



**BOARD OF DIRECTORS
MEETING MINUTES
January 27, 2011**

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

Day/Date/Time: Thursday, January 27, 2011 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; Elizabeth Callaghan, Jo Ann Carman, Bonnie Clark, James Cook, Jayne Goldstein, Dawn Haas, Sonya Jackson, David Lambert, Joe Mascaro, Dave Meglay, Beth Rawls, Teresa Suarez, Mary Beth Wehnes

Board of Director Members Excused: Susan Arnett, Karen Livengood, Nicole Miller

Board of Director Members via Phone: Debora Martoccio, Pat Mulieri

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Pattie Eacobacci, Jim Farrelly, Nicole Gonzalez, Ramute "Jak" Jakubauskas, Betsy Kier, Connie Houtz Porter, Ljubica Sevic

Guests Present: Sonya Bosanko, ELC of the Nature Coast, 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 adopt the agenda. Ms. Clark moved to accept this motion and Mr. Lambert seconded. All were in favor with no abstentions and the motion carried. (**Action Item #1011-30**)

- **Approval of Minutes, November 18, 2010 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the November 18, 2010 Board Meeting. Mr. Meglay moved to accept this motion and Ms. Clark seconded. All were in favor with no abstentions and the motion carried. (**Action Item #1011-31**)

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

Due to the new format, Ms. Callaghan referred her comments to Mr. Farrelly. Mr. Farrelly introduced Ms. Sonya Bosanko, Executive Director of the ELC of the Nature Coast and this Coalition's Interim Financial Director, giving the Board a brief background of Ms. Bosanko's experience.

Mr. Farrelly explained that to correct errors compounded by former Finance Directors, Ms. Bosanko recreated the Coalition's financials for the entire 2009-10 fiscal year. Additionally, Ms. Bosanko has created a simpler, more objective reporting system.

Mr. Farrelly stated that due to the changes in the accounting format, four (4) recommendations are on the agenda requiring Board approval. He explained that the first item is the approval of the new revised format; second is a waiver to the Coalition's Fiscal and Accounting Policies changing the frequency of the financial reporting from monthly to year to date; third is a recommendation to approve a revised budget for FY 2011; and fourth is a recommendation to approve the actual Financial Statement presented.

Ms. Bosanko reviewed and explained the three (3) page Financial Statement to the Board beginning with the Statement of Income which captures every dollar that comes to the Coalition. She then explained the Expense line items and that the State of Florida expects the Other Cost Accumulators (OCAs) to be billed this way in order for the Coalition to be reimbursed. Ms. Bosanko explained that each expense must qualify and she has found this format to be the most effective and efficient way to capture expenses.

Ms. Bosanko continued explaining the line items and explained that the financials show the net income on a year to date basis from July 1st through December 31, 2010 and they indicate the percentage of the budget actually spent.

Ms. Callaghan stated that Ms. Bosanko did an excellent job, but she would like to see a list defining each acronym. Mr. Lambert requested a further break down of what is in each account such as salaries, utilities, etc. Ms. Bosanko responded that the "break down" report will go to the Finance Committee and both the "roll-up" and the "break down" reports will be generated for the Board.

Ms. Hammond inquired if the description field in QuickBooks would allow more information for the various line item acronyms to be presented. Ms. Bosanko explained that the fields have limited keystrokes, but would try to provide better descriptions.

A discussion followed on bringing the new SAGE accounting system on-line as of July 1, 2011, if Ms. Bosanko feels it can be done, and the possibility of doing payroll in-house. Ms. Hammond stated a case would have to be made to bring payroll in-house due to IRS rules and regulations.

Ms. Hammond requested a motion to approve the revised Financial Statement format. Ms. Clark so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-32)**

Ms. Hammond requested a motion to create a waiver to the Fiscal and Accounting Policies due to the frequency of required Financial Statement reporting. Ms. Suarez so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-33)**

Ms. Hammond requested a motion to approve the revised budget for FY 2011 as contained within the revised Financial Statement. Mr. Meglay so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-34)**

Ms. Hammond requested a motion to approve the Financial Statement for the period of July-December, 2010. Ms. Clark so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-35)**

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

On Ms. Hammond's behalf, Mr. Meglay provided the Executive Committee Report. Mr. Meglay stated the Committee met on January 20, 2011 and discussed the required financial payback to AWI as a result of Ms. Bosanko's work. Mr. Farrelly explained that Ms. Bosanko had discovered that \$190,907.29 was owed to AWI for over billing of expenditures for School Readiness. This was offset by under expending in VPK, but the State will not allow an offset which would have resulted in only approximately \$17,000 being repaid.

Ms. Hammond requested a motion to approve repayment to AWI for School Readiness expenses for FY 2009-10 in the amount of \$190,907.29. Mr. Lambert so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-41)**

Mr. Meglay continued, stating that the Quality Committee, chaired by Mr. Mascaro, had voted to move \$16,686.97 from the Quality Budget to School Readiness slots.

Ms. Hammond requested a motion to approve the transfer of \$16,686.97 from the Quality Budget to School Readiness slots. Mr. Lambert so moved and Ms. Carman seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1011-39**)

Mr. Meglay stated the Executive Committee also discussed the implementation of a Tobacco Free Policy and both the Pasco and Hernando Health Departments will be available to assist staff with smoking cessation programs.

Ms. Hammond requested a motion to discuss the Tobacco Free Policy. Mr. Meglay so moved and Mr. Mascaro seconded the motion. Mr. Lambert stated he opposes the policy, but would go with the will of the Board. He inquired how the Coalition would control staff going off property. Mr. Cook agreed and stated he does not believe in smoking in the building or Coalition vehicles.

Discussion followed on how restricting smoking relates to the Coalition's mission, the availability of smoking literature for staff, clients and guests, staff leaving the property to smoke, how smoking would be permitted during break time, and how allergies to perfumes and colognes can also affect staff and clients.

Ms. Hammond requested a vote to accept the proposed Tobacco Free Policy. There were eight (8) ayes and two (2) nays (Mr. Lambert and Mr. Cook voted against the policy.) The motion carried.

Mr. Meglay continued with the Executive Committee report stating that AWI had submitted their annual program monitoring audit report and that it was an excellent audit. AWI staff reviewed 35 School Readiness client files, 32 VPK client files and 29 provider files. The only information lacking was in data entry into the EFS system. Mr. Farrelly explained that the monitoring had occurred in May and the Coalition has just recently received the report. All errors have since been corrected and the Coalition's own monitoring consultant has reviewed the files and given the Coalition an excellent initial report.

Mr. Meglay stated the Executive Committee also discussed Board self-evaluation. Sunshine Law is a concern. Mr. Farrelly recommended that an Ad Hoc Committee be formed to review a self-evaluation format and provide feed back to the Board. Ms. Hammond requested volunteers to form an Ad Hoc Committee and Ms. Callaghan and Mr. Cook volunteered.

Ms. Hammond informed the Board that Mr. Meglay has submitted his resignation as Chair of the Program Committee due to time constraints and that Ms. Goldstein is interested in accepting the position of Chair. Ms. Hammond requested a motion to appoint Ms. Goldstein as Chair of the Program Committee. Mr. Meglay so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly thanked Mr. Meglay and stated that Mr. Meglay took the Program Committee through a crucial time and on to a new stricter and higher quality standard.

IV. Program Committee – Mr. Dave Meglay, Chair

- **Committee Update**

Mr. Meglay reported that the Program Committee met on January 20, 2011 and reviewed the providers that were assessed. He informed the Board that HLDC had been re-assessed and scored a 93%. The Committee is also discussing a requirement to have all family child care homes licensed, not just registered.

Mr. Farrelly stated that Ms. Borrego had made a presentation to the Pasco County Commissioners regarding the licensing of family child care homes and he believes it can be done with a resolution prepared by the County Attorney. If approved in Pasco County, a resolution will then be requested of the Hernando County Commissioners.

Mr. Meglay stated the School Readiness Program Operating Procedures is being presented for a second reading.

Ms. Hammond requested a motion to approve the School Readiness Program Operating Procedures. Ms. Clark so moved and Ms. Callaghan seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-36)**

Mr. Meglay stated the revisions to the Workstation Security Policy are being presented for a second reading. Ms. Suarez stated the word “sensitive” was misspelled.

Ms. Hammond requested a motion to approve the revised Workstation Security Policy with the appropriate correction. Mr. Mascaro so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-37)**

Mr. Meglay informed the Board that a typographical change was noted in the Coalition’s By-Laws in Article VI, Section 2, Part D which should be changed to reflect Finance Chair not Program Chair.

Ms. Hammond requested a motion to correct the Coalition’s By-Laws. Ms. Suarez so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1011-38)**

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

- **Committee Update**

Ms. Callaghan stated the Finance Committee had met on January 19, 2011 and discussed the findings of the Interim Finance Director including a detailed seventeen (17) page report and the five (5) recommendations for the Finance Committee that had been derived from the report. Ms. Callaghan stated the Committee had also discussed the approval of a \$6,786 payment for unemployment taxes.

Ms. Hammond requested a motion to approve the payment of \$6,786 for unemployment taxes to the Florida Department of Revenue. Mr. Meglay so moved and Mr. Lambert seconded the motion. All were in favor with no abstentions and the motion carried.
(Action Item #1011-40)

VI. Quality Committee – Mr. Joe Mascaro, Chair

Mr. Mascaro stated the Quality Committee had met on January 11, 2011 and discussed the transfer of funds detailed in Mr. Meglay's Executive Committee Report. Mr. Mascaro stated that the Quality Committee will be discussing the allocation of additional funds from the Quality Budget to School Readiness slots. The Committee will also be approving a letter to send to providers advising them to reserve any reimbursements for Quality dollars by the first week of March.

Mr. Mascaro informed the Board that he believed it prudent to continue to have these funds in the Quality Budget for FY 2012 to benefit providers.

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

• Coalition Update

Mr. Farrelly stated the ELC of Lake County was conducting their Early Education Tour of 2011 by visiting ten (10) counties and had requested a stop in Brooksville. This Coalition made arrangements for the tour bus to stop at Eden Christian School at 3 p.m. this afternoon and Board members were invited to attend.

Mr. Farrelly explained that the age range change deadline of January 1, 2011 had passed with no difficulties experienced.

He informed the Board that *Hernando Today* had printed an unflattering editorial in regards to Hernando County's recent split vote to fund \$20,000 for School Readiness. Mr. Farrelly has written a rebuttal letter to the editor which should be published within the next few days. Mr. Cook has also written a letter in response to the printed idea of no tax dollars for "baby sitting."

Mr. Farrelly reported that the Foundation's kick-off event, **Kickin' Cook Out** is scheduled for Saturday March 12, 2011 at the Rotary Pavilion located at State Route 52 and the Suncoast Parkway. The Rotary has donated the \$700 fee to use the facility and an anonymous donor has contributed \$5,000 of seed money to the Foundation.

Mr. Farrelly also reported he has recently spoken at two (2) legislative town hall meetings on the importance of early education and the Coalition has produced a new publication entitled "SPOTLIGHT on Providers." SPOTLIGHT is written by providers and published by the Coalition. Each cover will showcase a provider's or a Coalition

staff member's child, rather than clip art. The first issue has Ms. Pattie Eacobacci's daughter on the cover.

- **School Readiness Screening Program – Ms. Connie Houtz, Child Screening Specialist**

Mr. Farrelly introduced Ms. Houtz who coordinates the School Readiness Ages & Stages Questionnaires (ASQ). Ms. Houtz explained that ASQ is a tool used to identify children who may be at risk of developmental delays. School Readiness children are assessed twice a year through an on-line system and, if required, a child is referred to one of the Coalition's Inclusion Specialists. She distributed an informational flyer (attached).

Ms. Houtz informed the Board that a new screening tool will be available soon, at the suggestion of AWI, to assess children's social and emotional development. Ms. Houtz stated 98-99% of the ASQs are completed by providers and that the ASQ is written at a 4th grade level with illustrations and is self-explanatory so training providers on its use is not mandatory.

- **Mobile Outreach Vans, 2010 Utilization Report – Ms. Kim Borrego, Program Quality Manager**

Ms. Borrego offered the following report on how many centers the Mobile Outreach vans have visited as well as their participation in other community events:

- Centers visited in Hernando County – 443
- Centers visited in Pasco County – 1,409
- Provider meetings attended in Hernando County – 5
- Provider meetings attended in Pasco County – 9
- Community Partnership Events in Hernando County – 7
- Community Partnership Events in Pasco County – 19
- Other Events in Hernando County – 10
- Other Events in Pasco County – 18
- Number of resource items signed out in Hernando County – 2,019
- Number of resource items signed out in Pasco County – 5,793
- Number of books given out at events in Hernando County – 1,688
- Number of books given out at events in Pasco County – 2,878

Mr. Farrelly stated the Mobile Outreach Specialists now confirm their daily appointments to visit providers prior to leaving the office.

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

Ms. Kier stated the Utilization Reports for School Readiness have a new format. She explained the \$324,451.90 deficit for the end of the fiscal year will be offset by the natural attrition of 7% of children not re-qualifying for services. No additional slots are recommended to be opened at this time.

Ms. Kier stated the lower VPK enrollments for December in Pasco County were due to the timing of school closures for the holidays. The Board will see a jump in enrollments in January which are expected to even out in February.

Ms. Kier reported that differences in report appearances are because they are now being prepared by the Interim Financial Director. Ms. Bosanko explained this is the format used by the ELC of the Nature Coast and next month's VPK report will be in the same format.

IX. New/Unfinished Business

None

X. Public Input

None

XI. Adjournment

Ms. Hammond requested a motion to adjourn this meeting of the Board of Directors of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Mr. Meglay so moved and without further discussion the meeting was adjourned at 9:55 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant