



**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, October 18, 2007 – 8:30 a.m.

**Location:** Career Central – Conference Room “A”  
4440 Grand Boulevard  
New Port Richey, FL 34652

**Board of Director Members Present:** Susan Arnett, James Cook, Maria Crosby, Steve Davis, Steven Kanakis, Dave Meglay, Nicole Miller, Jean Rags, Patricia Wisman, Mary Beth Wehnes, Elizabeth Callaghan, Brenda Gause

**Board of Director Members Excused:** Denise Gill, Curt Bromund, Blake Harding, Lydia Pinkowski, Elaine Wooten, Lisa Hammond, Burt Harres, Barbara Renczkowski, Toni Watkins

**Coalition Staff Present:** Maryrose Wersan, Debbie Antioco, Debbie Thomas, Angela Westmoreland, Noreen St. Jean

**Guests Present:** Vicky Gates, Nora Kranz, Susan McPhee, Carol Eurton, David McCollister, Rene Hensley, Theresa Miara, Colleen Wolfe, Frank Raffone, Mrs. F. Raffone, Betsy Kier

**I. Call to Order**

In the absence of Lisa Hammond, Jim Cook, Vice Chair, 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.

## II. Action Items

### 1. Adoption of Agenda

Jim Cook requested a motion to accept and 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 #0708-13)**

### 2. Approval of Minutes

Jim Cook requested a motion to approve the September 20, 2007 Board Meeting Minutes. Jean Rags moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-14)**

### 3. Treasurer's Report

Debbie Antioco presented the final June Statement of Financials. Within the Quality Initiatives budget, she noted that the budget had been exceeded due to dollars being realigned for the Coalition to offset the surplus spending. In addition, Debbie mentioned that the Quality Committee will be reviewing the grant received for Outreach and Awareness. Jim Cook requested a motion to approve the final June financial statements. Jean Rags moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-09)**

In addition, Debbie presented the August Statement of Financials. She reiterated the Board's decision to reduce spending by four percent. This deduction was reflected in the presented financials. She also stated that the Coalition is within our spending budget for our current Fiscal Year. Jim Cook requested a motion to approve the August financial statements. Jean Rags moved to accept this motion. Steven Kanakis seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-15)**

## III. Remarks from the Chair

Jim Cook stated that the Coalition is in need of additional office space and asked Maryrose Wersan, Office Manager, to update the Board on efforts made to resolve this issue. Maryrose reported that office space is available for subleasing directly across the hall from the Coalition. She updated the Board on the current market rate for the Coalition's geographical location and the current office space rental agreement. She also informed the Board of the efficient build out of the available office space. Maryrose stated that staff has been in communication with the landlord, as well as the potential SubLandlord and has acquired information on how to move forward with subleasing the

available space. Maryrose added that the current office space would continue to be occupied for Board Meetings, trainings, etc. Discussion ensued regarding the need for additional office space and number of staff. Jean Rags requested a motion that if both the Lessor and the new Executive Director are in agreement with the sublease and the lease terms for both units are moved to one end date, the Board would be in agreement to committing to the sublease. Dave Meglay seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-16)**

#### **IV. Committee Reports**

##### Executive Committee Report

Jim Cook reported that James Farrelly has accepted the position of Executive Director in principle. He added that Mr. Farrelly will be visiting Early Learning Coalition staff, as well as the Executive Committee the week of October 29, 2007.

##### Quality Committee Report

Steve Kanakis, Committee Chair, presented the Quality Committee Report. Steve presented the Quality Initiatives spending update. In addition, Steve updated the Board on the Strawberry Patch Childcare Center and the steps that have been taken toward addressing the Center for being non-compliant within the quality standards. Discussion ensued on releasing the remaining quality dollars. It was recommended that the Quality Committee plan and prioritize the spending of these dollars at their next Committee Meeting prior to the release of these dollars.

#### **V. ELAC Report**

Jim Cook attended an ELAC meeting on September 28, 2007. He reported that legislatures will not cut into the budgets of Early Learning Programs. He also reported the possibility of the legislature adopting a Quality Rating System for the Voluntary Pre-Kindergarten program. Jim stated that the editorial opinion is that the legislature will not adopt a mandated Quality Rating System at this time. Jim then stated that comments from various Coalition Chairpersons indicated struggles similar to those faced by the Early Learning Coalition of Pasco and Hernando Counties. Discussion ensued on the Quality Rating System. It was recommended that the Quality Manager research the Quality Rating Systems utilized for all Coalitions and present it at the next Board Meeting.

#### **VI. Internal Operations Report**

Maryrose Wersan, Office Manager, presented the Internal Operations Report for September and October. Maryrose reported updates regarding VPK. With regards to MATCH, she reported that the Coalition is still waiting on a Contract Award Notice from the Hernando County Board of County Commissioners. She further mentioned that CDS

staff and several Coalition Board members met with United Way on September 24, 2007 to appeal their denial request for grant funding. She stated that United Way would not reconsider their decision.

Maryrose reported on the status of School Readiness enrollment numbers for October. She also gave an update regarding Creative Curriculum Training in both counties. She also made the Board aware that advertising has begun for a Mobile Outreach Specialist. She concluded by informing the Board that a calendar of events had been added to their packets, indicating which events the Coalition would be participating in.

## **VII. New Unfinished Business**

Maria Crosby commented that more interaction and marketing is needed on the east side of Pasco County. Quality Manager, Noreen St. Jean, agreed to continue making an effort to reach this particular area.

Nicole Miller stated that she had met with a marketing representative from Chick-Fil-A regarding the Literacy Event. She gave an account of this meeting and the multiple ways the representative agreed to assist with the event. Steve Davis invited Board Members to attend the Community Outreach and Awareness meeting to immediately follow the Board Meeting to finalize the preparation for the Literacy Event.

Maryrose reminded the Board that she had emailed a copy of the Annual Report to each member. She asked them to make any necessary changes and email it back to her with notes as to those changes and/or questions/comments. Discussion ensued on several modifications to be made to the annual report. Jim Cook requested a motion to approve the annual report with modifications. Steven Kanakis moved to accept the motion. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-17)**

## **VIII. Central Agency Utilization Report**

In the absence of Curt Bromund, Carol Eurton presented CDS' Utilization Report. She explained the spending patterns for Pasco and Hernando Counties and referred the Board to their packets. Debbie Antioco stated that she and Carol had discussed the possibility of opening up the waitlist in Pasco County on a one in/one out basis as of November 1, 2007, with the Board's approval. Jim Cook requested a motion to open the Pasco County waitlist on a one in/one out basis. Steven Kanakis moved to accept the motion. Mary Beth Wehnes seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-18)**

## **IX. Board Meeting Calendar**

The next calendared Board Meeting is scheduled for November 15, 2007 at 8:30 a.m. and will be held at Career Central, 7361 Forest Oaks Blvd, Spring Hill, FL 34606.

**X. Adjournment**

This meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors adjourned at approximately 11:20 a.m.

Respectfully Submitted by:

Angela Westmoreland  
Administrative Assistant