



**BOARD OF DIRECTORS
MEETING MINUTES
September 22, 2011**

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

Day/Date/Time: Thursday, September 22, 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, James Cook, Richard Forrester, Jayne Goldstein, Joe Mascaro, Patrick McHugh, Dave Meglay, Heidi Rand

Board of Director Members Excused: Bonnie Clark, Dawn Haas, Debi Martoccio, Pat Mulieri, Angela Porterfield, Teresa Suarez

Board of Director Members via Phone: Ann-Gayl Ellis

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Pattie Eacobacci, Jim Farrelly, Sharon Hayes, Jak Jakubauskas, Betsy Kier, LuAnn La Cava, Katie Nelson

Guests Present: Scott and Lisa Astringer (UPS)

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 8:32 a.m. Introductions were made.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Mr. Meglay so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-16)**

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

Ms. Hammond requested a motion to approve the corrected minutes from the May 26, 2011 Board Meeting. Mr. Meglay so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-17)**

- **Approval of Minutes, July 28, 2011 Board Meeting**

Ms. Hammond requested a motion to approve the minutes of the July 28, 2011 Board meeting. Mr. Cook so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-18)**

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

Mr. Cook stated the financials covered the period through August 31, 2011 and School Readiness spending rates of 3.74% are within the guidelines of 5%. Non-Direct Services spending rates of 5.34% are within the guidelines of 14%, Quality Services spending rates of 9.53% are beyond the guidelines of a 4% minimum and Direct Services spending rates of 81.39% are beyond the guidelines of a 70% minimum.

However, the requirement to raise \$59,888 in match funds to date has not materialized; only \$3,972 has been secured. VPK spending rates for administrative services are 5.72% which is above the maximum of 4%.

Additionally, the Coalition is projecting a \$902,442.17 deficit if current slot expenditures are maintained. However, due to the natural attrition of children terminating from the School Readiness program, this deficit is expected to diminish monthly.

Ms. Hammond inquired what will be done to reduce the VPK administrative budget. Mr. Farrelly explained the Coalition's VPK budget was reduced from 4.5% last fiscal year to 4% this year and it is very challenging to meet this guideline. The Coalition has only two (2) VPK Specialists covering Pasco and Hernando Counties. The Finance Committee agreed to revisit this next month and if the spending percentage is still high, they may recommend reallocating VPK staff hours to School Readiness by reassigning some duties.

Mr. Farrelly explained the 4% VPK cap is being felt state wide because expenditures beyond personnel are reflected within the 4%. A brief discussion followed on declining enrollments in VPK and the new state changes for next year that will affect low performing providers (LPPs).

Mr. Cook moved to approve the Financial Statements through August 31, 2011 and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-19)**

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

- **Recognition of Contribution, Mr. Scott Astringer, UPS**

Ms. Hammond, Mr. Farrelly and Ms. Borrego recognized Mr. Astringer and his wife, Lisa, for his volunteer involvement as a representative of UPS on behalf of the Coalition’s “The Storybook Forest” event. An in-depth article will appear in the next edition of the “Coalition Chronicle.” Mr. Astringer was thanked and presented with a framed photo memento.

- **Executive Committee Update**

Ms. Hammond stated the Committee had met to discuss the challenges of securing a Financial Director. The job description was reviewed and modifications were made to the salary range and educational requirements. She indicated the challenge would be to find a suitable candidate who has experience working with the government and OEL. She explained that while no agreement was reached with Ms. Bosanko, the Coalition has two (2) other potential candidates for the position.

In regards to the proposed merger, Ms. Hammond reported that during a recent discussion with Mr. Rob Wardlow, Chair of the ELC-NC, he was informed that several items would need to be addressed by that Coalition prior to a merger. The first would be the age range policy and second, provider reimbursement rates. The ELC-NC Executive Committee decided to look at other Coalitions to possibly merge with. No future discussions are scheduled at this point.

- **Goals for Executive Director, 2011-12 and Beyond**

Ms. Hammond reported the Board’s priorities for Mr. Farrelly were securing additional funding and working with the Legislature to minimize budget impacts on children. Other priorities included serving children, securing Match funds and developing a strategic plan to prepare for future funding cuts.

Ms. Hammond reminded the Board of the Foundation’s fund raising event on Sunday, September 25, 2011 at Mr. Cook’s private car museum and that Mr. Farrelly is working with AELC at the state level on behalf of children.

IV. Program Committee – Ms. Kim Borrego, Program Manager on behalf of Ms. Jayne Goldstein, Chair

- **Committee Update**

Ms. Borrego reported that four (4) providers were under a Corrective Action Plan, but one had recently received a passing score on their latest assessment. She stated that the newest members of the Program Committee had requested a full packet of the revised assessment tools to review and their questions and/or suggestions on the tools will be discussed at the October Program Committee meeting.

- **Approval, New Corporate Curriculum Adoption**

Ms. Borrego stated the two (2) corporate curricula for La Petite and Child Time had been reviewed and approved by the Committee and were now being presented for final approval to the Board.

Ms. Hammond requested a motion to approve the corporate curricula. Mr. McHugh so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-20)**

- **Race to the Top Application and Spending Plan Update – Ms. Luann La Cava, Curriculum Specialist**

Mr. Farrelly introduced Ms. La Cava and informed the Board that 2011 Race to the Top funds will be restricted to early education and the state will be applying and competing against at least thirty (30) other states.

Ms. La Cava informed the Board that this total grant of \$100 million is over a 4-year period. There will be no state matching funds to sustain the program. The goal is to develop a set of standards for birth-5-years of age with sustaining community partners to build an infrastructure. Ms. La Cava briefly explained the scoring system.

Mr. Farrelly reiterated these funds are not for direct services and that more children will not be served, but an infrastructure will be developed. He projected that the Coalition may receive up to \$100,000 and explained that Florida is lacking in a structured, state-wide system to capture the impact of early education. Currently, each Coalition has a different type of assessment procedure and the objective is to have state wide measured data to track how children do as they enter the program and how they do afterward.

Ms. Rand stated this program will enhance consistency and reduce duplication efforts by having a state wide system with a common language.

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

- **Committee Update**

Mr. Cook stated that due to a narrow window to prepare and submit the financial data to the Committee for review, the Finance Committee meeting dates were changed to the third Monday of the month. He stated that future financial presentations will be more meaningful and educational to the Board.

- **Beyond the Numbers**

Mr. Cook stated he investigated how this Coalition compares to other Coalitions by the number of children served. The state serves a total of 236,000 children with Miami-Dade as the largest Coalition serving approximately 40,000 children. The smallest Coalition is Santa Rosa serving 1,387 children. Pasco/Hernando is #10 serving 7,500 and

Hillsborough is #2 serving 20,000 children. For VPK, the Coalitions remained the same statistically, but Pasco/Hernando moved up to #9 serving 5,268 children.

- **Revision, Fiscal & Accounting Policies – 1st Reading**

Mr. Cook explained the state's auditors have requested a change to the Coalition's State Check policy contained within the Fiscal & Accounting Policies. The new recommended verbiage is indicated.

Mr. Cook moved to adopt the revision and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Quality Committee – Mr. Joe Mascaro, Chair

- **Committee Update**

Mr. Mascaro stated the Committee had discussed the submission of Incentive Applications from providers who are currently scheduled to have their assessments performed. This quarter's dollar amount will not equal the \$27,500 allocated for the quarter and remaining funds will be transferred to the School Readiness budget to be utilized for slots.

Ms. Goldstein stated she held an Incentive Workshop at her center for providers and eight (8) providers participated. Some providers have been intimidated by the application process, but were surprised at how uncomplicated the procedure was. The providers were informed to submit their applications by the end of September to participate in the first quarter.

Mr. Mascaro stated the Committee had been updated on the 4th Annual Early Learning Conference which will be held on Saturday, November 12, 2011 at Bishop McLaughlin Catholic High School by Ms. Sharon Hayes, the Quality Supervisor.

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

- **Coalition Update**

Mr. Farrelly stated that no agreement was reached with Ms. Bosanko. She will remain as the Executive Director at the ELC-NC and will continue as the Coalition's Interim Financial Director. Ms. Bosanko has also agreed to mentor the Coalition's new Financial Director. He reported that the Coalition had two (2) final applicants, but one recently accepted a job offer out of state. The other candidate will be interviewed again during the first week of October with Mr. Cook and Mr. Meglay participating.

Mr. Farrelly stated the new state director for OEL is Dr. Mel Jurado who is the chair of the Hillsborough ELC.

He stated approximately \$96,000 in additional federal funds has been received and will be utilized for School Readiness slots as directed by the Executive Committee. He informed the Board that the current wait list is approaching 1,000 children.

Mr. Farrelly explained that the upcoming Classic Car Museum Tour has received a great deal of media exposure and stressed the importance of increasing awareness for the Foundation and Early Learning. A feature article, orchestrated by Ms. Katie Nelson, on Mr. Cook and his museum, will run on Saturday, September 24, 2011.

Mr. Farrelly informed the Board that the Foundation's committee membership is growing. Recently, Ms. Bonnie Clark, Sister Roberta Bailey, Ms. Sonya Jackson, Ms. Nicole Miller, and Ms. Beth Rawls have joined.

- **Video Presentation – “Brain Hero”**

The video, on the importance of early education for children, was viewed.

- **Report of Vision Tour and Recommendations for Program Enhancement – Ms. Kim Borrego, Program Manager**

Ms. Borrego distributed a copy of the PowerPoint presentation that was viewed and explained that she had visited five (5) Coalitions and twenty-five (25) providers to see what these Coalitions were doing and what provider needs were.

Eight (8) recommendations came out of the visit:

- **New Provider Orientation** – One for School Readiness and one for VPK provider, to better understand their partnership with the Coalition. The orientation would include presentations by various departments and specialists.
- **Provider Manual** – One for School Readiness and one for VPK – would be placed on the website for easy access.
- **Contract Terms** – Currently for School Readiness the contract is renewed yearly, however some Coalitions have a 2-year contract. Our Coalition's providers that score a 96% or above on their assessment could be placed on a 2-year contract. Also, staggered year contracts would lessen the burden on staff by reducing the number of contracts processed annually at one time. Having an open enrollment period where new in-county providers could contract at any time, would again ease staff's workload.
- **Leadership Academy** – Intense training offered for owners and directors.
- **Foundations of Excellence** – A professional development program to increase the professional development of teaching staff through independent study.
- **Literacy Enhancement** – To improve the rates of LPPs. As of December 2013, DOE has stated that all LPPs will be required to purchase a literacy curriculum.
- **Authorized CEU Provider** – Many providers and their staff are required to obtain CEUs. Currently the ELC of Pinellas processes the Coalition's CEU paperwork through IACET, which is the national authorizing agency.
- **Authorized Live Scan Facility** – This is the system used to capture fingerprints for new staff, Board members, etc. All applicants must be cleared prior to employment/membership. Currently, there is only one (1) Live Scan facility in

West Pasco and none in Hernando County. The cost currently charged to an employee for a Live Scan is between \$54-\$68. The service could be offered to other agencies as well.

Mr. Farrelly requested feedback from the Board on Ms. Borrego's report.

Ms. Hammond stated the report was excellent and would recommend considering having the Coalition's contract year begin in July for School Readiness as centers and schools must be up and running for the start of school in August. She also suggested partnering with PHCC, local chambers and other community partners for the Leadership Academy. She inquired what type of liability the Coalition would have to carry for the Live Scan.

Mr. McHugh suggested inclusion of a cost benefit and impact statement for each recommendation.

Mr. Farrelly indicated that Vision Tour recommendations would now be directed to Committees for discussion and further recommendations.

- **Approval, COOP Plan for FY 2011-12**

Mr. Farrelly explained this is an annual submission on the Coalition's emergency management procedures.

Ms. Hammond requested a motion to approve the COOP Plan for FY 2011-12. Mr. Meglay so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-21**)

- **Approval, Interagency Cooperative Agreement with Pasco-Hernando Workforce Board**

Mr. Farrelly explained this is also an annual agreement, a renewal of an existing agreement.

Ms. Hammond requested a motion to approve the Interagency Cooperative Agreement with Pasco-Hernando Workforce Board. Mr. McHugh so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-22**)

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

Ms. Kier stated School Readiness enrollment was up in August by 64 children, 33 in Pasco and 31 in Hernando. The waiting list is closed, but these were state mandated children. School Readiness is projecting a deficit of approximately \$903,000 but the anticipated natural attrition will begin to decrease the deficit. She explained that in September there will be a drop in enrollment as last week in Pasco County alone, 66 children were terminated.

In VPK, 4,800 children are enrolled, 3,679 in Pasco and 1,161 in Hernando County. August enrollment is up over last year when 4,538 children were enrolled. Ms. Kier reported that the number of VPK providers in the area has decreased.

IX. New/Unfinished Business

None.

X. Public Input

None.

XI. Adjournment

Ms. Hammond requested a motion to adjourn. Mr. McHugh so moved and this meeting of the Board of Directors of the Early Learning Coalition of Pasco and Hernando Counties, Inc. adjourned without further discussion at 10:04 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant