



**BOARD OF DIRECTORS
MEETING MINUTES
July 26, 2012**

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

Day/Date/Time: Thursday, July 26, 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, James Cook, Dawn Harvey, Jayne Goldstein, Joe Mascaro, Patrick McHugh, Angela Porterfield, Jean Rags, Mike Ramos, Teresa Suarez

Board of Director Members Excused: Bonnie Clark, Ann-Gayl Ellis, Gus Guadagnino, Dave Meglay, Pat Mulieri, Heidi Rand

Board of Director Members via Phone: None

Board of Director Members Absent: None

Coalition Staff Present: Danielle Berche, Kim Borrego, Bev Doucet, Pattie Eacobacci, Jim Farrelly, Jak Jakubauskas, Betsy Kier, Katie Nelson, Robbin Schumacher

Guests Present: Angel Schumacher

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 8:33 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 #1213-01**)

- **Approval of Minutes, May 24, 2012 Board Meeting**

Ms. Hammond requested a motion to approve the minutes from the May 24, 2012 Board Meeting as presented. Mr. McHugh so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1213-02**)

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

Mr. Cook stated the financial report presented is a draft version only and not the final report for the end of the year. He explained the Coalition is allowed to issue a 13th invoice which has yet to be done. He briefly reviewed the actual spending rates to date: School Readiness Administration is at 3.2%, Non-Direct is 4.63%, Quality is at 10.93% and Direct Services is 81.24%. The Coalition has only raised 4% of its required Match funds. For VPK, Mr. Cook explained the administration rate is at 5.31% and Direct Services is at 96.12% and this budget has been over spent by 1.43%.

Since this report is not final, no action for approval is being requested. Mr. Cook stated the financials will be finalized at the September Board meeting.

Ms. Suarez inquired what the consequence will be for over spending the VPK budget. Mr. Farrelly explained the Coalition has two (2) possibilities. The first is to apply to the state requesting the overage be applied to the FY 2012-13 budget. However, the state gave the Coalition additional funds in May which were not able to be spent down by the end of the year. For this reason, the state has denied the Coalition's initial request, but an appeal to their decision is being made.

The second possibility would be to use funds currently in a "free balance" account which came from a 2010-11 Mid-Florida services grant.

Ms. Hammond explained the School Readiness grant has a 5% allotment for administration, but the VPK grant only provides 4% for every child enrolled. This means the child must attend school for the Coalition to be reimbursed. The 4% cap is being exceeded by Coalitions throughout the state.

- **Report, Numbers Behind the Numbers**

Mr. Cook thanked the Board for allowing him to present the "Numbers Behind the Numbers" reports and thanked staff for their work in providing research information. He explained this report is being retired after this final presentation.

Today's report, "Where are they today" will give the Board an opportunity to hear from a child who has been in the program. Mr. Cook explained the Coalition has served over 60,000 children since the merger and requested Mr. Farrelly introduce Ms. Angel Schumacher, the daughter of Ms. Robbin Schumacher, Eligibility Supervisor in the Coalition's New Port Richey office.

After Angel's presentation, there was a brief discussion about the Board members who, along with Mr. Cook, served in the early 2000's – Ms. Hammond, Ms. Rags and Mr. Meglay.

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

- **Executive Committee Update**

Ms. Hammond stated she will hold her report until later in the meeting.

- **Approval, Interagency Cooperative Agreement Between Pasco-Hernando Workforce Board, Inc. and the Coalition**

Mr. Farrelly explained this is a ratification vote to maintain the current agreement between the Coalition and Workforce for an additional three (3) years, through June 30, 2015.

Ms. Hammond requested a motion to approve the Interagency Cooperative Agreement between Pasco-Hernando Workforce Board and the Coalition. Ms. Suarez so moved and Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-03)**

- **Ratification of Budget for FY 2012-13**

Mr. Farrelly explained the Coalition received its final figures from the state on July 2, 2012 and he was originally told the Coalition's budget would be held harmless. However, the budget for School Readiness was reduced by \$122,000 and will continue to be reduced by a total of \$1.2 million over the next six (6) years. This budget contains one (1) new Eligibility Specialist for the New Port Richey office and plans to hire additional staff are no longer being considered.

Mr. Farrelly stated the total budget for School Readiness and VPK for FY 2012-13 is \$26,405,927.

Ms. Hammond requested a motion to approve the budget for FY 2012-13. Mr. McHugh so moved and Mr. Ramos seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-04)**

- **Approval, Invoices over \$5,000 - \$16,000 Invoice to Randstad Finance & Accounting**

Mr. Farrelly explained this is the personnel consulting firm that placed Ms. Berche with the Coalition.

Ms. Hammond requested a motion to approve the \$16,000 invoice to Randstad Finance & Accounting. Ms. Rags so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-05)**

- **Approval, Revised Provider Specialist Job Description**

Mr. Farrelly stated this job description is being presented for approval as it has combined both the Provider Specialist and VPK Specialist job descriptions into one. The salary will remain the same, but changes have been made to the educational requirements.

Ms. Hammond inquired how the non-exempt status is determined. Ms. Rags stated that since the requirements require flexibility for travel, hourly employees should be considered as exempt. Mr. Farrelly stated that currently the Coalition does offer both overtime and flex time with more staff utilizing flex time. Mr. Farrelly will investigate the “status” and this job description will be brought back to the Board in September.

There was no vote on **Action Item #1213-06**.

- **Review, Annual Board of Directors Self-Evaluation Survey**

Ms. Hammond explained this is the second year of assessing the Board’s performance and encouraged members to visit child care centers. At Ms. Hammond’s request, Ms. Goldstein informed the Board that the Executive Committee had discussed having members visit certain centers to see what they are really like. Ms. Goldstein and Ms. Harvey (Board Provider Representatives) will schedule a specific day to invite members to join the children for a play date or to participate in activities such as rocking an infant or story time, in the near future.

Mr. Farrelly informed the Board that the survey had been created by members of an Ad Hoc Committee and suggested that another committee could be formed to reconstruct and update the survey. Ms. Hammond requested volunteers for an Ad Hoc Committee. Mr. Ramos and Mr. Mascaro volunteered.

- **Review, Annual Executive Director’s Evaluation Survey**

Ms. Hammond stated that Mr. Farrelly has performed a stellar job and gave a brief historical background of how the Coalition was created through a merger in 2005. She explained that her term expires in April, 2013 and she will no longer be the Chair. This is a governor appointed position and she does not know who will be the new appointee.

Ms. Hammond explained she is concerned that the Coalition’s new chair may be politically motivated and she would like to ensure the Executive Director is protected from political posturing. She explained she is preparing a 5-year contract which will protect Mr. Farrelly through the end of her term and the first 4-years of the new appointment. She will make a formal request for the Board’s permission to negotiate this contract.

Ms. Hammond requested comments from the Board members on Mr. Farrelly’s performance and a brief discussion followed.

Ms. Hammond requested a motion to allow Lisa Hammond to negotiate a 5-year contract for Mr. James Farrelly. Mr. Ramos so moved and Ms. Suarez seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Program Committee – Ms. Jayne Goldstein, Chair

- **Committee Update**

Ms. Goldstein reported that the Program Committee had reviewed the centers currently under a Corrective Action Plan. Twenty-five (25) centers were assessed and passed their reviews for the end of the fiscal year.

- **First Reading, School Readiness Monitoring Procedure**

Ms. Goldstein explained the School Readiness Monitoring Procedure is being presented for a first reading as there have been additions and deletions to the tool. The tool is no longer an option to use to cancel a provider's contract. It will be brought back for a second reading in September.

- **Approval, School Readiness Program Assessment, FY 2012-13**

Ms. Goldstein explained that an addition has been made to both the School Readiness Program Management and Family Child Care Home Assessment Tool. The Coalition will now be responsible for overseeing that immunization records are in place.

Ms. Hammond requested a motion to approve the changes to the School Readiness Program Assessment for FY 2012-13. Mr. McHugh so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #1213-07)**

Mr. Farrelly updated the Board on the VPK administrative costs and explained the 4% mandate is nearly impossible to achieve. He explained the Coalition will make an attempt to do so by combining the Provider and VPK Specialists into Provider Specialists and explained how this would save funds.

Additionally, the VPK program receives an annual grant of approximately \$30,000 for Outreach and Awareness. The Coalition has used these funds in the past for a postcard mailer, newspaper inserts and billboard advertising as means to increase VPK enrollment. However, a three (3) month survey of parents enrolling their children has shown that the majority of parents learn of VPK through word of mouth. Mr. Farrelly explained that since VPK enrollments are up, the Outreach and Awareness funds will be spent differently this year.

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

- **First Reading, Fraud and/or Misrepresentation Policy**

Mr. Cook explained this policy has been reviewed by two (2) Committees and is being presented to the Board for a first reading.

- **First Reading (Revision), Fiscal and Accounting Policies**

Mr. Cook explained these policies have also been reviewed by two (2) Committees and are being presented to the Board for a first reading. Both policies will be brought back for second readings in September.

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

Ms. Kier reported that School Readiness enrollment had increased in June by 80 children, 76 in Pasco and 4 in Hernando County. She explained the report showed a surplus, but that will be spent by the time the 13th invoice is submitted.

She noted that the VPK Utilization Report should read FY 2011-12 not FY 2010-11 and that VPK enrollment was increased by 746 children over last year, 626 more in Pasco and 120 in Hernando County.

Ms. Kier explained that July's Utilization Report will show a drop in enrollment as only summer VPK programs will be included. Ms. Kier reported that the current wait list contains 926 children with approximately 100 children being added weekly.

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

- **Committee Update**

Ms. Carman reported the Quality Committee had approved a total of twenty-two (22) incentive applications totaling over \$21,000. The Committee has also approved new incentive application forms for FY 2012-13 as well as the new budget.

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

- **Committee Update**

Mr. McHugh reported that a wine tasting fundraiser will be taking place in November at Strong Tower Winery. The Committee has also discussed how to engage and encourage Board members to fundraise. August's Committee meeting will have a facilitator assist on formatting a plan to present at the September Board meeting.

Ms. Hammond stated the Board needs to seriously consider raising match dollars due to the recent budget cuts. The \$330,000 raised would provide services for 100 children. She recommends increasing the fundraising to \$500,000 to recoup the lost budget dollars.

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

- **Coalition Update**

Mr. Farrelly formally welcomed Ms. Danielle Berche, Finance Director, to the Coalition. He stated the Board will hear more about the Coalition's core mission as some things may need to be changed to better serve children.

Mr. Farrelly displayed the Coalition's lunch bag giveaway that will be presented to children during the upcoming **Eat Smart for a Healthy Start** events. Ms. Borrego reviewed the dates of the three (3) community-based events and explained that wooden toys have been donated by the Toymakers of Eastlake and that Walgreens was sponsoring the event through their donation of first aid kits.

- **Video, A Day without Child Care**

This short video was shown to the Board.

- **Second Reading/Approval, Inclusion Policy**

Mr. Farrelly explained this policy, which has been approved at Committee level, is being presented to the Board for final approval.

Ms. Hammond requested a motion to approve the Inclusion Policy. Ms. Suarez so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried. (**Action Item #1213-08**)

- **2012 Annual Conference Update, Ms. Bev Doucet, Quality Supervisor**

Mr. Farrelly introduced Ms. Doucet who explained the conference will be held on Saturday, November 3, 2013 and the Coalition is expecting about 1,000 individuals to be present. Dr. Mel Jurado of Florida's Office of Early Learning is a featured speaker and Dr. Mary Harper of St. Petersburg College is the keynote speaker.

Ms. Doucet informed the Board that presenters from as far as Texas, Maryland and Georgia will be coming, at their own expense, to present their workshops. Additionally, presenters from Tallahassee, Gainesville and Miami, as well as many local individuals, have submitted their resumes to present at the conference. To date, eighteen (18) vendors have been confirmed for the exhibit hall and corporate sponsors have been solicited and Office Product Solutions, Suncoast Schools Federal Credit Union and *Tampa Bay Times* will be represented.

Ms. Doucet reported that the Coalition had 526 registrations for last year's conference and presenters, vendors, staff and volunteers increased that amount to almost 700. Mr. Mascaro was invited to participate again during the opening ceremony with an honor guard.

- **Foundation Update**

Mr. Farrelly reported that Mr. Cook's Car Museum Tour has been scheduled for Sunday, September 23rd and the Coalition has partnered with Monster Transmission to fill the street with other antique cars. Additionally, Mr. Cook is in communication with another business owner in the complex who collects antique trains about opening his facility to the public the same day.

Mr. Farrelly stated that providers are slowing joining in to support the Foundation. Kids R Kids of Wesley Chapel will sponsor a second event on August 11, 2012 to benefit the Foundation. Additionally, Mr. Scott Astringer of UPS requested volunteers from a non-profit agency to assist at a golf tournament scheduled for Saturday, August 25, 2012 at the Southern Hills Golf Club in Brooksville. The partnering agency, in this case the Foundation, will receive 50% of the proceeds for providing UPS with five (5) volunteers.

Mr. Farrelly distributed a new Coalition brochure, created by Ms. Katie Nelson, that will help advertise the Coalition.

Ms. Hammond reminded the Board that the top three (3) comments for the Executive Director will be the goals established for next year. She will prepare a comment sheet to be emailed to the Board with a return date by mid-August with responses to be presented at the September Board meeting.

X. New/Unfinished Business

Ms. Suarez inquired about the McKay Scholarship Program stating it was approved by the legislature and will be overseen by Coalitions. This program will be funded through the VPK program as parents with special needs children are able to use the VPK dollars allotted for their child for services such as purchasing therapy sessions, rather than for VPK class time. Ms. Suarez explained the program falls under the School Choice umbrella for preschool children.

Mr. Farrelly stated the Coalition has received no information to date. Ms. Suarez informed him the program became effective July 1, 2012. Mr. Farrelly will research and report back to the Board.

XI. Public Input

None.

XII. Adjournment

Ms. Hammond requested a motion to adjourn. Mr. Ramos 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 10:10 a.m.

Respectfully submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant