



**BOARD OF DIRECTORS
MEETING MINUTES
November 18, 2010**

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

Day/Date/Time: Thursday, November 18, 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, Jo Ann Carman, Bonnie Clark, James Cook, Dawn Haas, Sonya Jackson, David Lambert, Karen Livengood, Joe Mascaro, Dave Meglay, Nicole Miller

Board of Director Members Excused: Elizabeth Callaghan, Jayne Goldstein, Pat Mulieri, Beth Rawls, Teresa Suarez, Mary Beth Wehnes

Board of Director Members Via Phone: Debora Martoccio

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Pattie Eacobacci, Jim Farrelly, Nicole Gonzalez, Ramute "Jak" Jakubauskas, Betsy Kier

Guests Present: Ann-Gayl Ellis, Hernando County Health Department; Rich Linkul, Oak Hill Hospital; Heidi Rand, Mid-Florida Community Services

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. Clark seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-21)**

- **Approval of Minutes, September 23, 2010 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the September 23, 2010 Board Meeting. Mr. Meglay moved to accept this motion and Mr. Lambert seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1011-22)**

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

In Ms. Callaghan's absence, Mr. James Cook presented the Financial Reports for August, 2010. He explained the variance in Equipment Repairs/Maintenance being due to copies made exceeding the overage limits and the increase in Insurance-Workers' Comp/Liability/Property is due to the increased number of staff. The increase in Contract Services is due to the charges for financial services being provided by CDS.

Ms. Hammond requested a motion to approve the August, 2010 Financials. Mr. Meglay so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-23)**

Mr. Cook presented the Financial Reports for September, 2010 and again explained the variances under Equipment Repairs/Maintenance and Insurance-Workers' Comp/Liability/Property. Mr. Cook stated that a budget realignment will be necessary for the insurance as this amount will not decrease. He explained that the increase in Professional Fees was due to the annual audit and under Other, the amount of \$1,260 was the reimbursement to providers for the bank charges they incurred. The Coalition is seeking to have these funds reimbursed by the state.

A brief discussion followed on the copy machine overages and Ms. Arnett suggested that the Coalition contact Able Business.

Ms. Hammond requested a motion to approve the September, 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 #1011-24)**

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

Ms. Hammond spoke briefly on being in the press recently and stated she stands by the accomplishments made by the Coalition.

She stated the Executive Committee met and received an update on a legal request from a former employee. Also discussed were the taping of Board and Committee meetings and

the tapes becoming legal documents under the Sunshine Law. The Executive Committee recommended that taping be discontinued.

Mr. Farrelly then explained that the new “non-taping” policy began with Committee meetings held in November. He stated the Coalition has a system in place between staff, who back up the minutes recorded by Ms. Jakubauskas, and the Board and Committee members as they finalize and approve the minutes at their meetings.

Ms. Hammond informed the Board that Mr. Shane Harris of the Learning Tree Child Care Center was a guest at the last Executive Committee meeting.

IV. Program Committee – Mr. Dave Meglay, Chair

- **Committee Update**

Mr. Meglay reported the Program Committee’s reviews of centers under a CAP are becoming shorter as more providers make excellent progress with their assessments. He stated that on a recent list of twelve (12) providers who achieved the minimum score of 85%, seven (7) of the providers scored a 99%.

A brief discussion followed on the mathematical computations the assessment monitoring tool’s scoring system is based on. Ms. Livengood stated that more providers are taking pride in being held accountable for their roles in early education.

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

Mr. Meglay informed the Board that the wording on this amendment had been changed to now read “*During the CAP period, a provider may be placed on probation at the discretion of the Program Committee, which is responsible for such actions.*” He explained this concerns those providers who are placed on a CAP because their assessment score was below the minimum of 85%. Mr. Meglay reported the Program Committee discussed Probation as reflected in the new verbiage. Mr. Farrelly further explained that a provider that is placed on probation would receive no new School Readiness children until the CAP is resolved.

Ms. Arnett motioned to approve the amendment to the School Readiness Provider Monitoring Procedure. Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-25)**

- **Approval, Kids R Kids Core Curriculum**

Mr. Farrelly explained that the Coalition currently has nine (9) curricula on its approved list. This provider had made a presentation to the Program Committee who approved the new curriculum and is now recommending the Board approve the addition of this curriculum.

Ms. Hammond requested a motion to approve the Kids R Kids Core Curriculum. Ms. Arnett so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1011-26**)

- **Review, School Readiness Program Operating Procedures**

Mr. Farrelly reported that AWI has directed that all Coalitions have Board approval of the School Readiness Program Operating Procedures. He explained these procedures have been reviewed and approved by the Program Committee and would be brought back to the January Board meeting for a second reading.

