



**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, June 28, 2007 – 8:30 a.m.

Location: 15506 County Line Road, Suite 104
Spring Hill, FL 34610

Board of Director Members Present: Curt Bromund, Elizabeth Callaghan, James Cook, Maria Crosby, Lisa Hammond, Blake Harding, Irvin Homer, Steven Kanakis, Dave Meglay, Lydia Pinkowski, Barbara Renczkowski, Toni Watkins, Patricia Wisman, Elaine Wooten

Board of Director Members Excused: Denise Gill, Jean Rags

Coalition Staff Present: Maryrose Wersan, Lenore Zulauf, LuAnn LaCava, Debbie Thomas

Guests Present: Kim Bradford, Nancy Nairns, Judy Doyle, Betsy Kier, Susan McPhee, Mary Beth Wehnes, Erin Begency, Nicole Miller, Dave Marshall, Steve Davis, Maureen Gilbertson, Sandy Ramos

I. Call to Order

Lisa Hammond, Chair, called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at 8:30 a.m.

II. Roll Call/Introductions of Members, Guests and Staff

All members and guests introduced themselves. A quorum was present. Dave Meglay, on behalf of the entire Board, thanked Dave Marshall for serving on the Coalition Board.

III. Action Items

1. Adoption of Agenda

Lisa Hammond requested a motion to accept and adopt the agenda. Dave Meglay moved to accept this motion. Irvin Homer seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-56)**

2. Approval of Minutes

Lisa Hammond requested a motion to approve the May 30, 2007 Board Meeting Minutes. Blake Harding moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-57)**

3. Financial Report

In the absence of Jean Rags and Debbie Antioco, Lisa Hammond presented the Monthly Financial Statements for April 2007 and the 2006-2007 Fiscal Year End Projections. There were no discussions or comments regarding the statements presented. Lisa Hammond requested a motion to accept the Monthly Summary of Administrative Expenses for April 2007. Blake Harding moved to accept this motion. Jim Cook seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-58)**

4. Executive Committee Report - Private Sector Membership

Lisa Hammond presented the Executive Committee report. Lisa stated that the Executive Committee reviewed all submitted Board Membership applications and would like to appoint two private sector members to the Coalition Board. Jim Cook gave a brief report introducing Steve Davis to the Board. Currently, there are openings on our Board for private sector members. Based on the information provided in the Board Membership Application, Steve Davis meets the private sector criteria released by the Office of Early Learning. Lisa Hammond requested a motion to appoint Steve Davis to the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors. Jim Cook moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-59)**

Lisa Hammond a brief report introducing Nicole Miller of Sylvan Learning Center to the Board. Based on the information provided in the Board Membership Application, Nicole Miller meets the private sector criteria released by the Office of Early Learning. Lisa Hammond

requested a motion to appoint Nicole Miller to the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors. Blake Harding moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-55)**

In addition, Lisa Hammond gave a brief report introducing Mary Beth Wehnes from the Department of Children and Families to the Board. Lisa explained that having a licensing representative on our Board would be beneficial to all providers. Lisa Hammond requested a motion to appoint Mary Beth Wehnes to the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors. Jim Cook moved to accept this motion. Barbara Renczkowski seconded the motion; all were in favor with no abstentions and motion carried. **(Action Item #0607-60)**

It was clarified that all appointed members are considered voting members and will serve a four year term.

IV. Remarks from the Chair

Lisa Hammond explained that she was hoping to present the 2007-2008 Proposed Coalition's Budget during today's meeting. However, due to the fact that the Coalition has not received the grant award, this will be added to next Board Meeting's agenda.

Discussion followed regarding a Budget Workshop. The Board scheduled a budget workshop on July 11, 2007 from 9:00 a.m. to 12:00 p.m. This workshop was scheduled to be held at the Coalition's office located on County Line Road.

V. ELAC Meeting Report

Jim Cook gave a brief update of the ELAC Meeting he attended on June 15, 2007 in Deerfield Beach. Jim mentioned that Monesia Brown, Director of the Agency for Workforce Innovation, will be meeting with the Gubernatorial Appointee Committee to fill the governor-appointee vacancies on each of the Coalitions throughout the state. Jim distributed a copy of the governor-appointee vacancies to the Board.

Jim mentioned that the Quality Committee met and discussed the STARS (quality) rating system which legislation did not approve. This Committee will be meeting in September during the next ELAC meeting to discuss the criteria mandated for providers. Jim further mentioned that a presentation was given by Shan Goff of the Department of Education regarding the School Readiness Rates. Discussion followed regarding technical assistance to our low-scoring providers and those close to the target line, incentives for providers to help improve their scores, increased parental education and curriculum assessments.

VI. Internal Operation's Report

Lenore Zulauf presented a report to the Board on the following items:

- VPK Provider Kindergarten Readiness rates – Lenore explained that five providers in the Pasco/Hernando area scored below the rate minimum. These providers must submit an Improvement Plan no later than August 9, 2007. Coalition staff will provide technical assistance to these providers requesting assistance.
- VPK enrollment update
- Match Update – Lenore mentioned that the Coalition is in the process of submitting an in-kind donation request for the property located on Commerce Avenue.
- Childhood Development Services Contract for Fiscal Year 2007-2008 – Coalition and CDS met to discuss the contract for the upcoming fiscal year.

VII. Committee Reports

Executive Committee

Lisa Hammond presented the Executive Committee report. Lisa stated that the Committee met to approve the submitted Board Membership applications and to approve the revised Executive Director Job Description. Advertisements will begin for this position will begin on July 1, 2007. Lisa mentioned that the Executive Director advertisement will be posted state-wide. It was requested that staff email the revised job description and advertisement to each Board Member.

Quality Committee

Jim Cook presented the Quality Committee report to the Board. Jim mentioned that the Quality Committee met to discuss the spending of the remaining balance \$26,000 allocated for dental services. Jim distributed to the Board samples of the dental awareness materials currently being purchased.

VIII. New/Unfinished Business

Lisa Hammond distributed a graph reflecting the number of School Readiness children served in Pasco County and another reflecting the funding allocation. Lisa explained that these graphs show the number of children being served since Fiscal Year 2004-2005 and the funding allocations for these services have increased. Maria Crosby distributed copies of the Contract Utilization Comparison for Pasco County. Maria stated that the

numbers reflected within her document are those documented from CDS' Utilization Reports presented at each Board Meeting. Discussion between Maria Crosby and Curt Bromund ensued regarding the number of children served and factors that affect these children enrolled. This discussion was scheduled to continue during the Budget Workshop for further clarification. In addition, it was requested that CDS provide education during the workshop to better understand their utilization reports.

The Board confirmed the Budget Workshop to be scheduled for July 11, 2007 from 9:00 a.m. to 12:00 p.m. at the Coalition's office.

IX. Central Agency Utilization Report

Curt Bromund of Childhood Development Services, Inc. presented their Utilization Report. It was recommended that dates and page numbers be added to these utilization reports. Discussion followed regarding the explanation of duplicated/unduplicated children being served. In addition, further clarification was discussed regarding the number of children enrolled versus the number of children served.

Curt Bromund extended an invitation to all Board Members to visit CDS' office in Ocala to better understand the child intake process and view all of their services offered.

X. Public Comment/Other Business

Sandy Ramos, Pasco County School Board, questioned if all new Board Members attend a formal orientation process. Lisa Hammond stated that all new members are given a manual which explains the importance of the Coalition.

XI. Board Meeting Calendar

Due to the fact that the One Goal Conference is during the week of July 15, 2007, the Board rescheduled the next Board Meeting for July 26, 2007 at 8:30 a.m. and will be held at the Coalition's office located at 15506 County Line Road, Suite 104, Spring Hill, FL 34610.

XII. Adjournment

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 10:35 a.m.

Respectfully Submitted by:

Maryrose Wersan
Administrative Assistant