



**BOARD OF DIRECTORS
MEETING MINUTES
May 24, 2012**

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

Day/Date/Time: Thursday, May 24, 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; Jo Ann Carman, James Cook, Gus Guadagnino, Dawn Harvey, Joe Mascaro, Patrick McHugh, Dave Meglay, Angela Porterfield, Jean Rags, Mike Ramos, Heidi Rand, Teresa Suarez

Board of Director Members Excused: Bonnie Clark, Ann-Gayl Ellis, Jayne Goldstein, Pat Mulieri

Board of Director Members via Phone: Rene Akins

Board of Director Members Absent: None

Coalition Staff Present: Kim Borrego, Damaris Conner, Jim Farrelly, Jak Jakubauskas, Betsy Kier, Anne McHugh, Katie Nelson

Guests Present: Denise Gill, Bright Beginnings Preschool with staff, children and parents

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. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-48)**

- **Approval of Minutes, March 22, 2012 Board Meeting**

Ms. Hammond requested a motion to approve the minutes from the March 22, 2012 Board Meeting as presented. Mr. McHugh so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-49)**

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

Mr. Cook stated there were no significant changes to the budget as of April 30, 2012. Currently, the spending rate for School Readiness is at 81% and in line with state and federal requirements. Administrative costs for April are at 3.04%, Non-Direct at 4.60%, Quality at 10.64% and Direct Services at 81.72%. The Coalition has raised \$11,916 toward its required match and the current VPK spending rate is at 86.27% with the administrative spending rate at 4.57%. This spending rate is still above the cap of 4% and equals approximately \$56,000. He informed the Board that discussions are taking place among all of the Coalitions regarding the impossibility of maintaining a 4% cap on VPK administrative spending.

Mr. Cook explained the Coalition's surplus has been reduced by the enrollment of an additional 300 children. Additionally, the Executive Committee has opened the wait list to another 100 children.

Ms. Hammond inquired what the forecast is on the surplus and Mr. Farrelly replied that the Coalition will end its fiscal year with a zero balance. He explained that by enrolling an additional 400 children, the children must be carried into the next fiscal year and the Coalition still does not have budget information for the new fiscal year from the state. Mr. Farrelly explained that if any funds do remain in the budget, advance purchases will be made for next year resulting in a zero balance.

Ms. Hammond explained that the Board will see a deficit in the first quarter of the new fiscal year because of the additional children in care. This is to be expected and the deficit will decrease over time. A brief discussion followed on the VPK administrative services provided by the Coalition. The VPK deficit will be addressed by both Program and Executive Committees at their June meetings.

Mr. Cook requested a motion to accept the Financial Statements for April 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 #1112-50)**

- **Personal Approach to Beyond the Numbers**

A special presentation was made by some of the School Readiness children from a classroom at Ms. Denise Gills' center, Bright Beginnings Preschool.

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

- **Executive Committee Update**

Ms. Hammond explained the Executive Committee had met and discussed the possibility of the age range being reduced to 0-5. As the state is expected to go to this age range in the future, the general consensus of the Executive Committee is to have the Coalition wait until the state makes it an issue, the Coalition will not initiate an age range change at this time. The Committee also discussed a topic initiated by ELC-Nature Coast, the sharing of services of their Financial Director. The Executive Committee does not believe this would be in the Coalition's best interest and that a full-time Financial Director is required.

- **Review/Approve, Amendment to Personnel Policy**

Mr. Farrelly stated this change is being recommended regarding employee resignations. In the existing, policy there was no definition for "good standing." After consulting with the Coalition's attorney, the changes presented are being recommended.

Ms. Hammond requested a motion to approve the Amendment to the Personnel Policy. Mr. Guadagnino so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-51)**

- **Review/Approve, IT Services Contract FY 2012-13**

Mr. Farrelly explained the Coalition's current contractor, Centurion Computers of Tampa, is submitting the contract for FY 2012-13 for a total of up to 18 hours of service per month at the rate of \$130.00 per hour. This will cover all computers and servers at all of the Coalition's offices.

Ms. Hammond requested a motion to approve the IT Services Contract. Mr. Meglay so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1112-52)**

- **Annual Board of Directors Self-Evaluation Survey and Executive Director's Evaluation Survey**

Ms. Hammond reminded Board members that the surveys have been sent to them via Survey Monkey with a deadline of May 31, 2012 in order to present the information at the July Board meeting.

IV. Program Committee – Ms. Jayne Goldstein, Chair

- **Committee Update**

In Ms. Goldstein's absence, Ms. Borrego reported that the Program Committee had met and voted to terminate a School Readiness provider's contract for not utilizing a Coalition approved curriculum, which is a direct violation. A total of thirty-four (34) providers for the month have been assessed with scores of 85% and above. Additionally, the Committee was introduced to the CLASS tool and how it would be implemented.

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

- **Committee Update**

Mr. Cook explained his Committee update was covered under the Treasurer's Report.

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

Ms. Kier reported that April's numbers included 136 of the 300 children scheduled to be enrolled from the wait list. In Pasco County, 102 children were placed and 34 were placed in Hernando County. She explained the Coalition currently has a surplus of \$300,000 and the Executive Committee voted to open up to an additional 100 slots by June 1, 2012. Ms. Kier explained that Eligibility Specialists are calling people for services who have only been on the wait list since April.

Ms. Kier reported that VPK enrollment is up by 248 children from April of last year and that enrollments continue to grow. Staff is currently working on VPK enrollments for the FY 2012-13 school year and preliminary enrollment numbers will be available at July's Board meeting. She stated that seventy (70) children have been enrolled in the VPK summer program.

VII. Quality Committee – Ms. Jo Ann Carman, Chair

- **Committee Update**

Ms. Carman reported the Quality Committee had approved five (5) scholarships for an upcoming national conference. The Quality budget is expended and committed by 86% to date with twenty-two (22) providers submitting thirty-eight (38) applications for Quality Incentive funds. Ms. Carman reported that Ms. Doucet is working on the annual Early Learning Conference which is scheduled for Saturday, November 3, 2012. The keynote speaker will be Dr. Mary Harper of St. Petersburg College and Dr. Mel Jurado of Florida's Office of Early Learning will be a featured presenter.

- **Inclusion Policy, First Reading**

Ms. Carman presented the Inclusion Policy, approved by the Quality Committee, to the Board for first reading.

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

- **Committee Update**

Mr. McHugh reported that several initiatives are under way. Ms. Ellis has put together a list of CPAs and Financial Planners and is working on a letter to solicit donations and referrals. Mr. McHugh reported that he has spoken with former Coalition Board member Janis McKnight of Strong Tower Winery and she has agreed to host a wine tasting. He is also working on the idea of a 5k race and working with a cigar bar to host a beer tasting.

Ms. Hammond informed the Committee that Mr. McHugh would welcome any assistance. Mr. Guadagnino stated as this is campaign season, candidates are required to donate any unspent campaign funds.

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

- **Coalition Update**

Mr. Farrelly distributed a copy of the finalized audit to the Board. He explained that the Coalition has been nominated for the Tampa Bay Business Journal's Non-Profit of the Year award and a luncheon will be held on June 21, 2012. He reported that during May's Provider meetings, which celebrated Provider Appreciation Month, Ms. Goldstein, Ms. Harvey and Ms. Ellis represented the Board of Directors at the meetings. The Providers were honored with pizzas, donated cakes and certificates from the governor, Dr. Jurado and the Coalition.

He reported that the Coalition's Inclusion Specialists, Ms. Anne McHugh and Ms. Damaris Conner, along with Ms. Suarez made a presentation at a recent state-wide Pre-K conference sponsored by the Department of Education. Coalition staff will also be participating at the upcoming state-level One Goal Conference.

Mr. Farrelly reported that the Coalition has a new partnership with Monster Transmission of Brooksville. The recent Cruise-In raised over \$550 toward Match. Another car show is being planned for Sunday, September 23, 2012 during Mr. Cook's Antique Car Museum Tour.

Mr. Farrelly also explained that the Coalition has been receiving more media lately which may be due to being recognized as one of the "50 Best Non-Profits to Work For."

Mr. Farrelly stated the Early Learning Conference will be held on Saturday, November 3, 2012 at Bishop McLaughlin High School and Ms. Hammond will open the conference. He informed the Board that the keynote speaker, Dr. Mary Harper of St. Petersburg College, will not accept a fee, but will present as a community service.

Mr. Farrelly welcomed Ms. Bev Doucet as the new Quality Supervisor and explained that she is currently planning the Coalition's upcoming Eat Smart for a Healthy Start event as well as working on the annual conference. Additionally, he asked the Board to welcome Ms. Sharon Frank as the Coalition's new receptionist.

- **Review/Approve, PDO Bank Policy**

Mr. Farrelly explained the Executive Committee has approved this policy to benefit staff members who have exhausted their PDO hours due to an unexpected illness.

Ms. Hammond requested a motion to discuss the PDO Bank Policy. Ms. Rags so moved and Mr. McHugh seconded the motion. Ms. Rags clarified that a minimum of thirty-five (35) PDO hours will be maintained by staff. Ms. Hammond stated that point 9 should read the action of the Personnel Committee, not the Board of Directors, is final.

Ms. Hammond requested a vote on the PDO Bank Policy with the amendment to point 9. All were in favor with no abstentions and the motion carried. (**Action Item #1112-53**)

- **Foundation Update**

Mr. Farrelly reported that \$1,200 was raised from the Spring Festival hosted by Little Sunshine Preschool of Pasco. He explained the center took the initiative to do this on their own. He has invited key providers to meet and discuss hosting events to benefit the Foundation. Providers are being encouraged to host an event every month. Kids R Kids in East Pasco will host an event on Saturday, June 16, 2012 and Bright Beginnings Preschool will host a Fall Festival

Ms. Rags suggested contacting Texas Roadhouse as they also host events to benefit local non-profits. Other suggestions included contacting Ruby Tuesday's and Cody's.

- **Inclusion Initiatives: Inclusion Staff and Ms. Teresa Suarez**

Ms. Conner and Ms. McHugh presented a PowerPoint presentation on developing and training providers on a Pyramid Model Training to better serve children with special needs. Currently, 1,315 children in Pasco County are impacted. Early in June, discussions will begin with Hernando County Schools to train teachers of children with special needs.

X. New/Unfinished Business

None.

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 9:52 a.m.

Respectfully submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant