodate clients. This issue will be brought back to the Board for consideration after the Coalition assumes responsibility for eligibility.

VII. Central Agency Utilization Reports – Ms. Carol Eurton

Ms. Eurton presented the reports for March 2009. There are no waiting lists in either county; 119 children were placed in Pasco leaving 77 open slots and 26 were placed in Hernando leaving 122 open slots. There are available funds in both counties for slots.

Mr. Farrelly recommends continued open enrollment in both Pasco and Hernando counties at this time.

VIII. New/Unfinished Business

None

IX. Public Input

None

X. Adjournment

A motion to adjourn this meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors was made by Ms. Rags. With no further discussion the meeting was adjourned at 10:10 a.m.

Respectfully Submitted by:
Ramute “Jak” Jakubauskas, Administrative Assistant