



**BOARD OF DIRECTORS
MEETING MINUTES
September 23, 2010**

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

Day/Date/Time: Thursday, September 23, 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, Jo Ann Carman, Bonnie Clark, James Cook, Jayne Goldstein, Dawn Haas, Sonya Jackson, Dr. Steve Kanakis, David Lambert, Joe Mascaro, Dave Meglay, Beth Rawls, Teresa Suarez, Mary Beth Wehnes

Board of Director Members Excused: Karen Livengood, Debora Martocchio, Pat Mulieri

Board of Director Members Via Phone: Nicole Miller

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Jim Farrelly, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier

Guests Present: Brittany Gillette, Kids Under Construction; Heidi Rand, Mid Florida Community Services Head Start Director

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. Ms. Hammond welcomed Ms. Dawn Haas, Director of Heritage Academy in Zephyrhills to the Board as the new faith-based child care provider representative.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to approve the agenda. Mr. Meglay moved to accept this motion and Mr. Lambert seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-10)**

- **Approval of Minutes, July 22, 2010 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the July 22, 2010 Board Meeting. Mr. Meglay moved to accept this motion and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-11)**

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

Ms. Callaghan presented the Financial Reports for July, 2010. She referred the Board to the Training line item and explained that the 25% variance was due to fluctuation during the year depending on when the trainings occurred. The variance in the Dues/ Subscriptions/ Fees line item is due to the annual fee for membership in the Association of Early Learning Coalitions. Lastly, the Workers' Comp/Liability/Property insurance shows a slight increase in the premiums for this year due to the increased number of staff.

Ms. Hammond requested a motion to approve the July, 2010 Financials. Ms. Clark so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-12)**

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

Ms. Hammond stated the Executive Committee met last week and discussed personnel policies, specifically the smoking policy which will be covered later in the agenda. Also discussed was the taping of Board and Committee meetings which is being brought back to the Executive Committee for a second review and then to the Board for a decision.

- **Report and Recommendation, Provider Grievances**

Mr. Farrelly began by stating that two (2) grievances were heard on September 16, 2010 by the Executive Committee sitting as the Ad Hoc Committee. These were grievances related to the continuation of payment agreements for family child care home providers. These issues was initially brought to the Program Committee, as are all provider challenges, and the Program Committee agreed that the payment agreements should be terminated.

The providers were informed via certified mail that their payment agreements were being terminated and, in both cases, the providers appealed through the Coalition's grievance procedure. Mr. Farrelly explained that the grievance procedure requires that the issues be brought before the Ad Hoc Committee, which was done on September 16, 2010.

- **Grievance #1, Phyllis Burgess Family Child Care Home**

Mr. Farrelly explained this provider had been placed on a probationary license by DCF due to an infant suffering a broken leg while in care. Consequently, a \$500 fine was imposed by DCF. The Coalition's policy requires that when a provider is placed on a probationary license by DCF, that their payment agreement be revoked. This was done, their appeal was heard, and the Ad Hoc Committee voted to recommend the payment agreement with the Phyllis Burgess Family Child Care Home be terminated. This recommendation is now brought to the full Board for ratification, as per Coalition policy.

Ms. Hammond requested a motion to approve the termination of the payment agreement for the Phyllis Burgess Family Child Care Home. Dr. Kanakis so moved and Ms. Suarez seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-13)**

- **Grievance #2, Jayne Familette-Adams Family Child Care Home**

Mr. Farrelly explained that after two (2) failures to achieve a minimum passing score of 80% (the minimum requirement for FY 09/10) on the monitoring assessment tool, the Program Committee voted to cancel this provider's payment agreement. He informed the Board that on the first assessment, this provider scored a 66% and upon being reassessed the following month (July), they achieved a 75%.

After the second failure, the Coalition's procedure requires the provider's assessment be brought before the Program Committee who then recommended termination of the payment agreement. Ms. Familette-Adams was notified via certified mail of the termination of her payment agreement and she appealed.

Mr. Farrelly stated Ms. Familette-Adams presented a very convincing argument to the Ad Hoc Committee on September 16, 2010 in terms of where she was now versus where she was in July in regards to improvements she made and is planning to make to her facility. She also informed the Committee that she is the only 24/7 service provider in Hernando County serving a niche of parents and families that need 24 hour care. She also serves as an emergency respite care facility.

The Ad Hoc Committee voted to recommend the payment agreement with the Jayne Familette-Adams Family Child Care Home be continued for a three (3) month probation period which will end on or before December 16, 2010. Program development will continue along with unscheduled visits by Coalition staff and future assessment will be conducted by Coalition staff with results reported to the Program Committee.

Discussion followed on the improvements being made and if health and safety issues were involved. Ms. Miller stated the first question posed by the Committee related to health or safety violations. She commented that as a member of the Ad Hoc Committee she saw the assessment scores and six (6) of the seven (7) areas on the evaluation did show improvement.

Ms. Hammond stated the Ad Hoc Committee reviewed the primary concerns and since there were no major violations and the provider had made some improvements, the Committee looked at what could be a hardship to the community as a result of terminating the contract with this facility. She explained that the Committee made the recommendation of a three (3) month probationary period which would allow the provider to purchase additional materials and to fully implement a curriculum. The Committee thought it would be prudent to proceed with probation with continued support from the Coalition, periodic monitorings and unannounced drop-in visits to insure that Ms. Familette-Adams was continuing to make progress. Ms. Hammond stated it was a unanimous vote to give Ms. Familette-Adams a three (3) month opportunity to achieve the Coalition's quality standards.

Ms. Hammond requested a motion to ratify the Ad Hoc Committee's recommendation of a three (3) month probation for the Jayne Familette-Adams Family Child Care Home's payment agreement. Mr. Meglay so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-14)**

- **Honors to Retiring Board Member – Dr. Steven N. Kanakis**

Ms. Hammond and Mr. Farrelly presented Dr. Kanakis with a plaque upon his retirement from the Board of Directors and thanked him for his work in improving provider quality.

IV. Program Committee – Mr. Dave Meglay, Chair

- **Committee Update**

Mr. Meglay reported the Program Committee met on September 15, 2010 and discussed nine (9) providers that were currently under a Corrective Action Plan. Of these nine (9), three (3) had exceeded the minimum requirement on a follow up assessment and were no longer under corrective action. The Committee also reviewed twelve (12) additional providers that had scored in excess of 85%.

Mr. Meglay informed the Board that the Committee had also approved a curriculum, the "Kids R Kids, Core Curriculum."

- **Approval, Sliding Fee Scales, FY 2010-11**

Mr. Meglay stated the Program Committee had also reviewed and voted to approve the Sliding Fee Scales for FY 2010-11 because the Federal poverty level has not changed from last year's levels.

Ms. Hammond requested a motion to approve the Sliding Fee Scales for FY 2010-11. Dr. Kanakis so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-15)**

- **Amendment to School Readiness Provider Monitoring Procedure**

Mr. Meglay informed the Board that this amendment to the monitoring procedure will clarify the time line for the procedure which had not been clearly defined. Instead of saying a provider “will” be placed on probation it will state a provider “may” be placed on probation while under a Corrective Action Plan (CAP).

Ms. Hammond requested a motion to approve the amendment to the School Readiness Provider Monitoring Procedure. Dr. Kanakis so moved and Ms. Wehnes seconded. All were in favor with no abstentions and the motion carried. (**Action Item #1011-16**)

Discussion followed on an additional clarification of the following verbiage contained in the amendment: *“Provider will file goals and objectives of their CAP within ten (10) days of their SRPA. Once the CAP is approved, provider will have thirty (30) days to complete all goals and objectives within the approved CAP.”*

Ms. Hammond explained that if a provider fails to increase their assessment score or misses it by a single percentage point, there is a move to terminate. She believes the intent should be that the Program Committee has the flexibility to place a provider on probation instead of coming to the Executive or Ad Hoc Committee to make that determination. This decision should fall on the Program Committee because they take the time to thoroughly evaluate the information provided by staff. Probation is not something the Coalition has typically used in the past, but Ms. Hammond believes it is prudent the Coalition move in that direction.

Ms. Suarez stated that the provider discussed today had already gone through their CAP period and had not shown sufficient improvement **after** completing the CAP. She stated the amendment is saying **during** the CAP period a provider may be placed on probation. Mr. Meglay clarified by stating that if during the CAP period, Coalition staff visited the center and saw that progress was not being made, the Program Committee would have the ability to put the provider on probation. Ms. Suarez stated the amendment does not address this.

Further discussion followed. Ms. Hammond stated she is sending this amendment back to Committee to clarify the intent in verbiage to prevent any misunderstanding.

- **Proposed Change to By-Laws**

Ms. Hammond requested that Mr. Farrelly provide the legal background as to why this change is being recommended and bring it back to the next Committee and Board meeting.

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

- **Committee Update**

Ms. Callaghan stated the Finance Committee had met in August and September and at the August meeting, discussion continued on the Coalition’s bank account which needs to be

an interest bearing account with any interest earned returned to the state. A representative from SunTrust Bank was in attendance and explained the Coalition's accounts and options. Mr. Farrelly had been asked by the Committee to have other banks in the area researched for similar products and at the September 15, 2010 meeting, Mr. Cronin shared his findings from Wachovia and Bank of America with the Committee.

Based on the information provided, the Committee then determined that the Coalition would remain with SunTrust. A vote was taken to consolidate the two (2) current SunTrust accounts into one (1) account and to take this recommendation to the full Board. Ms. Callaghan stated that currently the interest earned is being "washed" by the fees. She informed the Board that the Coalition will now have to begin paying bank fees in order to submit the interest to the state, as required. The Coalition is only allowed \$100 per year in administrative banking expenses.

Ms. Callaghan stated the Finance Committee is bringing their recommendation to the Board for final approval to continue the Coalition's relationship with SunTrust Bank and consolidate two (2) accounts into one (1) account.

For clarification, Ms. Hammond reiterated that the Coalition currently has one account that has no transaction fees; it pays no interest, but there are no fees associated with it. Mr. Farrelly replied that was correct. Ms. Hammond stated the Coalition also has another account that earns interest, but the Coalition pays fees. Mr. Farrelly stated the Coalition is required to have its funds in an interest bearing account with all of the interest earned returned to the state except for \$100 per year. He explained the two (2) different accounts to the Board and stated the net impact to the Coalition will be banking fees; the amounts are not known at this time.

Mr. Farrelly informed the Board the Coalition has been out of compliance by not forwarding the required interest earnings to the state, but has not been penalized. Mr. Farrelly explained the state has the option to take a percentage of the Coalition's entitlement. Further discussion followed with a recommendation from Ms. Arnett to obtain information from other Coalitions' on their banking experiences and submit a combined report to local political leaders to show the hardship this type of policy causes across the state.

- **First Reading, Fiscal and Accounting Policies**

Ms. Callaghan stated that some minor modifications had been done to these policies and they had also been reviewed by Mr. Cronin. They will be brought back to the next Board meeting.

VI. Quality Committee – Mr. Joe Mascaro, Chair

Mr. Mascaro stated the Quality Committee had met on September 14, 2010 and explained the provider incentive applications are coming in slowly and believes there will be more interest after the conference on October 23, 2010. He informed the Board that currently

the Quality budget has been expended by 3% and committed for 4%. Discussion followed on the Infant/Therapist Position and the number of 2 and 3-year olds in need of therapy.

Mr. Mascaro asked Ms. Borrego to update the Board on the “Eat Smart for a Healthy Start” event. Ms. Borrego stated that UPS donated \$1,000 toward the purchase of lunch boxes for this event which took the place of the Jump Start event and was based on health and nutrition as a way to deal with child obesity issue.

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

A. Coalition Update

Mr. Farrelly welcomed Ms. Haas and informed the Board that Heritage Academy would be holding a Hallelujah Night event on October 31, 2010 for children as a Halloween alternative.

He informed the Board that the Coalition had received a plaque, in honor of winning the Tampa Bay Business Journal’s award, from one of the sponsors - Kirkland, Russ, Murphy & Tapp, CPA’s.

B. Approval, Memorandum of Agreement with Pasco County Head Start

Mr. Farrelly stated this is the annual agreement with Pasco County Head Start and the district school board of Pasco County. Only one change was indicated on page 3. Ms. Hammond requested a motion to approve. Ms. Arnett so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-19)**

C. Approval, COOP Plan FY 2010-11

Mr. Farrelly stated the Continuity of Operation Plan (COOP) prepared in the event of disaster, must be filed annually. Minor changes in staffing and contacts have been made with no changes in the plan itself. Ms. Hammond requested a motion to approve. Mr. Meglay so moved and Ms. Clark seconded the motion.

Discussion followed with Ms. Arnett inquiring if there was any other Board responsibility and Ms. Callaghan inquired about administering local activities from a regional location. Ms. Callaghan stated that since both the Pasco and Hernando Health Departments have a Public Health Preparedness Coordinator and this individual would be available to Coalition staff to ensure that the COOP plan is prepared properly, she recommends that this individual’s input be obtained. Ms. Hammond agreed that the Health Department should be contacted.

Mr. Farrelly suggested that this be done for the upcoming COOP Plan. The vote continued with all being in favor of the motion with no abstentions and the motion carried. **(Action Item #1011-20)**

D. Personnel Policy Revision: Smoke Free Coalition, 1st Reading

Mr. Farrelly stated that the current policy restricts smoking in the Coalition's office area only. On visits to Coalition offices he has witnessed parents and others in the outdoor area smoking with small children present. Mr. Farrelly is proposing, as an advocate to protect children, the revised policy.

Mr. Lambert does not believe the Coalition can control what a child's parents do and he does not believe this policy can be legally enforced since the Coalition leases the buildings and they are open to the public. Further discussion followed and Ms. Hammond recommended the policy be sent back for revisions that would include the words "tobacco free."

E. Progress Report, Strategic Plan

Mr. Farrelly directed the Board to the video screen and stated that several of the ten (10) items originally initiated by the Strategic Plan have been addressed, including the Foundation, Community Outreach, Providing Incentive Based Quality Funding to Providers, Provider Rate Increase, Establish a Base of Unrestricted Funds, Increase the Number of Children Served, Maintain and Continuously Improve the Cadre of High Quality Child Care Providers and Assure Availability of Child Care. Not yet addressed is the requirement to Conclude a Longitudinal Study of Children's Progress.

Mr. Farrelly indicated that in response to Board request, a Strategic Plan update will be presented semi-annually.

F. Board Self-Evaluation

Mr. Farrelly stated that Ms. Callaghan has shared an instrument and requested others for review. Mr. Farrelly has a format he will send to the Board for their input and discussion at the next Board meeting.

G. Report, State Changes to Coalition Board Membership

Mr. Farrelly stated that this past July, legislation was passed which changed the way Coalition boards are put together. The changes for this Coalition are few and rule making has not yet occurred so no changes are yet necessary.

He explained that currently the Coalition is required to have a County Health Director on the Board, currently from Hernando County, and the new rules would require that the Coalition invite the Pasco Health Director to join the Board in a non-voting capacity. The Coalition would be required to extend this invitation to every constituency that alternates counties.

The second change would be a requirement that Coalitions must have three (3) governor appointed members, currently this Coalition only has two (2).

A third change is that all members would be voting members regardless of constituency.

The final change would be that Board representation cannot be duplicated. This would affect the Coalition's Provider representation which currently has an "at-large member."

H. Update, Foundation for Early Learning

Mr. Farrelly stated the Foundation has received its certification as a non-profit from the IRS, is formally up and running and is planning a kick off event to take place this winter.

I. Update, Annual Conference Planning

Mr. Farrelly requested Ms. Borrego update the Board on the annual Conference scheduled for Saturday, October 23, 2010 and invited the Board members to attend. Ms. Borrego stated that as of this morning, 238 reservations have been received. Twenty-five (25) different presenters will offer sixteen (16) workshops and seventeen (17) vendors will be on-site. Ms. Borrego stated the for-profit vendors are charged a fee and all vendors have been requested to provide a door prize.

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

Ms. Kier stated the numbers in Hernando are down which is not a concern this early in the year with 400 less children less than last year. A total of 1,116 children were served in July and August in both Pasco and Hernando through a Community Development Block Grant through Mid-Florida Community Services. Ms. Kier stated in Pasco the numbers are also down by about 300 children. She stated that there are 250 additional children over last year in VPK in Pasco County.

Ms. Kier stated the wait list currently contains 650 children in both counties. Ms. Kier stated that out of every five (5) clients being seen, only one (1) is qualifying for assistance. In an effort to fill the open positions faster, the county offices are double booking appointments knowing that the majority of clients are not qualifying either because they are no longer working or have moved out of the area.

Mr. Farrelly stated the Coalition is in a good financial position due to the funds received for slots from Mid Florida. He does not recommend opening the wait list completely, but would like the Board to consider opening an additional 150 slots in Pasco and 50 in Hernando County.

Ms. Hammond requested a motion to approve opening the additional slots. Mr. Lambert so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried.

X. New/Unfinished Business

None

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