- **Review, Workstation Security Policy**

Mr. Farrelly explained the additions on page 2 in regards to the mobile computing devices and remote access that indicates prior approval is required by either the Executive Director or the Assistant Executive Director. He explained these policies had been reviewed and approved by the Program Committee and would be brought back to the January Board meeting for a second reading.

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

- **Committee Update**

In Ms. Callaghan's absence, Mr. Cook stated the Finance Committee had met and discussed the Coalition's two (2) current bank accounts. He stated the first two (2) columns on the summary sheet are the accounts the Coalition currently has and the last three (3) columns are accounts available through the competing institutions. Mr. Cook stated that staff and the Committee recommended the consolidation of the existing accounts to the SunTrust NOW account.

Mr. Cook moved to adopt the SunTrust NOW account. Mr. Lambert seconded the motion. Discussion followed. Ms. Hammond inquired as to the cost. Ms. Kier stated the charges on the account, with saving dollars and still complying with state requirements, would be \$140 in fees, less than what the Coalition is being charged now for two (2) accounts.

Ms. Kier stated that SunTrust had reviewed the Coalition's bank account over the last twelve (12) months and the minimum required balance would not be an issue. Ms. Hammond inquired what is the net cost now and what will it be. Mr. Farrelly replied the net benefit would be a savings of approximately \$180.

Ms. Miller stated that for a point of clarification that the BOFA option actually earned .15% not 15%.

The vote continued with all in favor except Mr. Meglay who recused himself from voting due to his relationship with SunTrust. The motion carried.

VI. Quality Committee – Mr. Joe Mascaro, Chair

Mr. Mascaro stated the Quality Committee had met and that currently the Quality budget has been expended by 10% and committed for 12%. He explained that incentive applications from providers have been slow in coming in and the Committee may decide to present the Executive Committee with the option of transferring some funds from the Quality Budget to slots.

Ms. Borrego explained that incentives are being discussed at Provider meetings and providers are being encouraged to apply now rather than waiting until May. Discussion followed that included the “Letter of Intent” that was emailed to providers last fiscal year that contained a February deadline to submit information to help plan the spending of the Quality Budget as well as the Coalition being required to allocate 4% of its budget to Quality programs for providers.

Ms. Hammond recommended giving a deadline to providers again this year and encourages staff to provide assistance with paperwork at all provider meetings. Mr. Farrelly stated that a suggestion was made to divide the \$155,000 allotted for incentives into quarters and if the funds are not spent within that quarter they would then be transferred to slots. He stated that providers want to receive funds first and then submit receipts. Ms. Miller suggested doing a workshop on the paperwork involved for the incentive program. Ms. Livengood stated that she has offered other providers her assistance in helping to complete the necessary paperwork.

Mr. Cook stated he would endorse the change to the quarterly format and Mr. Farrelly explained the Quality Committee would have to vote on this change for next fiscal year.

Further discussion followed including Ms. Haas stating that she was not aware that multiple applications were possible. Ms. Arnett inquired what other coalitions are doing with Quality funds and Mr. Farrelly replied that he is not aware of any other incentive programs.

At this time Mr. Farrelly requested the Board return to the Finance and Audit Committee section and to the Fiscal and Accounting Policies. He explained that the minor changes in the policy have been approved by the Committee and have been brought back to the Board for a second reading.

Ms. Hammond requested a motion to approve the Fiscal and Accounting Policies. Mr. Meglay so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-27)**

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

A. Coalition Update

Mr. Farrelly stated the Coalition was at full personnel capacity with the recent hiring of Ms. Bev Doucet as the second Mobile Outreach Specialist. Ms. Doucet will begin after

the Thanksgiving holiday. He informed the Board that Ms. Shannon Dewey has moved into a Provider Specialist position.

Mr. Farrelly briefly explained that a new statewide monitoring assessment tool containing two (2) additional tools may be imposed on Coalitions. If this new system is approved, the Coalition is projected to require an additional eleven (11) new staff members with no additional dollars for administration anticipated to be allocated. Mr. Farrelly stated that a work group of Coalitions provided input to AWI.

Mr. Farrelly announced that the Coalition is again participating in the WEDU Be More Awards program for 2011 and encouraged all to vote for the Coalition.

B. Approval, 2010-11 Refugee Services Contract, \$30,000

Mr. Farrelly stated this contract has been approved by the Executive Committee and that it serves six (6) children in Pasco County. Ms. Hammond requested a motion to approve the 2010-11 Refugee Services Contract. Mr. Meglay so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-28)**

C. Approval, 2010-11 Memorandum of Agreement, Mid-Florida Community Services, Inc. and PHELIC

Mr. Farrelly stated this agreement is similar to the Coalition's already approved agreement with Head Start in Pasco County and is required by the federal government. Ms. Hammond requested a motion to approve the Memorandum of Agreement with Mid-Florida Community. Ms. Arnett so moved and Ms. Miller seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-29)**

D. Personnel Policy Revision: Smoke Free Coalition, 2nd Reading

Mr. Farrelly introduced Ms. Ann-Gayl Ellis of the Hernando County Health Department and Mr. Rich Linkul of Oak Hill Hospital. These individuals presented their experiences with respectively moving their organizations towards adopting tobacco-free environments.

Ms. Ellis distributed a handout from the American Cancer Society and stated that the Hernando County Health Department will be smoke-free as of October 1, 2011. She stated that 80% of people who see a "No Smoking" sign will comply.

Discussion followed that included smoking cessation opportunities for staff, a budget for related expenses such as signs, and working with Coalition landlords to post signs. Mr. Lambert stated he believes this is a good policy but inquired who would enforce the "no smoking" in the "exterior of all premises and parking lots" and what the liability would be. How would the Coalition enforce a personnel policy on the public? Mr. Meglay agreed that because the Coalition's property is leased, the Coalition cannot tell people what to do on public property.

Further discussion followed including signage on property, having non-smoking materials available in all lobbies, having a “breathe easy zone,” disciplining employees who violate the policy, and deleting the words “and visitors” from the policy.

Ms. Livengood stated this policy may deter providers from attending meetings and trainings at the Coalition because they will not be able to smoke on the premises.

Ms. Hammond stated there are pros and cons to plan for and a decision to be made on how to educate, support and advertise this policy. She believes there is not enough information for the Board to collectively support the policy. More information must be obtained on enforcement and personal rights and what it would mean for visitors.

Mr. Meglay stated he agrees the Coalition should be smoke free by July 1, 2011 and suggests establishing a committee to set policy.

Mr. Farrelly stated the Board has two options – either agree to commit the Coalition to be “tobacco-free” as of July 1, 2011 with a plan to be established or, table it and bring back an implementation plan.

Mr. Meglay made a motion to commit the Coalition to be “tobacco-free” as of July 1, 2011 with a plan to be established and Ms. Arnett seconded this motion. All were in favor with no abstentions and the motion carried.

E. Board Self-Evaluation

Mr. Farrelly stated his research indicated that in January of 2007, the Board had worked on a Board Self-Evaluation but it had been tabled due to issues related to the Sunshine Law. He suggested having a Committee or an Ad Hoc committee review the concept and bring it back for further discussion.

Mr. Meglay inquired if the self-evaluation was necessary and would it help the Coalition grow. Ms. Arnett stated it would be Best Practice for the Board as a whole and that auditors may see it as an issue on 990’s in the future. It was agreed that options would be considered at the next Executive Committee meeting.

F. Report, Early Education Annual Conference

Ms. Borrego gave a brief overview of the conference and read from the list of comments the Coalition received from attendees. The Coalition will be seeking a new, larger facility to accommodate next year’s conference.

Ms. Hammond congratulated and commended staff on a highly organized and well-run conference.

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

Ms. Kier stated the numbers in Hernando for VPK are down twenty-one (21) children from last year and staff will be contacting parents to enroll their children in this free

program. In Pasco County, School Readiness is down 498 children from last year but VPK is up 92 children.

Mr. Farrelly stated the wait list currently has approximately 450 children and the Coalition is in good shape financially to open the wait list. With 192 children on the wait list in Hernando County, Mr. Farrelly recommends opening 150 slots. There are 268 children on the wait list in Pasco County and Mr. Farrelly recommends opening 225 slots. He believes this may eliminate the wait list by January.

Ms. Hammond requested a motion to approve Mr. Farrelly's recommendations on opening slots in both Pasco and Hernando counties. Ms. Arnett moved to accept this motion and Ms. Miller seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Livengood stated that 4-year olds are waiting for VPK services in Pasco County pending the Head Start wait list in public schools. She knows the Coalition works collaboratively with the schools but suggests having these children put into a VPK program with a private provider to help prepare them for school. Ms. Hammond suggested that Mr. Farrelly reach out to advise parents about the Coalition's VPK program and Mr. Farrelly stated he would facilitate a discussion between Head Start and the public school representative, Ms. Rawls.

IX. New/Unfinished Business

None

X. Public Input

Ms. Heidi Rand, Executive Director for Mid-Florida Community Services commended Mr. Farrelly. She stated she sits on the board of two (2) other coalitions and Mr. Farrelly does a better job of running this Coalition with less staff. She explained that one of the coalitions has 71 staff members and over 2,000 children on the wait list.

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. Ms. Arnett so moved and Ms. Miller seconded the motion. Without further discussion the meeting was adjourned at 10:25 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant