



**BOARD OF DIRECTORS
MEETING MINUTES
November 19, 2009**

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

Day/Date/Time: Thursday, November 19, 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, Jo Ann Carman, Dr. Steve Kanakis, Karen Livengood, Joe Mascaro, Beth Rawls, Teresa Suarez, Mary Beth Wehnes

Board of Director Members Present via Telephone/Video Conference: Jayne Goldstein, Jack Mariano, Nicole Miller

Board of Director Members Excused: Elizabeth Callaghan, Dr. Burt Harres, Sonya Jackson, Dave Meglay, Janis McKnight

Board of Director Members Absent: None

Coalition Staff Present: Pattie Eacobacci, Jim Farrelly, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier, LuAnn LaCava, Jennifer Roldan, Maryrose Wersan

Guests Present: Blaire Peterson, Healthy Start; Debbie Pfenning (on behalf of Sonya Jackson), Hernando County Schools

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 8:40 a.m. Introductions were made.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Dr. Kanakis moved to accept this motion and Mr. Mariano seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-23)**

- **Approval of Minutes, October 22, 2009 Board Meeting**

Ms. Hammond requested a motion to approve the October 22, 2009 minutes. Ms. Carman moved to accept this motion and Mr. Mascaro seconded. There was no discussion. All were in favor with no abstentions and the motion carried. **(Action Item #0910-24)**

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

Monthly Statement of Financials – September, 2009

Ms. Susan Arnett, in Ms. Callaghan's absence, presented the September Financials. She directed the Board to page 1 and explained that the increase to the line item on salaries and benefits was due to Mr. Farrelly's annual salary increase, retroactive to July 1, 2009. She reported the increase in office supply costs was due to the purchase of an ergonomically correct chair for Ms. Wersan; the dues line item was higher because of a new subscription to WebEx, an online fax service for providers; and finally, the increase in insurance was due to the annual Worker's Compensation insurance renewal and an increase in property insurance for the additional office locations.

Ms. Hammond inquired about Direct Services. Ms. Wersan replied this amount reflects the monthly total balance of both VPK and School Readiness. Ms. Hammond inquired how it would affect the budget for the remainder of the year. Mr. Farrelly explained that this reflects the current number of children enrolled. As an example, to maintain the current number of children in care, through June 30, there would be a \$60,000 deficit at the end of the year. If Mr. Farrelly sees that a deficit is running in the early months of the new year, he will consider recommending a waiting list. Ms. Arnett requested a motion to approve the September Financials. Dr. Kanakis moved this motion and Ms. Arnett seconded. There was no discussion. All were in favor with no abstentions and the motion carried. **(Action Item #0910-25)**

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

Ms. Hammond introduced new Board member Ms. Debi Martoccio of University Community Hospital in Connerton. Ms. Martoccio briefly gave the Board some background information on herself.

IV. Program Committee – Mr. Dave Meglay

Ms. Wehnes, in Mr. Meglay's absence, reported that the Program Committee continued to work with centers having low monitoring scores. Recent Committee and Provider meetings

have highlighted the new monitoring assessment tool. She stated the Committee has discussed doing a workshop presentation for Board members to familiarize them with the monitoring tool. Ms. Wehnes reported that the number of clients for the ARRA programs is increasing and Ms. Kier is inquiring if income eligible clients can be moved into the ARRA funded programs through June of 2011.

Ms. Hammond suggested beginning the workshop presentations for the monitoring tool at the next Board meeting and Mr. Farrelly suggested taking approximately 15-20 minutes over the next three (3) Board meetings for members to become familiar with the new monitoring assessment tool.

Ms. Hammond requested that Ms. Kier explain “moving income eligible clients into ARRA funded programs.” Ms. Kier explained that the Coalition is not spending the ARRA funds as quickly as AWI would like and they may ask for funds to be returned if they are not spent within a specified amount of time. The Coalition has been given approval to transfer BG8 funded clients, new enrollees and re-determinations, into ARRA funded programs. Eligibility staff have a statement for clients to sign acknowledging that these funds will end in June of 2011 and if funds are still available, clients will be transferred to another category, if not, their services will end.

Mr. Farrelly stated that of the \$2.4 million in ARRA funds, even though 15% (\$360,000) could be directed to administrative costs, the Board agreed to spend 100% on slots. The Coalition will attempt to spend all the funds without having a waiting list.

Mr. Mascaro announced that Career Central has enrolled 400 people in training programs, but many of these individuals do not have children or have not sought assistance for child care.

Ms. Hammond suggested that if the Coalition is not spending the ARRA funds, to take the 15% for administration and purchase a mobile classroom/office vehicle to register children and serve providers and parents. Ms. Hammond requested Mr. Farrelly investigate the purchase of such a vehicle for recommendation to the Board at the next meeting.

Mr. Farrelly stated he would prefer to serve children first by not having a waiting list even though he believes the “class C van” would be very positive for the Coalition. He will have more information available within the next 30-45 days. Ms. Hammond stated that it would be the Board’s pleasure to look at other options with the ARRA funds before the Coalition runs the risk of losing or returning the funds.

V. Finance and Audit Committee – Ms. Elizabeth Callaghan

Ms. Arnett, in Ms. Callaghan’s absence, stated the Finance/Audit Committee had been updated on the ARRA funds, provider reimbursement, and progress on the new SAGE accounting software, to take effect on January 1, 2010. Ms. Arnett stated the Committee had voted to approve that all members of the Executive Committee become signers on the Coalition’s SunTrust checking account. There was a brief discussion based on the fact that Mr. Dave Meglay is an employee of SunTrust and the possibility of conflict of interest. Ms. Arnett suggested having Mr. Meglay as one of the signers, but only to be used as a last resort.

Ms. Hammond requested a motion to make all the members of the Executive Committee signers on the account. Dr. Kanakis so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Quality Committee – Dr. Steve Kanakis

Dr. Kanakis informed the Board that the Quality Committee had just approved over \$6,880 in incentive grants for providers. He stated the budget has been expended by 32% and committed for 38%. Additionally, dollars were moved from the Health and Safety line item to contracts for The Harbor and Lifespan for therapy services performed. Dr. Kanakis stated the November conference was a success. Mr. Farrelly distributed a copy of the conference's program book to the Board members.

Ms. Kier stated the conference was a huge success with 237 pre-registered attendees and a total of 286 overall attendees. The providers' comments and feedback have been overwhelmingly positive with the main concern being uncomfortable seating. Ms. Kier stated the new Program Quality Manager will form a planning committee for next year's conference.

Mr. Farrelly commented that Ms. Kier took on the conference responsibility when the Quality Manager left the Coalition. He stated that Ms. Kier along with Ms. Sheila Chambers, Ms. Christine Dyal, Ms. Pattie Eacobacci and Ms. Nicole Gonzalez helped to ensure the success of the event. He was also very pleased with the helpful assistance of school staff at Crews Lake Middle School.

Dr. Kanakis informed the Board that he is planning to leave the Board in October of 2010, when his term ends, to run for a position on the Pasco County School Board. He stated that Mr. Mascaro had volunteered to co-chair the Quality Committee and that Dr. Kanakis would relinquish his committee duties in June of 2010 and leave the Board in October. At this time he read the following statement:

“At the end of the meeting (Quality Committee), I asked for a co-chair because I am planning to relinquish my seat on the Board and run for Pasco County School Board – District 4 seat in November 2010. Joe Mascaro stepped up and I would like to see him installed as co-chair of the Quality Committee so that he can have more of a say in where we are going in terms of Quality dollars. There's nothing worse than inheriting something that you've had no say in. I plan to relinquish my chairmanship of the Quality Committee in June 2010 and plan to leave the Board at the end of my term in October 2010.

In large part my decision to run for Pasco County School Board is a natural progression for me. My son was diagnosed with Autism when he was 3-years old. We also sought out child care for him at that time. We quickly learned that we had little to no child care available to us because of Alec's disability. I joined the ELC Board when he was 6-years old in hopes of assuring that child care was available to all children on an equal basis at least in Pasco and Hernando Counties. In the end, I believe that there are now more options open to parents of disabled children and I hope that the Committee continues to provide services that encourage the acceptance of disabled children in the centers. For me, the goal has been met and it is time to move on.

During my tenure on the Board, my son has passed through the third grade, fallen victim to the FCAT, and now repeats the third grade at Longleaf Elementary School. We have had a number of experiences with the school system that have let us know that there is room for improvement in terms of Exceptional Student Education. Not to say that the school system doesn't do a lot of things right in this regard. I just think that there's room for improvement as there is with all things.

Just as important, I also have a 7-year old neurotypical/even kind of gifted daughter who needs a quality education. I am most disappointed in the general lack of aspiration in our students. In the district where I attended school, (up North) everyone aspired to the Ivy League and then settled for what they got. Our kids aspire to less. Shouldn't they aspire to more?

So with that all being said, I don't know how we proceed with the co-chairmanship thing and look to you (Jim Farrelly) for advice on that."

Ms. Hammond congratulated Dr. Kanakis and stated the Board will miss him greatly, but he will be a tremendous asset to the School Board by providing a new perspective.

VII. Executive Director Report – Mr. Jim Farrelly

• Coalition Update

Mr. Farrelly welcomed Ms. Martoccio and thanked her for joining the Board. He also introduced Ms. Jennifer Roldan as a new Reimbursement Specialist for the Coalition.

Mr. Farrelly informed the Board that he is seeking approval for another potential Board member. Mr. David Lambert, II, is the Manager of Member Relations with Withlacoochee River Electric. Mr. Farrelly recommends him to the Board as a new member. There was a brief discussion on Mr. Lambert's credentials. Ms. Hammond requested a motion to approve Mr. Lambert to the Board. Ms. Arnett so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly requested a decision from the Board in regards to holding a meeting in December. He reminded the Board that the new meeting schedule will begin in January with meetings approximately every other month. Ms. Hammond agreed to cancel the December 17, 2009 Board meeting with the Board's permission to have the Executive Committee make decisions until the next Board meeting scheduled for January 28, 2010. Standing Committees will meet in December as scheduled.

Mr. Farrelly stated that the Coalition is required to do quarterly monitorings of the eligibility programs at each office. A contract has been signed to have these quarterly monitorings performed by Mr. Glenn Peters of St. Pete Beach.

Mr. Farrelly announced that President Johnson of Pasco-Hernando Community College has replaced Dr. Burt Harres on this Board effective January 1, 2010 with Ms. Bonnie Clark the Associate Provost of the college's Spring Hill Campus. Ms. Clark will also replace Dr. Harres on the Finance/Audit Committee.

Mr. Farrelly informed the Board that the monthly accounting services contract for \$5,000 with Childhood Development Services (CDS) has ended. A new contract has been signed for \$1,000 per month to keep CDS aware and informed of what the Coalition is doing so they will be able to step in and assist if necessary.

Mr. Farrelly commented that a meeting was held with about twelve (12) providers who have only a few or no children enrolled, are on the verge of going out of business and are looking at the Coalition for assistance. Mr. Farrelly agreed to help with marketing by establishing a contract with a marketing person who will work with and spend some time with each provider and their unique needs. This marketing will only be for the providers who attended this particular meeting, not all contracted providers.

Discussion followed on using volunteers with SCORE and RSVP, targeting centers in high-risk areas, hosting a marketing workshop for providers by someone who has a background or knowledge of early child care programs, prepare marketing print materials to share with all providers and encourage providers to join together as a community. Ms. Hammond stated the provider meeting forum may be the place to address the providers coming together as a community. She believes the Coalition should not lose sight of its mission to serve children by preparing them for educational success by focusing on making providers successful. Further discussion followed.

- **Review/Approval Interagency Cooperative Agreement with Pasco Hernando Jobs & Education Partnership Regional Board, Inc.**

Mr. Farrelly stated the agreement itself has not changed only the dates have been changed to reflect the current year(s) of service. Ms. Hammond requested a motion to approve the Cooperative Agreement. Ms. Arnett so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0910-26)**

Mr. Farrelly informed the Board that he has reviewed the By-Laws and there is nothing to prohibit a Vice Chair on a Committee. Ms. Hammond requested a motion to approve Mr. Joe Mascaro as Vice Chair of the Quality Committee. Ms. Arnett so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly reported that the Coalition has received a \$25,000 donation from the Hernando County Commissioners and that Commissioner Mariano was instrumental in helping to secure a \$20,000 community donation administered through United Way of Pasco.

Mr. Farrelly thanked Ms. Rawls for helping to set up today's fingerprinting procedure. Mr. Farrelly requested the Board's approval for a \$5,000 invoice from CDS for October's accounting services. Ms. Hammond requested a motion to approve the payment of the \$5,000 invoice. Ms. Arnett so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly informed the Board that the Coalition has been nominated for WEDU's "Be More Humble" award. He also stated that final interviews will be taking place on December 4, 2009 for both the Program Quality Manager and the Infant/Child Therapist positions.

VIII. Utilization Reports – Ms. Betsy Kier

Ms. Kier reported that the VPK numbers in Hernando county were lower this month than last year at this time which could directly be related to the economy and jobs as more families are going out of the county to work and finding child care within that county. Hernando School Readiness has 339 more children in care than last year with 44 more than last month. She reported that 29 children have been enrolled through the ARRA Unemployment Compensation program and 81 through the Educational Program with 57 rollovers from BG8's.

In Pasco, VPK is up by 33 children over last October and School Readiness up by 682 children. 51 children have been enrolled through the ARRA Unemployment Compensation program, 169 through the Educational Program with 78 rollovers. Mr. Farrelly commented that with the total being almost 10,000 children, the Coalition may have to consider a waiting list in January as our dollars are beginning to show a deficit for both counties if the Coalition continues to serve this many children. Based on the numbers, Mr. Farrelly stated his January report to the Board may include a recommendation to establish a wait list. A great deal will depend on how quickly the Coalition can move more children into the ARRA funded programs.

IX. New/Unfinished Business

None

X. Public Input

Ms. Miller reported that the audio system's volume kept going in and out; Ms. Hammond will have the Coalition check into improving the system.

XI. 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. Mascaro so moved. Without further discussion the meeting was adjourned at 9:50 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant