



**BOARD OF DIRECTORS
MEETING MINUTES
January 28, 2010**

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

Day/Date/Time: Thursday, January 28, 2010 – 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, Bonnie Clark, Jayne Goldstein, Dr. Steve Kanakis, David Lambert, Karen Livengood, Debi Martoccio, Joe Mascaro, Dave Meglay, Nicole Miller, Pat Mulieri, Beth Rawls, Teresa Suarez, Mary Beth Wehnes

Board of Director Members Present via Telephone/Video Conference: None

Board of Director Members Excused: Elizabeth Callaghan, Sonya Jackson

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Sheila Chambers, Pattie Eacobacci, Jim Farrelly, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier, Bonnie Klinginsmith, Ljuba Sevic, Mayna White

Guests Present: Dr. Burt Harres; Debbie Pfenning (on behalf of Sonya Jackson), Hernando County Schools; Jean Rags, Hernando County Commission Office

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. Mr. Meglay moved to accept this motion and Ms. Mulieri seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-27)**

- **Approval of Minutes, November 19, 2009 Board Meeting**

Ms. Hammond requested a motion to approve the November 19, 2009 minutes. Mr. Meglay moved to accept this motion and Ms. Miller seconded. There was no discussion. All were in favor with no abstentions and the motion carried. **(Action Item #0910-28)**

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

Monthly Statement of Financials – October and November, 2009

Ms. Susan Arnett, in Ms. Callaghan's absence, presented the October and November Financials. She directed the Board to October's financials and informed them several line items were over budget. The first was Travel due to two (2) staff members attending VPK trainings; secondly was Insurance due to the payment for the Director's Policy renewal and third, Contract Services due to the transition of services to CDS when the former Financial Director was on medical leave.

Ms. Arnett reported that November's financials also reflect several line items that were over budget. The first is for Occupancy due to a double payment for rent; the realtor could not locate October's check; a stop payment was issued. Contract Services was over budget due to the transition of services to CDS for the former Financial Director's medical leave. Board Related Expenses were over budget due to related fingerprinting costs. Ms. Arnett reported that for the year, the Coalition is still in good shape financially.

A discussion followed on paying the Coalition's bills on-line, a few of which are already paid electronically. Ms. Arnett suggested that this topic be placed on the agenda for the next Finance/Audit Committee Meeting.

Ms. Hammond requested a motion to approve the October Financials. Ms. Martoccio so moved and Ms. Miller seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0910-29)**

Ms. Hammond requested a motion to approve the November Financials. Ms. Mulieri so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0910-30)**

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

Ms. Hammond spoke of attending the WEDU luncheon along with several other Board members, staff and Mr. Jim Cook. She thanked staff and remarked how proud she was of the Coalition's accomplishments. Ms. Hammond also stated the Coalition had been well received at both the Dade City and Hernando Chamber of Commerce breakfasts which were sponsored by the Coalition.

Ms. Jean Rags, former Board member, thanked the Chair, Ms. Hammond, for her support and hard work on behalf of the Coalition.

At this time, Ms. Hammond and Mr. Farrelly presented Dr. Burt Harres with a plaque for his years of service on the Coalition's Board of Directors.

Ms. Hammond informed the Board that the State is evaluating whether licensing should reside with DCF or somewhere else. As an individual citizen, she believes that licensing should become part of the Early Learning Coalition's responsibility. Coalitions' monitors visit providers each year and deficiencies are reported to licensing. Ms. Hammond believes that transferring the responsibility to coalitions would save state dollars.

Discussion followed on the differences in monitoring between coalitions and DCF offices from county to county. Ms. Wehnes stated that seven (7) counties including Pinellas and Hillsborough are not under DCF's jurisdiction, but under another licensing agency.

IV. Program Committee – Mr. Dave Meglay

Mr. Meglay reported that the Program Committee has exciting news; the number of centers scoring below the monitoring minimum percentage is decreasing and more centers are achieving a higher monitoring score. Providers understand what is expected and know they have standards to meet to continue doing business with the Coalition. He stated that providers are also writing their own, more stringent, Corrective Action Plans and a recognition program is being discussed to honor those providers who exceed on the assessment tool.

Mr. Meglay stated that the available slots for children of parents in the unemployment compensation and training programs utilizing ARRA funds have been filled. Re-determinations are being transferred into ARRA funded slots. The Coalition has served approximately 1,500 more children this year than last year and approximately 300 children are now on the waitlist. A special meeting of the Board has been scheduled for Thursday, February 25, 2010 to discuss the Coalition's age range policy as our target population is 0-5 years of age, but we currently serve all children, ages 0-12.

Ms. Sheila Chambers, Provider Specialist, began her explanation of the Coalition's Provider Monitoring by distributing a handout of today's PowerPoint presentation (attached). She informed the Board that an average assessment usually takes about six (6) hours with centers having more than five (5) classrooms requiring two (2) Provider Specialists. All providers

will be monitored annually and, since mid-November, 70 assessments out of 355 have been performed.

Ms. Chambers informed the Board that with referrals to the Training or Curriculum Specialist(s), time spent on center corrections, as per the Corrective Action Plan on centers scoring below 80%, approximates into 60 hours of combined efforts.

Discussion followed on “best practices” and developing relationships with centers that have not been monitored in the past, and mentoring lower performing centers with the assistance of high performing centers.

V. Finance and Audit Committee – Ms. Elizabeth Callaghan

Ms. Arnett, in Ms. Callaghan’s absence, stated the Finance/Audit Committee report was covered earlier in the meeting.

VI. Quality Committee – Dr. Steve Kanakis

Dr. Kanakis introduced two (2) new staff members – Ms. Kim Borrego the Program Quality Manager and Ms. Bonita “Bonnie” Klinginsmith the Infant/Child Therapist. He informed the Board that the Quality Committee distributed over \$5,000 at the January meeting and the Quality budget was 41% expended with 45% committed. The Committee will be discussing allocating a percentage of the Quality budget to slots for the waitlist at their February meeting.

VII. Executive Director Report – Mr. Jim Farrelly

• **Coalition Update**

Mr. Farrelly welcomed three (3) new Board Members: Dr. Pat Mulieri, Ms. Bonnie Clark and Mr. David Lambert. Each new member briefly introduced themselves. He also introduced Ms. Kim Borrego, Program Quality Manager and Ms. Bonita “Bonnie” Klinginsmith, Infant/Child Therapist. Ms. Hammond requested Ms. Clark showcase a video of the Spring Hill PHCC campus to the Board.

Mr. Farrelly thanked Dr. Mulieri for sponsoring a Resolution from the Pasco County Commission acknowledging the Coalition is the most popular non-profit agency in the Tampa Bay area.

Mr. Farrelly informed the Board the search for the Financial Director will close on Friday, January 29, 2010 and a second round of interviews will include Ms. Elizabeth Callaghan and Mr. Dave Meglay. He assured the Board the Coalition’s finances were in good order under Ms. Betsy Kier, Acting Financial Director and the Coalition’s accounting consultant, CDS. He informed the Board that AWI’s financial audit has been delayed by two (2) weeks, now to commence on February 22, 2010.

- **Additional Mobile Outreach Vehicle**

Mr. Farrelly reported that a break-in had occurred on the original van while it was parked on Coalition property. There has been a re-occurring problem with gas being siphoned out of the van, but this (first) break-in resulted in the theft of the GPS and back up camera system and the handheld WASP scanner, total value of approximately \$3,000. The Coalition no longer feels that it is safe to store the van(s) on-site and has arranged for storage at a nearby locked facility. This facility gives the Coalition 24-hour access.

The good news, Mr. Farrelly reported, is the new van is nearing completion with the cabinet installation and will then be ready for the graphic wrap. A public event is tentatively being scheduled for the week of February 15th.

- **Waiting List**

Mr. Farrelly stated our Coalition was near last in the state to begin a waitlist. There are approximately 280,000 children, statewide, on waiting lists. The Coalition has served 1,500 more children this year than last and hopes to be able to open the waitlist on a “one in – one out” basis.

Mr. Farrelly informed the Board that providers were sent an e-mail informing them to provide a “Notice of Intent” on any incentives they were planning on applying for by February 5, 2010. This information will be reviewed at the February Quality Committee meeting. Ms. Hammond stated the waitlist has necessitated the special February Board meeting where the age parameters of children being served will be evaluated.

VIII. Utilization Reports – Ms. Betsy Kier

Ms. Kier referred the Board to page 1 of the report and stated this indicates School Readiness funds only with no ARRA funds. She stated the Coalition will spend out the majority of the ARRA funds this year, over and above the funds received for School Readiness through the AWI grant. In Hernando County, there were 100 fewer children served in December than the previous month. No new enrollments are being accepted unless they are WAGES clients or protective services clients. The Coalition is mandated to accept these children.

Projections were reviewed and the Board was informed the terminations were clients failing to re-determine, moving out of the area or children aging out of the program. Coalition income eligibility is done every three (3) months. Ms. Hammond stated the Coalition must do a better job forecasting the burn rate of funds so the Coalition does not go from serving 1500 children to only 500. Ms. Kier stated the Coalition is getting weekly updates from the site offices and is monitoring those numbers to better forecast and ensure that children have care.

Ms. Kier stated the waitlist in both counties began on January 5, 2010. By January 25 there were 67 children on Hernando’s waitlist. She reported that VPK numbers were lower in Hernando County.

In Pasco, Ms. Kier informed the Board, the cost per child is higher because of different rates paid to the providers. There are 131 children on the waitlist in Pasco County. Ms. Kier stated that an additional update will be provided at the February Board meeting.

IX. New/Unfinished Business

Ms. Arnett informed the Board that Disney is offering a free ticket for a “volunteer day” and suggested the Coalition offer a day of reading. She stated that United Way was offering a free program to assist families with tax preparation. Information is available by calling United Way at 211. Ms. Arnett also reported that United Way’s annual campaign had a \$40,000 increase from employee donations.

X. Public Input

None

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. Meglay so moved. Without further discussion the meeting was adjourned at 10 a.m.

Respectfully Submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant