



**BOARD OF DIRECTORS
MEETING MINUTES
May 28, 2009**

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

Day/Date/Time: Thursday, May 28, 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; Curt Bromund, Jayne Goldstein, Sonya Jackson, Dr. Steve Kanakis, Joe Mascaro, Janis McKnight, Dave Meglay, Nicole Miller, Lydia Pinkowski, Jean Rags, Beth Rawls, Mary Beth Wehnes, Patricia Wiseman (via telephone)

Board of Director Members Excused: Susan Arnett, Sister Roberta Bailey, Elizabeth Callaghan, Denise Gill, Dr. Burt Harres

Board of Director Members Unexcused: None

Coalition Staff Present: Pattie Eacobacci, Jim Farrelly, Ramute “Jak” Jakubauskas, LuAnn LaCava, Maryrose Wersan

Guests Present: Judy Doyle, DCF; Carol Eurton, CDS; Steve Lee, Attorney; Karen Livengood, Discovery World; Judy Maloy, MFCS Head Start; Diana Munson, Provider; Marylou Porpora

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 8:35 a.m. Roll call was taken and a quorum was present. Ms. Hammond introduced Jayne Goldstein and Janis McKnight as the Coalition’s newest Board members.

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 #0809-28**)

- **Approval of Minutes, April 23, 2009 Board Meeting**

Ms. Hammond requested a motion to approve the April 23, 2009 minutes. Mr. Meglay moved to accept this motion and Ms. Rags seconded. All were in favor with no abstentions and the motion carried. (**Action Item #0809-29**)

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

Monthly Statement of Financials – March 2009

Ms. Rags presented the March Financials and reported the line item for Travel is showing an increase in expenses for state mandated conferences in Tampa and Orlando for Coalition staff. Training also showed an increase due to registration fees for the Training Specialist attending a conference. She also reported an increase in Equipment Repairs due to the renewal of the copy machine maintenance contract. Ms. Rags requested a motion to approve the March Financial Report. Mr. Meglay moved to accept this motion and Dr. Kanakis seconded. All were in favor with no abstentions and the motion carried. (**Action Item #0809-30**)

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

Ms. Hammond informed Board members that the Executive Committee had met and discussed leases for the new sites and the transition. The Committee also discussed the number of positions that will be open on the Board and recruitment. She announced the Coalition would be running an ad in the Hernando Chamber of Commerce newsletter.

Mr. Farrelly informed the Board that Ms. Denise Gill's husband, Don, had passed away unexpectedly two weeks ago. A memorial service will be held for him on June 1, 2009 at 6:30 p.m. The information in regards to the memorial services will be emailed to the Board.

IV. Finance and Audit Committee – Ms. Maryrose Wersan

In the absence of a Chair, Fiscal Director Ms. Wersan explained that due to a lack of quorum for the Finance and Audit Committee meeting, items were being brought to the full Board for approval.

A. Review, Procurement Policies, 2nd Reading

Ms. Wersan stated there were no requests for changes or amendments to this policy and requested the Board decide whether or not to approve the revised Procurement Policies.

Ms. Hammond requested a motion to approve the Procurement Policies. Mr. Meglay so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried.

B. Fiscal & Accounting Polices & Procedures – Disposition of Stale Checks Section – 2nd Reading (page 30)

Ms. Wersan stated there were no requests for changes or amendments to this policy

Ms. Hammond requested a motion to approve the Disposition of Stale Checks. Ms. Rags so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

C. Fiscal and Accounting Policies & Procedures – Close Out of Federal Awards Section – 2nd Reading (page 50)

Ms. Hammond requested a motion to approve the revised Close Out of Federal Awards policy. Mr. Meglay so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Wersan updated the Board on safeguarding of Coalition funds. Last month, Ms. Wersan was requested to verify that the Ridgeworth fund was FDIC insured. After a discussion with a SunTrust representative, she learned it is not FDIC insured. She recommends first, to keep the operational account as is and remove the sweep to obtain unlimited FDIC coverage for this account; second, open a separate business money market account which is FDIC insured to set up automatic transfers within the Coalition's operational account and our money market account to earn interest to meet our State requirements. Third, would be to open a select business checking account, which if FDIC insured, for provider reimbursement payments.

Ms. Wersan requested a motion to approve stopping the sweep and opening a new account for provider reimbursements. Mr. Meglay so moved and Ms. Rags seconded for discussion. There was further discussion on the sweep and unlimited FDIC coverage and the possibility that coverage may be extended past December 31, 2009. Ms. Wersan stated SunTrust would notify the Coalition of any changes. There was no further discussion; all were in favor with no abstentions and the motion carried.

D. Approval, Telephone Equipment/Installations and New Office Equipment

Ms. Wersan explained these expenses were part of the transition and covered telephones and computer equipment for the new offices. Prior approval has been requested from the State and prior approval was granted. Mr. Farrelly noted that the Executive Committee had worked with him on these purchased and had approved them.

Ms. Hammond requested a motion to approve \$13,000 in telephone equipment and \$13,000 in computer equipment. Dr. Kanakis moved to approve and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0809-31 and 0809-32)**

Ms. Wersan informed the Board the Coalition was advised to increase their liability insurance from \$500,000 to \$1,000,000 because of the transition. This would increase the total annual cost to \$2,000. Information on bonding will be presented to the Board at a later date.

Ms. Wersan requested a motion to approve the increase in liability insurance. Dr. Kanakis so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Wersan updated the Board on the American Recovery and Reinvestment Act stimulus dollars. The Coalition has received no guidelines from the State on how to spend these dollars. They are designated for direct services, but currently the Coalition has no wait list so we can not move forward with utilizing these dollars.

The State did recommend that Ms. Wersan contact Career Central and the local Workforce board as these funds may be used temporarily to assist those on worker's compensation or unemployment who are seeking employment or training. The clients would be informed this is temporary assistance. Approximately \$722,000 has been received to date and 20% can be utilized for administration with a timeline of 18 months to use these funds.

The Coalition is still waiting for confirmation from the State as to whether or not a mobile classroom could be utilized for direct services.

Ms. Wersan also informed the Board that VPK had been awarded \$479,000 for FY 09/10, an increase of 3.8% over last year. No information has been received to date on the School Readiness budget.

V. Executive Director Report – Mr. Jim Farrelly

Mr. Farrelly thanked Ms. Goldstein and Ms. McKnight for joining the Coalition's Board of Directors. He stated there would be two (2) additional members at the June meeting – Ms. Karen Livengood, the new Pasco provider representative and Ms. Teresa Suarez, Supervisor of Pre-Kindergarten Special Education for Pasco Schools, who will be replacing Ms. Pinkowski.

A. Update, Transition to Coalition-Based Services

Mr. Farrelly informed the Board that Ms. Wersan's new title will be Finance Director and Ms. Kier's new title will be Assistant Executive Director.

Mr. Farrelly stated an orientation is being planned for new Board members for July and current members are welcome to attend.

Mr. Farrelly informed the Board that the Coalition had received notification of FY 09/10 School Readiness dollars. There is a reduction in State dollars overall, but with the stimulus dollars there is an increase in our budget for next year. A more detailed discussion and review of the FY 09/10 budget will take place at June's Board meeting.

In regards to the transition, Mr. Farrelly informed the Board that the Coalition now fully occupies the Brooksville and Dade City offices and New Port Richey will be occupied shortly. New staff members received two (2) full days of orientation and Pat Weyer of CDS trained the Eligibility Specialists.

The Coalition has been working closely with Mr. Bromund and Ms. Eurton in regards to the transfer of the server from Ocala to the Coalition's main office. This will happen on the close of business Friday, June 26, 2009; the server will be moved and set up over the weekend and will be ready for the start of business on Monday, June 29, 2009. Mr. Farrelly stated he is committed to providing high quality, excellent customer service with a personal approach of finding ways to satisfy our clients.

Mr. Farrelly thanked Mr. Bromund and Ms. Eurton for their cooperation and Ms. Hammond congratulated staff and CDS for a good job.

Mr. Farrelly announced there would be three (3) ribbon cuttings at each of the new offices and Ms. Hammond requested Board support from those members in close proximity to the new locations. More information on the ribbon cuttings will be sent electronically.

Mr. Farrelly informed the Board that the budget of \$728,250 for personnel costs for the transition had come in at \$722, 498 saving approximately \$6,000.

B. School Readiness Provider Monitoring Procedure Policy – 1st Reading

Mr. Farrelly requested the Board review this policy and it will be brought back at the June meeting for a second reading.

C. Approval, School Readiness Provider Payment Agreement

Mr. Farrelly stated this was the local contract signed by all providers and that it has been reviewed by the Coalition's attorney.

Ms. Hammond requested a motion to approve the School Readiness Provider Payment Agreement. Ms. Rags so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0809-33)**

D. Approval, Sliding Fee Scales

Mr. Farrelly informed the Board the Sliding Fee Scale was a basic tool used for eligibility for Pasco and Hernando Counties and is based on federal poverty levels. These fees will begin July 1, 2009.

Ms. Hammond requested a motion to approve the Sliding Fee Scales. Dr. Kanakis so moved and Mr. Mascaro seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0809-34)**

E. Approval, Refugee Services Program

Mr. Farrelly informed the Board this was a program CDS operated in Pasco; it is federally funded through the state and offers School Readiness to eligible children of refugees. There are currently six (6) children enrolled in this program with a reimbursement fee of \$107,000 which fluctuates with the number of the children in the program. The Board was informed that DCF had requested the Coalition assume this School Readiness program.

Ms. Hammond requested a motion to approve the Coalition assuming the Refugee Services Program. Dr. Kanakis moved to accept and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0809-35)**

F. Harassment Policy – 1st Reading

Mr. Farrelly informed the Board that Al Torrence of Thornton & Torrence, P.A., facilitated a sexual harassment training for Coalition staff and had made suggestions to modernize the Coalition's policy. He requested the Board review the policy and it will be brought back to the June meeting for a second reading with the changes highlighted and the wording updated.

G. Approval, IT Services Proposal

Mr. Farrelly informed the Board the RFP for IT Services for the three (3) new offices was created by Ms. Wersan and reviewed by Mr. Lee. An independent committee, comprised of Mr. Jim Cook, Mr. Joe Mascaro, and Mr. Andy Bass, the IT Director of Hernando County Health Department, reviewed the two (2) proposals received. The RFP winner was Centurion Computer Systems of Tampa with a total of 181 points versus 164 for ACF Consulting of Land O'Lakes. Mr. Farrelly informed the Board that Centurion is the Coalition's current provider for IT services.

He informed the Board the annual contract was \$38,880 and included 30 hours per month. Ms. Hammond inquired if the 30 hours are not exceeded, would they net. Ms. Wersan stated this would appear as a line item under Consultant – IT. Ms. Rags

inquired where the Coalition stood in the event of an emergency situation. Mr. Farrelly informed the board that additional hours would be billed at \$110 per hour with a 20% discount.

Ms. Hammond requested a motion to approve the IT Services Proposal with staff negotiating the contract with Centurion to include rollover hours and specifying the Coalition's priority status in the event of an emergency situation and bring back to the Board for approval. Ms. Rags so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action #0809-36)**

H. Approval, Three (3) New Office Leases

Mr. Farrelly presented the Board with the lease information and monthly costs for each location and stated the leases had been reviewed by Mr. Lee. Ms. Rags requested that liability and property loss insurance policies be in line with the new sites to ensure complete coverage. Mr. Farrelly stated insurance is in place for each new location.

Ms. Hammond requested a motion to approve the three (3) new office leases. Ms. Rags so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0809-37)**

New Item – Furniture Quotation

Mr. Farrelly informed the Board it was necessary to purchase new furniture for the New Port Richey office in the amount of \$7,035.88. Dade City and Brooksville will be utilizing existing furniture from CDS and Coalition storage.

Ms. Hammond requested a motion to approve the purchase of new furniture in the amount of \$7,035.88. Mr. Meglay so moved and Ms. Miller seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Central Agency Utilization Reports – Ms. Carol Eurton

Ms. Eurton presented the reports for April 2009. There are no waiting lists in either county; for the VPK program 3,858 children were being served in Pasco and 1,133 in Hernando. There are available funds in both counties for slots.

Discussion followed on the Quality budget and Mr. Farrelly informed the Board that 92% had been committed with a major push being done for provider incentives with a deadline of June 1, 2009. He stated that slot dollars may be transferred to administration for advanced purchasing and reminded the Board that expenses and slots still have to be covered for May and June. Ms. Wersan reminded the Board the financials reflected expenditures through March and a better forecast of the budget for the end of year would be available at the June meeting.

VII. New/Unfinished Business

None

VIII. Public Input

Ms. Hammond apologized for not having the gallery introduce themselves and acknowledged Ms. Wisman who participated via telephone conference.

IX. 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 9:50 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant