



**BOARD OF DIRECTOR'S
MEETING MINUTES
(DRAFT)**

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

Day/Date/Time: Thursday, January 31, 2008 – 8:30 a.m.

Location: Early Learning Coalition of Pasco and Hernando Counties, Inc.
15506 County Line Road, Suite 103
Spring Hill, FL 34606

Board of Director Members Present: Susan Arnett, Linda Foy, James Cook, Maria Crosby, Steve Davis, Dave Meglay, Jean Rags, Patricia Wisman, Denise Gill, Lydia Pinkowski, Toni Watkins, Lisa Hammond, Steven Kanakis, Mary Beth Wehnes, Elaine Wooten

Board of Director Members Excused: Blake Harding, Burt Harres, Barbara Renczkowski, Elizabeth Callaghan

Coalition Staff Present: Jim Farrelly, Maryrose Wersan, Shannon Dewey, Debbie Thomas, Nicole Flechas, Angela Westmoreland, Noreen St. Jean, LuAnn Lacava, Marie Grace, Anne McHugh

Guests Present: Debbie Antioco, Betsy Kier, Nora Kranz, Susan McPhee, Colleen Wolfe, Janie Sailors, Susan McPhee, Theresa Miara, Sister Roberta Bailey, Maureen Gilbertson, Wil Nickerson

I. Welcome and Call to Order

Lisa Hammond, called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at 8:30 a.m. All members and guests introduced themselves. A quorum was present. Lisa welcomed everyone present and thanked them for their attendance.

II. Action Items

- **Adoption of Agenda**

Lisa then asked for a motion to adopt the agenda. Dave Meglay moved to accept this motion. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-23)**

- **Approval of Minutes**

Lisa also requested a motion to approve the November 15, 2007 Board Meeting Minutes. Jean Rags moved to accept this motion. Dave Meglay seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-24)**

- **Treasurer's Report**

Monthly Statement of Financials – October 2007

Jean Rags, Treasurer, directed the Board's attention to their packets to review the statement of financials for the fiscal year, ending June 30, 2007. She reported all adjustments which had been made and informed the Board of revenue, reimbursement and operating expenses. She asked if anyone had questions or concerns. There were none. Lisa Hammond requested a motion to accept the October financials. Dave Meglay moved to accept the motion and Jim Cook seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-25)**

Monthly Statement of Financials – November 2007

Jean then directed the Board's attention to the fiscal report for November of 2007. She reported all adjustments which had been made and informed the Board of revenue, reimbursement and operating expenses. She asked if anyone had questions or concerns. There were none. Lisa Hammond requested a motion to accept the November financials. Dave Meglay moved to accept the motion and Jim Cook seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-26)**

III. Remarks from the Chair

Lisa Hammond, Chair, announced to the Board that she would like to have each Board member choose a committee, on which to serve. She passed around a sign up sheet. Members were instructed to select their first and second preferences of committees to serve on by indicating those preferences with a 1 or a 2. They were assured by Lisa that she would only assign them to one committee.

IV. Executive Committee Report

Lisa reported that the Executive Committee met on Tuesday, January 29, 2008 and discussed current and pending issues. She also expressed that Jim Farrelly received unanimous approval and praise from the Executive Committee regarding his performance as Executive Director which has gone beyond their expectations.

Maria Crosby asked the Chair for a moment to comment on her appreciation of the genuine interest Jim has shown toward the Pasco County School Board.

Lisa then asked Ms. Linda Foy, Director of Childhood Development Services for a Central Agency staff update.

V. Central Agency Staff Update

Linda distributed copies of reports showing slot projections for Hernando County.

She then stated that several weeks ago, some of her staff members expressed concern that some of the Agencies policies and procedures were not being followed.

Linda stated that the concerns were that there were missing receipts from certain community projects and that Agency staff members had been used for personal business. She stated that an internal investigation was done. It was concluded that policies and procedures were not being followed. It was determined that the Hernando County Manager was responsible for these guidelines not being followed. It was also determined that this employee could no longer remain in the position of County Manager or the employee of CDS.

Linda clarified that the investigation did not show that money was taken. Only that there were no receipts to reconcile. The amount that was not able to be reconciled was \$851.02. She stated that CDS will absorb the cost of 14.5 hours of staff time used for personal business. The Coalition will not pay for these hours.

Linda added that as a result of this event, staff has received training in the area of finance. Staff has also reviewed agency policies and new financial procedures are being implemented.

Jim Farrelly added that he and Board leadership had been kept well informed of this investigation from the beginning. He expressed that the concern of Board leadership was that the continuity of services to children and families was seamless during that time and it had proved to be so.

Jim also commended CDS for bringing Betsy Kier into the role of manager for both Pasco and Hernando. He expressed great faith in Betsy as someone to work on behalf of providers.

Jim then stated that we (the Coalition and CDS) would move forward from here.

VI. ELAC Report

Jim Cook distributed copies of a chart from the meeting. The chart listed services which are contracted for Early Learning Coalitions throughout the state.

Jim stated that those who attend ELAC meetings are the Chairpersons for Early Learning Coalitions state wide. Each Chair shared how they, along with their Coalition and the system in general have matured. Next, Jim stated how he has watched the Coalition of Pasco and Hernando mature over the last two years and he feels that the rate of maturity is accelerating.

Jim concluded by informing the Board that a request had been made at the ELAC meeting for OEL to survey all Coalitions and get their description of administrative costs. The idea would be to use the survey results as a guide in establishing a standard for Coalitions to follow.

VII. VPK Readiness Rates

Maria Crosby introduced Ms. Liz DeCamilla, Grant Specialist for the Pasco County School District. She explained that Ms. DeCamilla would be giving an overview of how Readiness Rates are calculated.

Ms. DeCamilla began her power point presentation, reflecting that it is the goal of a screener to establish where each child is at that point. Each parent must sign a statement saying that they will have their child assessed during the first thirty days of school. Ms. DeCamilla continued to explain how rates were calculated and expressed her concerns.

Discussion ensued on concerns with the screening process and its possible flaws. It was determined if any changes to the screening materials are to be made, changes must first be made to the State Legislature.

Jim Farrelly commented that Debbie Thomas and LuAnn LaCava would make a presentation next that would objectify the Pasco School District presentation. He added that a position statement needed to be established, possibly at the next ELAC meeting. This statement would be presented to the appropriate people and make the impact that is needed to change the way Readiness rates are calculated.

LuAnn LaCava reported that VPK Readiness rates for the Pasco and Hernando Coalition are above state average. There are now more VPK providers therefore there are more children enrolled in VPK.

Debbie Thomas added that we are moving in the right direction, working toward improving all scores. Debbie stated that of the five low performing providers from 2005/2006, three of them are no longer “low performing”. The remaining two centers have much improved as well. She also reported that as of February 19, 2008, the state will officially set the score to determine low performance, expected to be either 209 or 210.

VIII. Central Agency Utilization Reports

Linda Foy referred the Board to their packets and informed them that CDS is projecting a deficit for Hernando County. She reported that they have not been adding children to the wait list and that the current number of children on the wait list is 443. She added that parents are now having an extra six percent added on to fees because there are no funds left in MATCH. Discussion ensued on the Projected Utilization Analysis.

Sue McPhee explained her calculations for Hernando. Susan, Linda and Carol had considered what would happen if attrition were allowed to continue with no intervention. Their calculations revealed that this would cause a surplus of about \$11,000. Sue recommended lifting the freeze off of the Hernando wait list to avoid a surplus.

Linda Foy stated that there are 459 children on the Pasco County waitlist.

Linda stated that she and Carol propose to move seventy five children at a time off the wait list until there are only 263 left waiting. Linda explained that a slight surplus is still to be expected.

Jean Rags made a motion to lift the freeze off the Hernando County wait list. Susan Arnett seconded the motion; all were in favor with no abstentions and the motion carried.

XI. Quality Committee Report

Noreen St. Jean presented the revised Quality Budget. Jean Rags made a motion to approve the budget. Mary Beth Wehnes seconded the motion. Lisa Hammond asked for discussion.

Maria Crosby voiced her approval that things were moving forward with CDA classes. Jim Cook expressed concern about using funds from the Quality Budget to sponsor CDA scholarships. Discussion ensued regarding the scholarships. Lisa stated that a full motion would not be taken on the budget but rather a motion would be taken on each item. The original motion was withdrawn and each item was approved individually.

Lisa requested a motion to approve the Behavioral Health Services section of the budget. Dave Meglay moved to accept the motion and Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. Lisa then requested a motion to approve the Provider and Parent Training section of the budget. Jim Cook moved to accept the motion and Mary Beth Wehnes seconded the motion; all were in favor with no abstentions and the motion carried. Next, Lisa requested a motion to approve the Dental Health Services section of the budget. Dave Meglay moved to accept the motion and Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. Lisa then requested a motion to approve the Sensory Screenings section of the budget. Susan Arnett moved to accept the motion and Mary Beth Wehnes seconded the motion; all were in favor with no abstentions and the motion carried. Next, Lisa requested a motion to approve the Targeted Quality Improvements. Susan Arnett moved to accept the motion and Mary Beth Wehnes seconded the motion. The majority of Board members approved with the exception of one objection. Lisa requested a show of hands for the approval and the objections. The motion carried.

Noreen then brought the Program Observation Tool to the Board's attention for approval. Lisa Hammond requested a motion for approval. Jean Rags accepted the motion and Steve Davis seconded the motion; all were in favor with no abstentions and the motion carried.

Lisa stated that one other motion was needed to move the \$68,000 to slot utilization. Dave Meglay accepted the motion and Susan Arnett seconded the motion; all were in favor with no abstentions and the motion carried.

X. Executive Directors Report

Jim Farrelly began by commending teachers and providers for their many efforts. Next, he stated that 2007 had been a difficult year for the Coalition. He referred to changes in staff and challenges for the Board. Jim acknowledged staff members for their efforts and asked them to stand. He then commented on the challenges the Coalition currently faces such as the lack of an audit for 2007. He did however state that an audit will be done.

Jim updated the Board on the fact that an Office Manager has been hired and that applicants are in line to be interviewed for Program and Contracts Manager. Jim then stated the initiatives which he, along with the Board, plan to target in 2008.

XI. New and Unfinished Business

Jean Rags requested an updated list of Board Members.

Steve Davis suggested that the Board Member application could be improved by enlarging the print. Steve then encouraged the Board to do as much networking as possible in the community to advertise the Coalition and its services.

Jean reminded the Board that “Week of the Young Child” is April 19, 2008. Over 2500 parents and children are expected at the event, to be held at the Jerome Brown Center in Brooksville.

Noreen St. Jean invited the Board about the “Worlds Greatest Baby Shower,” to be held at St. Joan of Arc Church in Spring Hill, on February 9, 2008.

XII. Public Input

A provider commented on the positive interaction she saw today among Board members. She stated that it was refreshing to see Pasco and Hernando represented well and working together.

Ms. Liz DeCamilla thanked the Board for allowing her to speak today. She also commented that she is impressed with the commitment she sees in Board members as well as with the value that has been placed on training.

XIII. Adjournment

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 10:55 a.m.

Respectfully Submitted by:

Angela Westmoreland
Administrative Assistant