



**BOARD OF DIRECTORS
MEETING MINUTES
November 17, 2011**

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

Day/Date/Time: Thursday, November 17, 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, Ann-Gayl Ellis, Jayne Goldstein, Dawn Harvey, Joe Mascaro, Angela Porterfield, Heidi Rand

Board of Director Members Excused: Debi Martoccio, Patrick McHugh

Board of Director Members via Phone: Bonnie Clark, Dave Meglay, Pat Mulieri, Teresa Suarez

Board of Director Members Absent: None

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

Guests Present: Nicole Miller, Jean Rags

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 8:34 a.m. Introductions were made.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Ms. Rand so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-23**)

- **Approval of Minutes, September 22, 2011 Board Meeting**

Ms. Hammond requested a motion to approve the minutes from the September 22, 2011 Board Meeting as presented. Ms. Porterfield so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-24**)

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

Mr. Cook explained the School Readiness spending rate through October 2011 was 32.74% with all OCA spending rates in line with state and federal regulations. He reported administration spending was at 3.44% with a maximum of 5%; non-direct expenses were at 5.23% with a maximum of 14%; Quality expenses were at 9.84% with a minimum of 4%; and Direct Services were at 81.49% with a minimum of 70%.

Mr. Cook explained that, to date, the Coalition was to have secured \$110,172 in match dollars, but only \$6,510 has actually been secured. Additionally, the VPK administration expenses were at 4.34% with a maximum of 4%. The VPK administrative expenses will continue to be monitored to ensure that the 4% maximum is realized by the end of the fiscal year.

Mr. Cook reported that in September a deficit of \$800,000 had been forecast. However, the deficit is now a surplus of \$828,000 and action is currently being taken to place 500 children into slots to utilize the surplus funds.

Mr. Cook requested a motion to approve the Financial Statements through October 31, 2011. Ms. Mulieri so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-25**)

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

- **Executive Committee Update**

Ms. Hammond stated the Committee had reviewed a number of action items and deferred discussion to Mr. Farrelly.

- **Approval, Revisions to Fingerprinting Policy**

Mr. Farrelly requested Ms. Kier speak to the changes in this policy. Ms. Kier explained the revision was a result of the observations from the Coalition's May accountability review. The Coalition had originally identified positions of "special trust" that included all staff and Board Members. OEL requested actual wording in the policy that all these positions are considered "special trust" and this wording was added to meet their requirements.

Ms. Hammond requested a motion to approve the revisions to the Fingerprinting Policy. Ms. Rand so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-26**)

- **Approval, Renewal of Directors & Officers Insurance - \$2,411**

Mr. Farrelly explained that the Executive Committee had approved the renewal of the Directors and Officers Insurance of \$2,411 which included an increase of approximately \$40 from last year.

Ms. Hammond requested a motion to approve the renewal of the Directors and Officers Insurance in the amount of \$2,411. Mr. Cook so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-27**)

- **Approval of Invoices over \$5,000:**

- A. \$5,420 – Bishop McLaughlin Catholic High School (Annual Conference)**

Mr. Farrelly stated this invoice has also been approved by the Executive Committee and explained it was to cover the cost of the venue and food for the Coalition’s annual Early Learning Conference.

Ms. Hammond requested a motion to approve the payment of \$5,420 to Bishop McLaughlin Catholic High School. Ms. Mulieri so moved and Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-28**)

- B. \$11,094 – Zeno Office Solutions (Sentry File System)**

Mr. Farrelly stated this invoice has also been approved by the Executive Committee and explained it was for the purchase of a digital filing system.

Ms. Hammond requested a motion to approve the payment of \$11,094 to Zeno Office Solutions. Ms. Mulieri so moved and Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-29**)

IV. Program Committee – Ms. Jayne Goldstein, Chair

- **Committee Update**

Ms. Goldstein reported that currently very few providers were under a Corrective Action Plan as the assessments are just beginning for this fiscal year, but a higher percentage of centers have received passing scores on their latest assessment. Ms. Goldstein deferred to Mr. Farrelly to update the Board on the Race to the Top and to explain the policy revisions.

- **Update, Race to the Top**

Mr. Farrelly explained that Florida is one of 37 states applying for federal funds and an announcement naming the winning states should be made before the December holidays. He stated the funds would be used to improve the state infrastructure for Early Learning. The primary criteria the federal government is looking for is a state-wide system that Florida does not currently have in place. He explained some funds, if received, would flow to Coalitions for low-income children, but the majority will fund infrastructure.

- **Approval, Revisions to By-Laws**

Ms. Kier explained the By-Laws were being revised due to statutory changes in membership, changing AWI to Florida's Office of Early Learning and renaming the Finance Committee the Finance/Audit Committee.

Mr. Farrelly explained that another change, not required by the state, appears on page 4 and deals with additional voting members. He stated the wording has been reviewed and approved by the Coalition's attorney.

Ms. Hammond requested a motion to approve the revisions to the By-Laws. Ms. Carman so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-30)**

- **Approval, Revisions to School Readiness Program Operating Procedures**

Ms. Kier explained that the revisions reflect changing "payment agreement" to "contract," changing AWI to Florida's Office of Early Learning and defining the enrollment policies to bring them in line with Chapter 411. She explained the most significant change would be parents attending school is now a valid purpose for care. Ms. Kier explained that the disenrollment procedure has been changed to reflect a time line requirement for both Florida's Office of Early Learning and for parents.

Ms. Hammond requested a motion to approve the revisions to the School Readiness Program Operating Procedures. Ms. Mulieri so moved and Ms. Rand seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #2011-31)**

- **Approval, Revisions to Disenrollment Policy**

Mr. Farrelly explained that the Disenrollment Policy, which has never been used, was reworded to reflect the exact wording in the just approved School Readiness Program Operating Procedures.

Ms. Hammond requested a motion to approve the revisions to the Disenrollment Policy. Ms. Ellis so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #2011-32)**

- **Approval, Revisions to Plan Amendments:**

Ms. Kier explained the following revisions to the Coalition's Plan, originally written in 2006, are a result of the observations from the Coalition's May accountability review and need to be current with what the Coalition is doing now.

Plan Amendment 2.5.1: This section of the plan was amended to more accurately reflect the Coalition's current collaborative efforts with other entities within Pasco/Hernando counties. **(Action Item #1112-33)**

Plan Amendment 3.4.1: This amendment is updated to reflect current activities regarding parent involvement and skill-building. **(Action Item #1112-34)**

Plan Amendment 3.4.2: This section of the plan was amended to more accurately reflect the Coalition's family literacy activities and to ensure measurable outcomes. **(Action Item #1112-35)**

Plan Amendment 3.5.1: This amendment was prepared to remove all references to "Central Agency" and to more accurately reflect the family support services the Coalition is currently providing. **(Action Item #1112-36)**

Plan Amendment 3.6.1: This amendment is to update the Coalition's current activities regarding working with unique populations (special needs, teen parents, non-English speaking, etc.) **(Action Item #1112-37)**

Ms. Suarez inquired if the Coalition would continue its collaboration with Goodwill's literacy program. Ms. Kier informed her that the plan was originally written in 2006 when the Coalition did work with Goodwill. However, because the Coalition no longer works with Goodwill, this reference no longer applies. Ms. Hammond suggested that Ms. Suarez revisit Goodwill's literacy program with the Program Committee.

Ms. Hammond requested a motion to approve Plan Amendments 2.5.1., 3.4.1., 3.4.2., 3.5.1., and 3.6.1. Ms. Mulieri so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Items #1112-33, #1112-34, #1112-35, #1112-36, #1112-37)**

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

- **Committee Update**

Mr. Cook stated the Finance/Audit Committee reviewed the financials at their November meeting and questioned the average daily rate per child and why it changes monthly. They also questioned if it was the best available forecaster in determining slots for children. He stated that Coalition staff reported that yes it was the best forecaster. Ms. Hammond inquired why the rate changes. Mr. Cook replied that not all children are enrolled at the same rate and attendance rates change daily which reflects in the daily rate.

- **Beyond the Numbers**

Mr. Cook explained that for September's Board meeting he had investigated how this Coalition compares to other Coalitions by the number of children served. He would now like to compare the total dollars spent per child as a measure of efficiency. He explained that staff felt if the Board was given the dollars used per student, the numbers would be skewed due to the changes in the daily rate per child and, in larger areas, the daily rate is much higher.

Mr. Cook requested information from Tallahassee that showed the percentage of dollars for direct services spent by other Coalitions. He explained all Coalitions are mandated to have 70% of their budget spent on School Readiness Direct Services. He discovered four (4) Coalitions fall below the 70%. An average percentage among Coalitions for direct services is 74%. Two (2) Coalitions meet the average of 70%, eleven (11) are above 75% and eighteen (18) are below 74%. This Coalition is number one for the highest percentage expended for direct services (81%) followed by two (2) Coalitions at 79%.

Mr. Cook stated this is a measure of efficiency, but not necessarily quality and at the next meeting he will discuss dollars spent on Quality.

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

Ms. Kier informed the Board that enrollments have dropped due to natural attrition and children returning to school full-time. She stated the Coalition is projecting a surplus of approximately \$800,000 and the Executive Committee had approved the opening of 500 slots at their November meeting. Ms. Kier stated she would be working closely with the supervisors at the field offices to implement creative ways to fill these slots and believes that the majority of the wait list will be eliminated. Ms. Kier stated that staff may be required to work extended hours and Saturday mornings and believes the 500 slots will be filled by Christmas.

Ms. Kier explained that going forward, the months of August and September will likely continue to project huge deficits, but by natural attrition that deficit is reduced. She explained the monthly financials are monitored closely to ensure funds are available so that no child is disenrolled.

Mr. Farrelly stated that children in care on June 30, 2012 will continue to be in care going into the new fiscal year, but the wait list will be closed until the budget is realized. Ms. Hammond suggested viewing the history so that such a large amount of children need not be enrolled at one time. She also suggested perhaps enrolling one (1) child for each five (5) children that leave the program.

Ms. Kier continued with the Utilization Report on VPK and stated the number of enrollments is up from last year in both counties. She reported that summer enrollment was low, but there are increases in the fall programs.

VII. Quality Committee – Mr. Joe Mascaro, Chair

- **Committee Update**

Mr. Mascaro stated the Committee had met on November 8, 2011 and approved twelve (12) incentive applications. The Committee also held discussions on the Coalition becoming an authorized CEU provider. Currently, there are only six (6) other Coalitions that are authorized. He reported the Committee is still discussing the benefits and that currently this Coalition's staff is doing approximately 98% of the work in preparing the CEU's for finalization. The Coalition will be issuing a check to the ELC of Pinellas for over \$3,000 for CEUs purchased at the conference. He explained that Ms. Borrego has investigated and discovered Quality funds could be used for the application process. Ms. Borrego stated the Coalition stands to gain about \$5,000 over a 5-year period.

Mr. Mascaro stated the Committee is also discussing the creation of a Leadership Academy for Directors/Owners and explained that Ms. Rand had suggested creating an incentive for the Leadership Academy. Ms. Rand stated that Mid-Florida had also created a Leadership Academy and suggested a new incentive could be used to entice directors to participate.

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

- **Coalition Update**

Mr. Farrelly informed the Board that the wait list is the highest it has ever been during his tenure, approximately 1,200 children. He reported that announcements have been made at the November provider meetings that 500 children will be enrolled. He explained this is the Coalition's busiest season for community outreach as the Mobile Outreach Vans will be participating in a number of parades and other holiday events.

Mr. Farrelly thanked the various Board members who attended the Coalition's 4th Annual Early Learning Conference. He commended Ms. Hayes for her work on the conference and reported that evaluations have been overwhelmingly positive. The Quality Committee will be reviewing the Conference in greater detail. He reported that revenues received from the Conference were approximately \$23,000 with expenses totaling approximately \$17,000 leaving a profit of approximately \$6,000.

Mr. Farrelly informed the Board that several former Board members, Sister Roberta Bailey, Ms. Sonya Jackson, Ms. Nicole Miller, and Ms. Beth Rawls, have joined the Foundation and were also helpful at the Conference. He stated that Ms. Nicole Miller has created a fund raising plan for the Foundation and requested Ms. Miller explain it to the Board.

Ms. Miller explained the **Love 4 Learning** pin idea and distributed a basket of heart pins for the Board members to examine. She explained the pins were displayed on the Foundation's exhibit table at the Conference and \$214 was raised from donations for the pins. Ms. Miller briefly explained the kits being distributed to providers and the need to network to display and market the pins.

Mr. Farrelly continued his report stating that Ms. Nelson was planning an April Fool's Day 5k run to also benefit the Foundation.

IX. New/Unfinished Business

None.

X. Public Input

Ms. Hammond explained the Coalition would like to consider an application for Board membership from a prospective Board member. Ms. Jean Rags has recently retired from Hernando County and is willing to rejoin the Board of Directors. Ms. Rags stated that yes, she is willing to return to Board membership.

Ms. Hammond requested a motion to add Ms. Rags to the Coalition's Board of Directors. Mr. Cook so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

XI. Adjournment

Ms. Hammond requested a motion to adjourn. Ms. Ellis 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 9:40 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant