



**BOARD OF DIRECTORS
MEETING MINUTES
July 28, 2011**

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

Day/Date/Time: Thursday, July 28, 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; Jo Ann Carman, Bonnie Clark, James Cook, Jayne Goldstein, Joe Mascaro, Patrick McHugh, Dave Meglay, Pat Mulieri, Angela Porterfield, Heidi Rand, Teresa Suarez

Board of Director Members Excused: Ann Gayl Ellis, Richard Forrester, Debi Martoccio

Board of Director Members via Phone: Dawn Haas

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Christine Dyal, Pattie Eacobacci, Linda Fay, Jim Farrelly, Sharon Hayes, Jak Jakubauskas, Betsy Kier, Katie Nelson, Robbin Schumacher

Guests Present: Nicole Miller, Mary Beth Wehnes

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 8:36 a.m. Introductions were made.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Ms. Clark so moved and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. **(Action Item #1112-01)**

- **Approval of Minutes, May 26, 2011 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the May 26, 2011 Board Meeting. Ms. Goldstein stated that under Action Item #1011-56, she did not second the motion. The May 26, 2011 minutes will be corrected and presented for approval at the September 22, 2011 meeting.

- **Treasurer's Report – Mr. James Cook, Chair**

Mr. Cook stated the financials covered the period through June 30, 2011. He distributed a Financial Statement OCA Year 2010-2011 (attached) to the Board. Mr. Cook explained this sheet provides the OCA code, the code definition, the state allowable percentage and the Coalition's actual cost percentage. He also explained the 4-page Profit and Loss Statement included in the Board packet and indicated the excellent job staff had performed over the year.

Mr. Cook motioned to approve the Financial Statements through June 30, 2011 and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-03)**

Ms. Hammond inquired what percentage of the budget actually went to services for children. She was informed it was 81% with 70% being the minimum. She thanked the staff for an excellent job.

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

- **Executive Director's Annual Survey Results**

Ms. Hammond stated that the Executive Director's annual evaluation survey had been completed by all Board members. She distributed the attached 2-page document and requested Board members note on the Goals for 2011/2012 page what they believe Mr. Farrelly's top two (2) goals for this year should be. Ms. Hammond stated this would assist Mr. Farrelly by giving him direction to focus on the top priorities for this year. Ms. Hammond requested that this form be completed and returned to her by the end of the meeting.

Ms. Hammond invited Board members to share their feedback on Mr. Farrelly's performance over the last year.

- Ms. Mulieri stated Mr. Farrelly has done an excellent job.
- Ms. Porterfield stated his leadership and ability to put together a quality staff far surpasses anything that has been done in the past. She stated the Coalition is far better run than other similar organizations.

- Ms. Suarez stated she believes it critical that Mr. Farrelly's role should include working with the legislature on behalf of children to reduce financial cuts to programs.

Ms. Hammond stated that as a business person she is against the Coalition being totally dependent on the state which is why the Foundation was established - to find other sources of funding. Mr. Farrelly briefly discussed the Foundation and the upcoming fund raising events. The first is "Eat Smart for a Healthy Start" and a classic car show scheduled for Sunday, September 25, 2011. Mr. Farrelly also informed the Board that sponsorship letters have been sent to the Coalition's largest vendors requesting their financial support during the September event. He also informed the Board that all Coalition staff who work on behalf of the Foundation do so as volunteers.

- **Honors upon Board Retirements**

Ms. Hammond and Mr. Farrelly recognized outgoing Board Members – Ms. Nicole Miller and Ms. Mary Beth Wehnes for their dedication to the Coalition's Board of Directors with commemorative plaques.

- **Selection of Vice Chair**

Ms. Hammond explained that with the recent retirement of Ms. Miller, an opening for Vice Chair is available. The Vice Chair would serve in her stead if she was unavailable. Ms. Hammond requested nominations from the floor for the position of Vice Chair.

Mr. Cook nominated Mr. Meglay; there were no other nominations from the floor. Mr. Meglay accepted the nomination. Ms. Hammond requested a second to Mr. Cook's nomination to approve Mr. Meglay as the Vice Chair. Mr. Mascaro seconded the nomination. All were in favor with no abstentions and the motion carried. **(Action Item #1112-04)**

IV. Program Committee – Ms. Jayne Goldstein, Chair

- **Committee Update**

Ms. Goldstein stated the Committee met and reviewed twenty-one (21) providers currently under a Corrective Action Plan (CAP). These providers are currently receiving training and other services. An additional seven (7) providers scored an 86% or above on their assessment scores.

- **Third Reading, Revisions to School Readiness Provider Monitoring Policy**

Mr. Farrelly stated this policy was ready for action as it had been reviewed at the last Board meeting. He explained there were only a few basic changes, the first is changing the term "payment agreement" to "contract" and on page 4, changing the way of dealing with provider monitoring by allowing high scoring providers to receive a shortened assessment during the third year. Also included on page 5 was verbiage suggested at the last meeting for providers who do not meet the minimum requirements.

Ms. Hammond requested a motion to approve the School Readiness Provider Monitoring Policy. Mr. Meglay so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-05**)

- **Revisions to School Readiness Provider Monitoring Assessment Tool**

Mr. Farrelly explained the Coalition convenes a meeting of providers annually to review the assessment tools. This year revisions were minor on both the Center assessment tool and the Family Child Care Home tool. The providers would like to see the ratios required by their accrediting agency reflected in the tool, when the provider is accredited by Gold Seal or another accrediting agency.

Ms. Hammond requested a motion to approve the revisions to the School Readiness Provider Monitoring Assessment Tool. Mr. Meglay so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-06**)

Ms. Goldstein informed the Board that a graph prepared by Ms. Borrego for the last Program Committee meeting pointed out an increase in high scoring providers during FY 2010-11 compared to FY 2009-10. High scoring providers increased in FY 2010-11 by 44% versus 36% in FY 2009-10.

V. Finance and Audit Committee – Mr. James Cook, Chair

- **Committee Update**

Mr. Cook stated the Finance Committee met and reviewed the financials discussed earlier. Also discussed was the approximate \$300,000 in match dollars that must be raised. In FY 2010-11, the Coalition only raised approximately \$28,000. Mr. Cook also discussed the two (2) separate Profit and Loss statements that are produced by staff. He does not believe that both statements are necessary and recommends the elimination of the Profit and Loss statement for Classification retaining the Profit and Loss by OCA. He explained that the general ledger contains every financial transaction and the Profit and Loss statement accumulates that information as well as the information required by the state.

Mr. Meglay agreed and stated the Board does not require that much detail. Ms. Porterfield also agreed and stated that staff time is valuable and she is comfortable with Mr. Farrelly's recommendations.

Ms. Hammond requested a motion to discontinue the preparation of the Profit and Loss statement for Classification retaining the Profit and Loss statement by OCA. Ms. Rand so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Cook explained he has begun a "look at the numbers behind the numbers" and this month has discovered that forty-four (44) children are being provided services in centers outside of Pasco and/or Hernando County. The families live in these counties, but have placed their children in centers in the counties where they are employed. Another

question raised during the meeting was how many single parents in our area are female. Mr. Cook's research showed that only state-wide information is available and that number is 300,000 who have children under the age of six (6).

- **Second Reading, Match Solicitation Policy**

Mr. Farrelly explained the Coalition does not meet the state's annual match requirement. The Coalition must do better and show due diligence as this year's match requirement will exceed \$300,000. If this amount is not raised, the difference may be taken from School Readiness funds.

Mr. Meglay motioned to approve the Match Solicitation Policy and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-07)**

VI. Quality Committee – Mr. Joe Mascaro, Chair

- **Committee Update**

Mr. Mascaro stated the Committee had met on July 19th and reviewed the updated five (5) Incentive Agreements as well as the budget for FY 2011-12.

- **Approval, Transfer of \$30,000 (2010-11 Year Funding) to School Readiness Administration**

Mr. Farrelly explained this transfer of \$30,000 from the Quality Budget to School Readiness had been approved by the Executive Committee during FY 2010-11 in order to spend all available funds on children before the end of the fiscal year. Mr. Mascaro informed the Board that for FY 2011-12, the Quality Budget will contain the same amount of funds that was actually spent during FY 2010-11. Additionally, due to Ms. Suarez' suggestion, the Quality Budget will be divided into quarters and any unspent funds within that quarter will be reallocated to School Readiness slots.

Ms. Hammond requested a motion to approve the transfer of funds. Mr. Meglay so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-08)**

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

- **Coalition Update**

Mr. Farrelly briefly reviewed the new staff member changes and introduced new and relocated staff to the Board.

Mr. Farrelly stated that 450 children are currently on the wait list but he believes it prudent to wait until the July Utilization Reports before opening the wait list.

He explained there two (2) successful Board Orientations had been held over the last several months. Participants included Mr. Cook and the Coalition's attorney, Mr. Steve Lee.

Mr. Farrelly informed the Board of a possible federal challenge grant for early childhood. The Governor will determine if the State of Florida will apply for these funds. The Governor has directed OEL to prepare a grant and if approved, the grant would be a major benefit to coalitions.

Mr. Farrelly stated that provider payments have been greatly improved with payments being in the hands of providers two (2) weeks earlier in the month.

Mr. Farrelly distributed a flyer on the Eat Smart events that begin on August 2, 2011 and passed around a sample of the lunch box that will be distributed to the first 100 children at each event. He explained that the Coalition has also partnered with the Hernando County Health Department to distribute pool alarms to families in Hernando County during the Hernando based Eat Smart event.

- **Approval, Budget FY 2011-12**

Mr. Farrelly explained that the Executive Committee had reviewed and approved the budget for FY 2011-12. He requested Ms. Bosanko review the budget for the Board. Ms. Bosanko stated that budget for School Readiness will be \$13,566,000 and VPK will be \$11,990,000. Additionally, there will be \$29,000 for VPK Outreach and Awareness. Administrative costs for School Readiness will be kept at 3.06%.

Ms. Bosanko explained that the state predicts the number of 4-year olds that will be in VPK this year and the Coalition's funding is based on that prediction. The budget dollar amounts may change throughout the year based on the number of children actually enrolled. Ms. Bosanko explained that the VPK administrative budget will have to be watched closely as it has been reduced from 4.85% to 4% for this fiscal year.

Ms. Hammond requested a motion to approve the Budget for FY 2011-12. Mr. Meglay so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. **(Action item #1112-09)**

- **Approval, FY 2011-12 Board/Committee Meeting Dates**

Ms. Hammond requested a motion to approve the meeting dates for FY 2011-12. Ms. Mulieri so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-10)**

- **Revisions, By-Laws**

Mr. Farrelly explained the revisions have been reviewed and approved by the Program and Executive Committees. The changes are consistent with new state requirements that establish all Board members as voting members. An additional change allows the Chair to appoint an Ad Hoc Committee as well as volunteers to an Ad Hoc Committee.

Ms. Hammond requested a motion to approve the revisions to the By-Laws. Ms. Clark so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-11)**

- **Approval, Contract Renewal FY 2011-12 Centurion Computer Systems (IT Provider)**

Mr. Farrelly explained there were no changes in the contract for this fiscal year and explained the Coalition does not exceed the maximum monthly contracted hours.

Ms. Hammond requested a motion to approve the contract renewal for Centurion Computer Systems. Ms. Mulieri so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-12)**

- **Approval of Invoices over \$5,000 for Equipment**

Mr. Farrelly briefly explained the three (3) invoices being considered for approval.

Ms. Hammond requested a motion to approve the three (3) invoices over \$5,000. Ms. Clark so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-13)**

- **Approval, Contract Amendment with Department of Children and Families for Refugee Services during FY 2011-12**

Ms. Kier explained this contract was for services in Pasco County only and it serves only four (4) children annually. Because of the low enrollment levels, an amendment to terminate the contract in September is being submitted and all future services will be invoiced via a purchase order system.

Ms. Hammond requested a motion to approve the contract amendment for Refugee Services. Ms. Mulieri so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-14)**

- **Approval, Memorandum of Understanding with RCMA for the Head Start Program during FY 2011-13**

Mr. Farrelly explained this MOU was similar to other MOU's the Coalition has had with Head Start in the past.

Ms. Hammond requested a motion to approve the Memorandum of Understanding with RCMA for the Head Start program. Mr. Meglay so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-15)**

- **Presentation, Training Specialist – Ms. Christine Dyal**

Ms. Dyal briefly explained the on-going trainings she offers to providers. She presented a Power Point presentation highlighting some of her trainings from FY 2010-11. She explained that a total of 80 trainings resulted in 361 training hours with a total of 1,432 total participants.

She explained the new “I am Moving” training and that this Coalition was one (1) of only four (4) to receive funding from AWI to participate in a pilot program with Head Start. Ms. Dyal stated that future trainings will focus more on the needs of Family Child Care Home providers; she will also offer more trainings for directors as well as concentrating on diversity in the classrooms.

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

Ms. Kier stated the Coalition had ended the fiscal year in excellent shape. School Readiness enrolled was up in June by 230 children and the spending rate was at 100% with 3,828 total children enrolled.

For VPK, Ms. Kier stated that the numbers had fallen in June as programs had closed for the year. There were 597 fewer children served in both counties. She explained the VPK numbers would continue to be low until the fall program begins.

Ms. Hammond commented on the Coalition’s remarkable success during FY 2010-11. Mr. Farrelly thanked Ms. Bosanko for reconstructing the Coalition’s entire accounting system. Ms. Kier stated that this year the Coalition did not have to utilize the credit card to payback advances to the state.

IX. New/Unfinished Business

Mr. Farrelly distributed a “Hold the Date” flyer on the Coalition’s 4th Annual Early Learning Conference scheduled for Saturday, November 12, 2011.

X. Public Input

None

XI. Adjournment

Ms. Hammond adjourned this meeting of the Board of Directors of the Early Learning Coalition of Pasco and Hernando Counties, Inc. without further discussion at 10:07 a.m.

Respectfully Submitted by:

Ramute “Jak” Jakubauskas
Administrative Assistant