



**BOARD OF DIRECTORS  
MEETING MINUTES  
March 22, 2012**

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

**Day/Date/Time:** Thursday, March 22, 2012 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; Rene Akins, Jo Ann Carman, Bonnie Clark, James Cook, Ann-Gayl Ellis, Jayne Goldstein, Dawn Harvey, Joe Mascaro, Patrick McHugh, Angela Porterfield, Mike Ramos, Heidi Rand, Jean Rags, Teresa Suarez

**Board of Director Members Excused:** Gus Guadagnino, Dave Meglay

**Board of Director Members via Phone:** None

**Board of Director Members Absent:** Pat Mulieri

**Coalition Staff Present:** Kim Borrego, Christine Dyal, Pattie Eacobacci, Jim Farrelly, Jak Jakubauskas, Betsy Kier, Lisa Mushtaq, Katie Nelson, Kim Williams

**Guests Present:** Irwin Homer, Kiwanis; Tim Reed, Paul & Jerry's Storage; Rob Wardlow, Williams, McCranie, Wardlow & Cash, P.A.

**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 8:30 a.m. Introductions were made. Ms. Hammond welcomed new Board members Mr. Akins and Mr. Ramos.

**II. Action Items**

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Ms. Ellis so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-43)**

- **Approval of Minutes, January 26, 2012 Board Meeting**

Ms. Hammond requested a motion to approve the minutes from the January 26, 2012 Board Meeting as presented. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-44)**

- **Presentation, Draft Financial Audit FY 2010/11 – Mr. Rob Wardlow**

Mr. Wardlow reviewed the (attached) audit with the Board and explained it is a clean opinion of the financial statements. There were no findings to report this year. Mr. Wardlow explained he is required to report that his firm encountered no difficulties, no problems with management, no errors and the Coalition did not consult with another auditing firm.

Ms. Hammond congratulated staff for their endeavors and thanked Mr. Wardlow and his firm for preparing the audit.

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

Mr. Cook explained the budget was on schedule as of the end of February; the School Readiness spending rate was 64.60% through January 2012. Administration spending was at 3.17%; Non-Direct spending at 4.83%; Quality expenses at 10.37% and Direct Services at 81.63%.

Mr. Cook reported that only approximately \$12,000 of the required \$282,000 match funds have been raised to date. In VPK the Administration expenses were at 4.75% which is above the maximum allowed of 4% and VPK Direct Services were at 95.47%. But, by freezing operating expenses, the administrative expense has been reduced by .21%. Mr. Cook reported that several items were not been included in the previously approved amendment to freeze operating expenses and the following amendment is requested:

102.02 - \$565.00  
107.06 - \$75.00  
110.15 - (\$640.00)

Mr. Cook requested Mr. Farrelly address the additional issue of Worker's Compensation. Mr. Farrelly stated the Coalition paid FHM Company \$13,537 last year for Worker's Compensation insurance. However, FHM is no longer underwriting non-profit organizations and the new quotes received from Mr. Greg Roe have been extremely high. The lowest quote is from Amtrust of North America in the amount of \$20,831 which includes a guaranteed 10% dividend that would bring the cost down to \$18,748. Mr. Farrelly explained other quotes received ranged to over \$30,000. The quote from Amtrust is the absolute lowest possible in Florida based on the Coalition's projected payroll.

Mr. Farrelly recommends approving the Amtrust quote of \$20,831. Mr. Cook so moved and Ms. Rags seconded the motion. Ms. Hammond requested discussion.

Ms. Rags inquired if other Coalitions or non-profits have been approached for possibly purchasing insurance collectively. Mr. Farrelly explained that as individual corporations, Coalitions are required to have their own insurance. Ms. Hammond inquired what the claim history has been. Mr. Farrelly replied there is no history of worker's compensation claims. Ms. Hammond inquired about the possibility of self-insurance and requested that going forward other options be investigated over the next year such as self-insurance, she also recommended speaking to Dr. Jurado about the possibility of creating or joining a pool of Coalitions to purchase the insurance. Ms. Rags recommended bringing the matter up for discussion at the next AELC meeting.

Ms. Hammond requested a vote on the motion to approve the Amtrust quote. All were in favor with no abstentions and the motion carried.

Mr. Cook requested a motion to accept the Financial Statements for February as presented including the budget amendment noted. Ms. Clark so moved and Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-45**)

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

- **Executive Committee Update**

Ms. Hammond explained the Executive Committee had met and reviewed the appointment of new chairs to the various committees; they also reviewed the presentation of the draft audit by Mr. Wardlow, and a synopsis of administrative expenses by other Coalitions as prepared by the state. The Committee also discussed the feasibility of changing the 3-month redetermination period for clients, but the discussion was tabled because the state may go to an annual determination if the proposed early education bill is signed by the Governor.

- **Annual Board Self-Evaluation Survey**

Ms. Hammond explained the survey is completed on-line via Survey Monkey and inquired if the Board members wish to do the survey again this fiscal year. The Board agreed it should be done annually. Ms. Hammond requested that Ms. Jakubauskas prepare the survey to send to the Board members by the beginning of May so the report can be compiled and presented at the July Board meeting.

- **Honor to Retiring Board Member**

Mr. Farrelly explained that Ms. Debi Martoccio, the CEO of University Community Health-Long Term Acute Care Hospital is resigning after serving since October, 2009. Mr. Farrelly will deliver her plaque.

- **Honor to Coalition Primary Supporter – Mr. Tim Reed, Manager, Paul & Jerry's Self-Storage, Spring Hill**

Mr. Farrelly explained Mr. Reed and his family have supported the Coalition at various events, the most reason was cooking 600 hotdogs at the Storybook Forest event. Mr.

Reed was presented with a plaque by Ms. Hammond and Mr. Farrelly. Mr. Reed stated that the Coalition's commitment to youth impresses him and increased his desire to help.

- **Approval, Addition to Personnel Policies – PDO Bank**

Mr. Farrelly explained that a Coalition employee is extremely ill and staff members have expressed a desire to help by donating some of their Paid Days Off (PDO) time. This PDO Bank recommendation will be included in the Coalition's Policies and Procedures allowing staff to donate earned hours to the bank. Mr. Farrelly will administer the bank and any staff member will be allowed to borrow hours. Mr. Farrelly recommends the creation of a PDO Bank.

Ms. Hammond requested discussion. Ms. Ellis inquired if only donors to the bank would be allowed to borrow hours. Mr. Farrelly replied the bank would not be restricted, but open to all staff. Mr. Ramos inquired if there would be a maximum number of hours able to be used. Ms. Rags suggested including a minimum number of hours that an employee must have before they contribute to the bank. Ms. Rand inquired what would be done if the hours in the bank were running low and two (2) employees requested time. Mr. Farrelly stated he would handle each case individually and he would not bankrupt the bank. He explained the bank is not meant to be a supplement and he does not envision awarding more than two (2) weeks. Mr. Ramos suggested that limits or a cap would have to be established.

Ms. Hammond recommended removing the appeal to the Board and leaving decisions to Mr. Farrelly's discretion as the Board will not have the facts regarding employees. Ms. Suarez inquired if there would be a possibility of a lawsuit because one employee was given preference over another. She was informed the Coalition's attorney has reviewed the proposed policy. Ms. Rand inquired at what point is the employee no longer employed. Mr. Farrelly stated the Coalition's policy allows for a one year leave of absence, but after thirty (30) days benefits stop.

Ms. Hammond recommended approving the concept and conferring with other organizations to see what policies are in place. She also recommended convening a Personnel Committee meeting to further discuss and revise the policy.

Ms. Hammond requested a motion to approve the addition of the PDO Bank to the Coalition's Personnel Policies. Mr. McHugh so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1112-46**)

- **Annual Reorganization, Board of Directors – Annual Elections**

Mr. Farrelly explained the Coalition's By-Laws require an annual reorganization of the Vice Chair and Committee Chairs. Mr. Meglay has served one (1) year of a two (2) year term and is willing to continue as Vice Chair.

Ms. Hammond requested a motion to approve Mr. Meglay as Vice Chair. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly explained that the three (3) incumbent Chairs: Ms. Goldstein of the Program Committee, Mr. Cook of the Finance/Audit Committee and current Treasurer, and Mr. McHugh of the Ad Hoc Committee are willing to continue as Chairs.

Ms. Hammond requested a motion to approve Ms. Goldstein, Mr. Cook and Mr. McHugh as Chairs. Ms. Clark so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly explained that the Quality Committee leadership has been provided for the past two (2) years by Mr. Mascaro. Mr. Mascaro will be relinquishing the Chair position and Ms. Carman has agreed to Chair the Quality Committee and also sit on the Executive Committee.

Ms. Hammond requested a motion to approve Ms. Carman as Chair of the Quality Committee. Ms. Rags so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-47)**

#### **IV. Program Committee – Ms. Jayne Goldstein, Chair**

- **Committee Update**

Ms. Goldstein reported the Committee met and reviewed providers that were placed under a Corrective Action Plan. One provider did not meet the minimum score on their first assessment and passed the second, but did not have a Coalition approved curriculum in place on either visit. As this is a requirement of the Coalition's payment agreement, this provider's payment agreement was cancelled. Nineteen (19) other providers scored 85% or above on their assessments for the month.

- **Readiness Rates 2011 & VPK Providers on Probation 2012-2013**

Ms. Borrego explained that in FY 2010/11 the Coalition had 193 providers offering VPK, fourteen (14) more than last year. 5,200 children were in the program, an increase of over 200 from last year. Ms. Borrego explained the Readiness Rates for the benefit of the new Board members.

She explained that seven (7) providers scored 100%, 110 providers had 70% or higher and twenty-eight (28) providers were not scored as they only had four (4) children enrolled. A total of fifty-seven (57) providers are considered Providers on Probation (POP). Last year, the Coalition had a total of twelve (12) Low Performing Providers or POPs. Ms. Borrego reported that across the state, over 2,200 VPK providers are POPs with 150 of them being in their third year.

Ms. Williams reviewed how the child's attendance rate affects the rating for providers and described the options that POPs will now have to implement to continue providing VPK such as additional classes for teachers and staff and the purchase of a curriculum. Ms. Williams reported that Hernando County had the smallest amount of POPs in the state. She also reported that a number of providers are flustered, but are willing to continue offering VPK.

Mr. Farrelly explained the early education bill on the Governor's desk for signature includes a Pre and Post assessment for children in the VPK program. Ms. Suarez informed the Board that with the increased pressures for children to pass FAIR and ECHOS assessments, the school systems are seeing a dramatic increase in children with behavioral concerns. Additionally, while many children may be ready academically, they are not ready socially or emotionally. She reported that many teachers are working closely with the Coalition's Inclusion Specialists.

Mr. Farrelly reported that VPK enrollment is up and the Coalition's new billboards have also gone up. Ms. Goldstein stated there is more awareness of VPK within families; however some parents are lax in having their child attend the program because it is free which results in attendance issues that can affect the center's scoring for the Readiness Rates.

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

- **Committee Update**

Mr. Cook explained he will be revisiting a previous Beyond the Numbers report that now involves a digital filing system which Ms. Eacobacci will explain.

- **Update, Sentry Digital Filing System – Ms. Pattie Eacobacci**

Ms. Eacobacci explained that when the Coalition discovered it used 960,000 sheets of paper in one year, discussion began on how to go to a digital filing system. The Coalition now has the capability, through Sentry Digital Filing to scan documents, store them on a server, and access these documents at any time. The Brooksville and Dade City offices are up and running with 413 clients already scanned in for the Brooksville office and 173 clients scanned for Dade City. She reported this has saved 4,723 sheets of paper to date.

She explained users of the system have restrictions on the types of "file cabinets" they may access to protect client confidentiality and paper files will continue to be stored and then shredded following retention policy procedures.

Mr. Farrelly also informed the Board that Ms. Eacobacci was instrumental in having the Coalition's current four (4) office leases renewed for the next three (3) years with no increase in rates.

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

Ms. Kier reported that School Readiness enrollment was up in February by 107 children, 78 in Pasco and 29 in Hernando. Currently, there is a surplus of \$85,000 in School Readiness and she recommends opening 50 slots for children on the wait list.

Ms. Hammond requested a motion to approve an additional 50 slots for children. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Kier informed the Board the wait list currently has 806 children as of last Thursday. Additionally, VPK enrollment is up over last year by more than 212 children.

**VII. Quality Committee – Mr. Joe Mascaro, Chair**

- **Committee Update**

Mr. Mascaro stated the Committee had met in February and sixteen (16) incentive applications were approved. He thanked the staff members and Board members who participated in February's Storybook Forest event and reported that donations were received from Target and Kohl's. Mr. Mascaro requested Ms. Hayes update the Board on attendees at the Storybook Forest event.

Ms. Hayes reported that 465 children and 436 adults and volunteers participated for a total of 951 attendees.

**VIII. Ad Hoc Committee – Mr. Patrick McHugh, Chair**

Mr. McHugh reported the Ad Hoc Committee has met once to brainstorm and will meet again in April. The Committee's objective is to raise approximately \$330,000 which is match for federal working poor funds. Mr. McHugh is motivated by the idea of raising funds for the working poor and knowing the dollars will go to direct services. He is not intimidated by the amount and believes it should be the minimum raised. Mr. McHugh will tap every possible resource and envisions a series of events, mailings and other fund raising tactics.

**IX. Executive Director Report – Mr. Jim Farrelly, Executive Director**

- **Coalition Update**

Mr. Farrelly welcomed the new Board members and informed the Board that one of the Coalition's providers made national news on the Dateline Report when reporter Chris Hanson walked into a Hernando County provider's center about nine (9) months ago. A new director is in place as the previous director was found to have a criminal record.

Mr. Farrelly reported that based on new local requirements to have family child care homes licensed in addition to being registered, one registered center in Hernando County closed rather than be licensed and three (3) in Pasco County are now licensed or in the process of becoming licensed. One of these homes recently had their payment agreement with the Coalition cancelled.

Mr. Farrelly introduced Ms. Lisa Mushtaq the Coalition's new Training Specialist and informed the Board that Ms. Christine Dyal is now the Coalition's VPK Specialist and is based in New Port Richey.

- **ELIS and Its Effect on Providers and Parents – Ms. Sharon Hayes**

Ms. Hayes presented a brief overview of the Enhanced Field System (EFS) and how it is utilized by Reimbursement and Eligibility staff for both School Readiness and VPK. This system has amassed a large amount of data and is becoming unwieldy. She reported that the Dade City and New Port Richey offices enter approximately 6,000 children for VPK alone each year and over the last five (5) years a large amount of information has been entered from this Coalition alone.

The new ELIS – Early Learning Information System will begin to be phased in in segments in 2013. This Coalition will be in the second phase of the rollout. Ms. Hayes explained the system will have web-based portals for Coalitions, providers and parents with the goal of doing redeterminations on-line so parents do not have to lose time away from work.

- **Foundation Update**

Mr. Farrelly reported the Foundation continues to meet monthly, but the Silly & Fun 5k Run was cancelled as only 35 participants registered. He explained the Foundation has a new fund raising endeavor, the “Slumber Safely Crib Project.” Effective December of 2012, every crib in a child care facility must meet the new safety standards which will be regulated by DCF. A letter was sent to local businesses to sponsor a crib with no response to date. A New Port Richey provider, Little Sunshine Preschool is sponsoring a “Spring Festival” to benefit the Foundation on Saturday, April 7, 2012 from 1-4 p.m.

## **X. New/Unfinished Business**

Ms. Hammond reported that Ms. Condoleezza Rice recently wrote a report on U.S. education and its impact on national security. The report speaks about the United States losing its competitive advantage in industry due to the questionable quality of school graduates and their lack of skills in science and math. Unfortunately, the report focuses on K-12 and not on the importance of early education. She can forward the report link to interested parties.

## **XI. Public Input**

None.

## **XII. Adjournment**

Ms. Hammond requested a motion to adjourn. Ms. Rags so moved and this meeting of the Board of Directors of the Early Learning Coalition of Pasco and Hernando Counties, Inc. was adjourned without further discussion at 10:25 a.m.

Respectfully submitted by:  
Ramute “Jak” Jakubauskas  
Administrative Assistant