



**BOARD OF DIRECTORS  
MEETING MINUTES  
July 22, 2010**

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

**Day/Date/Time:** Thursday, July 22, 2010 at 8:30 a.m.

**Location:** Early Learning Coalition of Pasco and Hernando Counties, Inc.  
15506 County Line Road, Suite 103  
Spring Hill, FL 34610

**Board of Director Members Present:** Lisa Hammond, Chair; Susan Arnett, Elizabeth Callaghan, James Cook, Jayne Goldstein, Dr. Steve Kanakis, Karen Livengood, Joe Mascaro, Dave Meglay, Beth Rawls, Mary Beth Wehnes

**Board of Director Members Excused:** Jo Ann Carman, Bonnie Clark, Dawn Haas, David Lambert, Nicole Miller

**Board of Director Members Via Phone:** Sonya Jackson, Debora Martoccio, Pat Mulieri

**Board of Director Members Absent:** Teresa Suarez

**Coalition Staff Present:** Kim Borrego, Sheila Chambers, Jim Farrelly, Nicole Gonzalez, Ramute "Jak" Jakubauskas, Betsy Kier

**Guests Present:** Diane Corbett, Consultant; Brittany Gillette, Kids Under Construction; Steve Habershaw, Solid Step Learning; Shari James, Kids Under Construction; Bruce Mykel, ABC Academy; Laurie Mykel, ABC Academy

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

Ms. Lisa Hammond, Chair, called the regularly scheduled meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors to order at 8:35 a.m. Introductions were made.

## **II. Action Items**

- **Adoption of Agenda**

Ms. Hammond requested a motion to approve the agenda. Mr. Meglay moved to accept this motion and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-01)**

- **Approval of Minutes, May 27, 2010 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the May 27, 2010 Board Meeting. Dr. Kanakis moved to accept this motion and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-02)**

- **Treasurer's Report – Ms. Elizabeth Callaghan, Chair**

Ms. Callaghan presented Financial Reports for May, 2010. She referred the Board to the Salary and Benefits line item and explained that the overage was due to incorrect calculations produced by a previous financial director. The overage in Equipment and Repairs was due to the purchase of telescoping mirrors for the new van and a front end alignment on the original van. Under Contracts, the overage is due to the expenditure for unanticipated financial services with CDS and the VPK Outreach and Awareness overage is due to funds spent but not yet invoiced to AWI.

Ms. Hammond requested a motion to approve the May, 2010 Financials. Mr. Meglay so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-03)**

For June's Financials, Ms. Callaghan stated the same reason for the overage in Salaries and Benefits. Under Office Supplies, this line item was spent on end of year purchases. Equipment and Repairs was due to overages on a copier lease. Contract overages were again due to the contract with CDS and on the Quality Initiative line item was due to \$26,000 being moved to another area.

Ms. Hammond requested a motion to approve the June, 2010 Financial Statement. Dr. Kanakis moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-04)**

## **III. Remarks from the Chair/Executive Committee Report – Ms. Lisa Hammond, Chair**

Ms. Hammond welcomed Mr. James Cook upon his return to the Board of Directors. She stated the Executive Committee had met and were reviewing policies such as consideration of a smoking policy at the main office and the satellite offices. The Board believes that it is important for staff to model good behavior for parents and their children and implementing a smoke-free campus policy is being discussed.

Ms. Hammond informed the Board that a new job description for Supervisor, Eligibility Resource and Referral was implemented. After one (1) year of having services in-house, these services were reviewed and improved by appointing three (3) supervisors, one (1) at each satellite office instead of having one (1) roving supervisor. She also stated that the Executive Committee approved the application of a faith-based child care provider to the Board to replace Sister Roberta and approved the return of Mr. Cook to the Board.

Ms. Hammond reported on Mr. Farrelly's performance evaluation. She stated she is more than happy with his performance during the past year. Since Mr. Farrelly has taken over as Executive Director, she has been able to back away from her involvement with staff and day-to-day operations; but, if an issue arises, she knows she will be the first informed. Ms. Hammond stated she is very pleased with how the Coalition is operating and the creativity being shown and that the Executive Committee was in full agreement. Ms. Hammond stated the two (2) awards the Coalition received this year are a testament to Mr. Farrelly's performance and leadership as the Executive Director.

Ms. Arnett agreed with Ms. Hammond and stated that she was also pleased with Mr. Farrelly's performance, but inquired if there was anything the Board could do to assist him. Mr. Farrelly stated that the Coalition has a five (5) year plan in place created by the Board and the guidance from this plan gives him a chart to follow for the next few years. The larger goal of where the Coalition will be in Pasco and Hernando County has been laid out through this plan. He stated that funding is always an issue and the Coalition's Foundation will be an opportunity for additional private dollars to come into the Coalition to benefit providers. Mr. Farrelly stated he welcomes any ideas, opportunities or suggestions from Board members.

Ms. Hammond stated she would like to see the Strategic Plan's Goals brought up for the new Board members and to re-affirm and identify priority items for the entire Board to focus on.

#### **IV. Program Committee – Mr. Dave Meglay, Chair**

Mr. Meglay reported at the July, 2010 meeting, the Committee continued their review of the centers that were below standards, discussing Corrective Action Plans (CAP) and centers that were above standards.

- **Committee Update**

Mr. Meglay reported that the Committee discussed raising the minimum standards on the Assessment Monitoring Tools from 80% to 85%. This will be effective as soon as the new tools are approved.

Ms. Hammond stated her concern was with the providers that fall below the minimum standard and the need to provide them with the necessary tools and support so they can meet the standards. Mr. Meglay stated that this is where the Corrective Action Plan comes into effect.

- **Approval, Monitoring Assessment Tools**

Mr. Farrelly stated the implementation date depends on the Board of Directors approval and roll out to the providers. The monitoring tools reflect minor changes from what has been approved in the past. There are five (5) different tools for various age groups. Discussion followed.

Ms. Arnett stated her concern for the providers that fall below 80%. It is not a significant number that fall below, but her preference would be if the Monitoring Assessment Tools are implemented, those providers that score between 80-85%, are given assistance so their scores will improve over the next year.

Mr. Meglay stated the changes being made are not substantial. If the standards are raised from 80% to 85%, the procedures are still going to be the same. Only 7% of the centers (those who scored between 80-85% during 2009-10) would not be eligible because of low performance.

Dr. Kanakis inquired how many centers have scored below 80%. Mr. Farrelly stated that 17% of providers scored below 80%, but most were in full compliance within forty-five (45) days. Further discussion followed.

Mr. Farrelly stated there will be mass information meetings for all providers. A minimum of three (3) meetings will be held, similar to the monthly provider meetings. The approved evaluation tools will be emailed to the providers and reviewed at one of the meetings. He explained that it takes approximately four (4) hours for a Provider Specialist to do an assessment. Challenging centers require more hours and staff. Additional staff will assist those centers that fall below standard.

Ms. Arnett inquired what is the main reason the providers are not meeting the minimum standards. Mr. Farrelly stated the main reason is a failure to implement a Coalition approved curriculum. The Coalition has a Curriculum Specialist on staff to assist the providers and also requires teacher/child interaction. We want to see staff with children. This has been one of the Coalition's challenges, and the Training Specialist spends a great deal of time working directly with providers.

Ms. Arnett moved for approval of the Monitoring Assessment Tools. Mr. Meglay seconded the motion. Mr. Cook was opposed, but the ayes carried the motion. (**Action Item #1011-05**)

- **Final Presentation, Provider Monitoring – Ms. Shelia Chambers**

Ms. Shelia Chambers, Provider Specialist, gave a presentation briefly reviewing the specific provider assessment tools. Physical environment was discussed which includes classroom and outside space; also health/environment which includes staff and children washing hands, nutrition, and allergies. CAP's were discussed and having the providers write their own goals.

Ms. Hammond inquired if Board of Director's members can go on a monitoring visit to a center. Mr. Farrelly stated that this may place the Coalition Board in a conflicted position; in the event of a termination of contract, the Board of Directors would be the provider's final appeal. However, Board members are always welcome to accompany Mr. Farrelly on scheduled visits to providers in order to familiarize themselves with center operations.

**V. Finance and Audit Committee – Ms. Elizabeth Callaghan, Chair**

• **Committee Update**

Ms. Callaghan reported the Coalition's bank account currently earns credits to offset bank fees, but the state requires an interest bearing account. The Coalition is waiting for a new Financial Director to be hired before further action is taken.

Mr. Farrelly explained the Coalition has two (2) bank accounts; one of which is interest bearing. Both accounts must be interest bearing and the interest returned to the state. The interest bearing account requires a fee for every transaction and has about 700 transactions a month because of EFT payments to providers. The Coalition is looking for alternatives.

Ms. Callaghan reported that a short term loan was funded by CDS in the past. The Coalition's goal is to reduce the amount of loan/credit needed each year. Mr. Farrelly reported that the short term loan was paid in full on July 9, 2010.

• **Approval of Budget, 2010-11**

Ms. Callaghan presented a budget recap for Fiscal Year 2010-2011. She stated the Finance Committee recommends approving the budget.

Ms. Callaghan requested a motion to approve the budget for FY 2010-11. Dr. Kanakis moved to accept this motion and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-06)**

**VI. Quality Committee – Mr. Joe Mascaro, Chair**

Mr. Mascaro reported that the Quality Committee met on July 13, 2010 and discussed the increase to 85% on the Monitoring Assessments and the effects on the Incentive Program. Also discussed was the implementation of the new incentive program – “Reduce, Reuse and Recycle” that will begin in July, 2010. This incentive replaces the “Start Up in Disaffected Areas”, and was explained at all provider meetings.

**VII. Executive Director Report – Mr. James Farrelly, Executive Director**

**A. Coalition Update**

Mr. Farrelly welcomed Mr. Cook and announced that Ms. Haas of Heritage Academy will be joining the Board as its Faith Based Representative, replacing Sister Roberta.

Mr. Farrelly reported in detail regarding a technical problem from AWI, which resulted in provider payments being paid, but having to be retrieved as the Coalition reimbursement did not arrive from the state in a timely manner. The Coalition has instituted internal procedures that may result in slight delay of payments to providers until funds are actually in our account. Fees incurred by providers will be reimbursed. Mr. Farrelly stated this situation will not reoccur.

Ms. Arnett inquired as to why this happened. Mr. Farrelly reported that the Coalition filed for those dollars on July 9, 2010 - a full week ahead of the usual date for payment. AWI believed there was an error in the amount so staff recalculated and refiled with no changes. The provider contract states they will be paid prior to the 20<sup>th</sup> business day, which is the 29<sup>th</sup> this month; however, the expected payment is scheduled for Monday, July 26, 2010. The total payment is \$1.2 million.

Ms. Callaghan requested a written explanation from AWI for the Board of Directors and requested Mr. Farrelly bring back the information received from AWI to the Board's next meeting.

Mr. Farrelly presented two (2) plaques from Tampa Bay Business Journal, informed the Board that six (6) providers will receive IBM Kid Smart Early Learning computers valued at \$2,600 each and Mr. Cook, Mr. Mascaro and Ms. Suarez served as judges. Eligibility for these computers was restricted to non-profit centers.

Mr. Farrelly reported that the \$200,000 in Community Development Block Grant Funds came from Mid-Florida Community Services for slots; there are no Administrative dollars charged. He announced a promotional video on VPK featuring Ms. Miller, Board of Director's Vice President. Mr. Farrelly played the video for the Board and informed them that Ms. Miller wrote the script. This video is on the Coalition's website under the VPK tab.

Mr. Farrelly reported on two events – "Eat Smart for a Healthy Start", which will feature lunchbox giveaways filled with ideas for healthy nutrition. Also, the Early Learning Conference is scheduled for October 23, 2010 at Crews Lake School – the theme is "You Make the Difference".

Mr. Farrelly introduced Ms. Diane Corbett, Consultant for eleven (11) providers who were in danger of going out of business. Her final report will be shared with all providers.

## **B. Provider Improvement Report, Ms. Diane Corbett**

Ms. Corbett reported that all providers were invited to participate. She worked with eleven (11); with four (4) being family child care homes and the rest centers. At the initial focus group meeting the discussion was about generic marketing strategies. She

visited each provider, spending 1 to 2-1/2 hours with each. Discussions included logos, signage, business cards, enrollment packets, and websites. Out of eleven (11) centers, only two (2) had websites, but these were not professionally done. They were provided with a list of ten (10) website providers. Also, some centers did not have a brochure for follow ups with parents who toured their facilities. Each provider was given a file folder with suggestions, and a list of beneficial websites was discussed. Each individual center also received a marketing plan.

The final tally of improved enrollment is as follows:

<u>Center</u>	<u>Initial visit % capacity</u>	<u>Ending % capacity</u>
1	50% (Infant program)	100% booked for fall
2	42%	48%
3	30%	42%
4	68%	Still Enrolling
5	58%	75%
6	84%	100%
7	70%	87%
8	100%	100%
9	100%	100%
10	13%	38%
11	17%	17%

In conclusion, Ms. Corbett reported that all providers agreed that this was a good project and they were all grateful for the fresh insight and encouragement (10 of 11 providers increased their enrollment).

### **C. Report, AWI Monitoring of Coalition Eligibility Offices**

Mr. Farrelly reviewed the AWI report of the monitoring of the Coalition's eligibility offices. Errors were evident, which contributed to reorganization of the field offices.

### **D. Report, Reorganization of Coalition Field Offices**

Mr. Farrelly reported that the three (3) field offices have been reorganized under a Field Office Supervisor at each site. This change saved \$30,000, which went to slots and will further reduce administrative costs. This change was implemented on July 6, 2010 and improvements have already been seen.

### **E. Approval, Centurion Computer Contract for FY 10-11**

Mr. Farrelly recommends approving the Centurion Computer Contract renewal for FY 2010-2011. Our experience with Centurion has been exemplary. The contract includes thirty (30) hours per month which are cumulative.

Ms. Hammond requested a motion to approve the Centurion Computer Contract for FY 2010-2011. Ms. Arnett moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-07)**

**F. Approval, Transfer of \$32,829.19 from Quality Budget to Administration, FY 2009-10 Funds**

Mr. Farrelly recommends approving the transfer of \$32,829.19 from Quality Budget to Administration Funds, FY 2009-2010. These were funds left over in the Quality Budget, and spent on anticipated office supplies, equipment and toner.

Ms. Hammond requested a motion to approve the transfer of \$32,829.19 from Quality Budget to Administration for FY 2009-2010 funds. Mr. Meglay moved to accept this motion and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-08)**

**G. Approval, Property and General Liability Insurance for FY 2010-11**

Mr. Farrelly requested approval of the Property and General Liability Insurance for FY 2010-2011 which has been reviewed by the Finance and Executive Committees. The increases are due to twenty (20) new staff and three (3) satellite offices. Mr. Roe of Roe Insurance will present to the Finance Committee in the near future. Ms. Hammond stated she would like this to go out to bid in February, 2011.

Ms. Hammond requested a motion to approve the Property and General Liability Insurance for FY 2010-2011. Ms. Callaghan moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-09)**

Mr. Farrelly reported on two (2) non-agenda items – he requested approval of a check for an Incentive Grant Award to the YMCA of the Suncoast for a total of \$18,517.61.

Ms. Hammond requested a motion to approve the check in the amount of \$18,517.61 to the YMCA of the Suncoast for an Incentive Grant Award. Ms. Arnett moved to accept this motion and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried.

Mr. Farrelly is recommending the appointment of the Executive Committee as the AD HOC Committee to hear the grievance from Kids Under Construction, relative to termination of their payment agreement, at the next Executive Committee meeting on August 19, 2010. Ms. Hammond supported this recommendation.

**IX. Utilization Reports – Ms. Betsy Kier, Assistant Executive Director**

Ms. Kier reported the Coalition spent out all remaining 2009-2010 School Readiness slot dollars as close to the penny as possible. There is \$2,000 remaining in Pasco County and

negative (\$40) in Hernando County. She stated there will be corrections and additions to utilize the final \$2,000.

- Hernando County in June, 2010 served 200 less children this year. VPK is holding steady.
- Pasco County in June, 2010 served an additional 158 children this year. VPK increased by more than 500 children. Pasco County has a larger summer VPK program.

Ms. Kier reported that we are enrolling now for VPK for 2010-2011. The School Readiness wait list as of June 15, 2010 is as follows:

- Hernando County – 115 children
- Pasco County – 303 children

Mr. Farrelly reported that the wait list is currently closed. Since the Coalition is working with \$2 million less this fiscal year, he is recommending, for at least the next month, to open up the waiting list on a one out/one in basis.

Ms. Hammond requested a motion to approve the one out/one in program to open up the wait list. Ms. Arnett moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried.

#### **X. New/Unfinished Business**

Ms. Arnett reported that the Pasco County Commission voted to keep \$250,000 for outside agencies in the budget, but this is subject to a last minute appeal which may impact dollars going to the Coalition. Commissioners Cox, Mariano and Hildabrand voted to keep the \$250,000.

#### **XI. Public Input**

None

#### **XII. 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 10:30 a.m.

Respectfully Submitted by:  
Ramute “Jak” Jakubauskas  
Administrative Assistant