



**BOARD OF DIRECTORS
MEETING MINUTES
August 27, 2009**

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

Day/Date/Time: Thursday, August 27, 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; Susan Arnett, Sister Roberta Bailey, Elizabeth Callaghan, Jayne Goldstein, Dr. Steve Kanakis, Karen Livengood, Joe Mascaro, Dave Meglay, Nicole Miller, Beth Rawls

Board of Director Members Excused: Jo Ann Carmen, Sonya Jackson, Jack Mariano, Janis McKnight, Mary Beth Wehnes

Board of Director Members Absent: Dr. Burt Harres, Teresa Suarez

Coalition Staff Present: Damaris Conner, Maritza DaSilva, Jim Farrelly, Nicole Flechas, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier, Gail Secor

Guests Present: Cassandra Clayton, Happy Land; LaDanna Garman, Happy Land; Davetta Liles, Happy Land; Allen Langley, Happy Land; Jean Rags, Melinda Rodriguez, Rasmussen College

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 quorum was present.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Mr. Meglay moved to accept this motion and Dr. Kanakis seconded. All were in favor with no abstentions and the motion carried. (**Action Item #0910-10**)

- **Approval of Minutes, July 31, 2009 Board Meeting**

Ms. Hammond requested a motion to approve the July 31, 2009 minutes. Mr. Meglay moved to accept this motion and Ms. Callaghan seconded. All were in favor with no abstentions and the motion carried. (**Action Item #0910-11**)

- **Treasurer's Report - Ms. Elizabeth Callaghan**

Monthly Statement of Financials – June 2009

Ms. Callaghan presented the June Financials. Ms. Hammond requested a motion to approve the June 2009 Financials. Dr. Kanakis moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. (**Action Item #0910-12**)

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

Honors to Retiring Board Members

Ms. Hammond recognized retiring Board member Ms. Jean Rags and presented her with a plaque.

Ms. Hammond informed the Board the Executive Committee had met and discussed the items on today's agenda.

IV. Program Committee – Mr. Dave Meglay

Mr. Meglay reported the Coalition is seeking a collaboration with the Workforce Board on two (2) programs utilizing ARRA funds. The first would provide 100 slots for child care assistance for those individuals who have enrolled in a retraining program through Workforce for a period of 18-24 months. The second program would provide 150 slots for those parent(s) who are receiving unemployment compensation and are actively seeking employment. Child care would be provided for these parents for sixty (60) days. Clients in both programs would be informed these funds are only "temporary." These programs would utilize \$750,000 of the Coalition's \$2.2 million ARRA funds.

Mr. Mascaro stated that once an individual enters the State rolls for unemployment compensation they would be eligible, but family income would still be a major criteria for

eligibility in two (2) parent families for both programs. Mr. Mascaro informed the Board that CNA training is now on Workforce's targeted occupational list for retraining. Ms. Hammond requested a motion to approve the collaboration with Workforce and the ARRA funds. Ms. Arnett moved to accept this motion and Ms. Callaghan seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-13)**

V. Executive Director Report – Mr. Jim Farrelly

- **Coalition Update**

Mr. Farrelly introduced Ms. Damaris Conner to the Board as the Coalition's newest Inclusion Specialist and Ms. Gail Secor as the new Lead Reimbursement Specialist. He reported that two (2) successful reimbursements, each totally approximately \$1.2 million, have been completed.

Mr. Farrelly also reported that Ms. Maryrose Wersan, Financial Director, is still on medical leave and that Ms. Betsy Kier and Ms. Pattie Eacobacci have assumed additional responsibilities. Mr. Farrelly has also been in discussion with CDS in regards to establishing a partnership for the provision of accounting services.

Mr. Farrelly reported that 312 visits have been made to the Coalitions' three (3) field offices within the last week. West Pasco was the busiest office with 56% of the visits, but Dade City had 71 visits last week alone and Brooksville had 67 visits. 1,321 incoming phone calls were logged to these offices. He reported that of the eighteen (18) new staff members hired, one (1) person has resigned to relocate to Ocala and all staff members are working out well.

Mr. Farrelly stated that a new mental health counseling program for Inclusion Services is being developed. Dr. Kanakis has offered guidance for this program to help ensure that more Coalition funds go to direct services for children.

- **Approval, Cost Allocation Plan FY 2009-2010**

Mr. Farrelly informed the Board the Cost Allocation Plan is prepared annually indicating the different expense accounts. The changes indicated are being made because of the major change from doing business with a primary contractor, to doing business fully in-house. Ms. Hammond requested a motion to approve the Cost Allocation Plan for FY 2009-2010. Ms. Callaghan moved to accept this motion and Mr. Mascaro seconded. All were in favor with no abstentions and the motion carried. **(Action Plan #0910-14)**

- **Approval to Purchase Second Mobile Outreach Van**

Mr. Farrelly stated this van purchase has been approved and budgeted for and has also been pre-approved by the State, subject to Board approval in the amount of \$44,581.02. Former Board member Mr. Jim Cook, recommended Jacky Jones Ford of Atlanta, GA who will be saving the Coalition approximately \$3,000. Ms. Hammond requested a motion to approve the purchase of a second mobile outreach van for \$44,581.02. Mr. Meglay moved to accept this

motion and Dr. Kanakis seconded. All were in favor with no abstentions and the motion carried. (**Action Item #0910-15**)

Ms. Hammond announced this is the only Coalition in the state with a mobile outreach van. Ms. Miller suggested taking the van to local meetings of the ELC. Mr. Farrelly announced that Dr. Brittney Birken, Director of OEL, will be visiting the Coalition on Wednesday, September 2, 2009.

- **Personnel Policies & Procedures – Revised – 1st Reading**

Mr. Farrelly informed the Board that the Coalition's Attorney has made some suggestions to strengthen the Drug Free Workplace Policy contained in the Personnel Policies. The first change on page 12 would be if the Executive Director felt that an employee was impaired they would be referred for testing to a Coalition recommended agency. The other changes pertain to the various "leave" policies beginning on page 28. The first change would have a Coalition approved physician review any certifications from the employee's physician and in the absence of a similar position, the employee returning from a leave, depending on the length of that leave, may return to a different position not necessarily their original position.

Ms. Arnett recommends the addition of the word "use" – in the second line "...effects of drug or alcohol use to submit..." On page 28, Ms. Callaghan suggests the following change – "Can send employee to a physician of our choice."

Mr. Farrelly stated edits will be made and brought back to the September meeting for a second reading.

- **Grievance Policy – Revised – 1st Reading**

Mr. Farrelly reported the Coalition's Attorney also recommended that it was important to specify the grievance issues and the Executive Committee had suggested creating the attached Grievance Form. Mr. Farrelly informed the Board this Grievance Policy is just for participants, providers, contractors, etc. Ms. Callaghan inquired if the Attorney recommended leaving the first paragraph as broad. Mr. Farrelly stated the Coalition will review this area again. He explained staff grievance issues are covered in the Personnel Policies and this policy also covers staff as well as providers and contractors. Ms. Hammond stated that since the subjects covered by this policy were more staff oriented, it should be reviewed again by the Attorney. Mr. Farrelly stated that he would speak with the Attorney to determine if two (2) separate policies are necessary.

Sister Robert suggested that if the grievance was with the immediate supervisor to note in the policy the grievance would then be taken to the next level.

Mr. Farrelly stated edits will be made and brought back to the September meeting for a second reading.

- **Private Sector Board Members**

Mr. Farrelly stated the Coalition currently has two (2) Governor appointed Board members, Ms. Hammond and Ms. Arnett, but in order for the Coalition to pass its monitoring review, two (2) pending applications are necessary. Ms. Hammond informed the Board that an individual must fill out the application themselves and that applicants must be from the private sector. Ms. Rags inquired if the Coalition has noted anything in the local Chamber's newsletters or at events and Ms. Arnett recommended seeking someone from the Economic Development Board.

- **Fingerprinting**

Mr. Farrelly reminded the Board that all Coalition staff is required to pass a fingerprint and background screening at a cost of approximately \$65 and inquired if potential Board members should be required to be fingerprinted. Dr. Kanakis stated it would be prudent to avoid embarrassment. Mr. Hammond believes it would be prudent to have Board members cleared. Ms. Rawls commented that potential Board members who want to work on behalf of children would be willing to go through the process if they wish to join the Board. Ms. Arnett recommends that all Board members be fingerprinted. Mr. Farrelly stated the Coalition would pick up the expense.

Ms. Hammond requested a motion to approve the fingerprinting of all Coalition Board members. Ms. Arnett moved to accept this motion and Dr. Kanakis seconded. Discussion followed: If the Board member or potential Board member has documentation indicating that a fingerprinting and full background check has been done recently, this would be acceptable. Further discussion followed on the length of time between background checks. A vote was taken; all were in favor with no abstentions and the motion carried.

Mr. Farrelly stated he would have a policy drafted and brought to the September meeting for a first reading.

VI. Utilization Reports – Ms. Betsy Kier

Ms. Kier reported that in July of 2009, 3,290 children in Pasco were being served in the School Readiness program, an increase of 232 from the same time last year and Hernando had served 1,445 children, an increase of 42. She reported that VPK numbers were still low because of the summer months with 84 being served in Pasco, 11 less than last year and 46 in Hernando, 31 less than last year. There is no wait list in either county and this information will be added to future reports. A column will also be added indicating the number of children served during the same month last fiscal year.

Ms. Kier indicated that more information will be available at the end of the quarter as re-determining is done every three (3) months. Discussion followed on the number of children being served, the possibility of establishing a wait list later in the year to avoid a year-end deficit and family eligibility.

VII. Public Input

Ms. Arnett complimented Mr. Farrelly on personally resolving several customer service issues and his accessibility and willingness to make phone calls to help solve these issues. She also complimented the Coalition on the Jump Start into Early Learning event. Ms. Arnett announced that Premier Health has opened a site in West Pasco and is looking for Medicaid/Medicare referrals.

Sister Roberta informed the Board that a free clinic has opened in Dade City and information would be provided to the Coalition's field offices as this would be a new resource and referral service to benefit clients.

Ms. Callaghan stated the swine flu is a major topic of concern and has a one (1) page fact sheet available for distribution. The Hernando Department of Health also has staff that can present at provider meetings. The DOH also has posters that can be distributed for informational purposes.

Further discussion followed on swine flu and the effect it may have on providers and their sick policies when children are brought back to centers not fully recovered. Ms. Kier informed the Board of a new rule from the State for VPK that was received on August 25, 2009 and states that a child can be absent up to 20% of the instructional days of any given month. These absences will be paid but anything beyond will not. Providers are no longer required to submit doctor or "mommy" notes for absences. Ms. Kier stated this 20% is reapplied over the entire program over the entire year and the provider can be owed money at the end of the year. The School Readiness absence program was not changed.

Ms. Cassandra Clayton stated she would like to address the Board in regards to a recent monitoring assessment performed by Coalition staff at her center that has placed her center's funding by the Coalition in jeopardy. Ms. Hammond informed her that the Board of Directors has not been formally briefed of any action and requested Ms. Clayton to delay addressing the Board so procedure may be followed. Ms. Clayton was informed she would be able to file an appeal through the Coalition's Grievance Policy.

VIII. Adjournment

A motion to adjourn this meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors was requested by Ms. Hammond. Mr. Meglay so moved. With no further discussion the meeting was adjourned at 10:00 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant