



BOARD OF DIRECTOR'S MEETING MINUTES

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

Day/Date/Time: Thursday, July 24, 2008 – 8:30 a.m.

Location: Office of The Early Learning Coalition
15506 County Line Road
Spring Hill, FL 34610

Board of Director Members Present: Joe Mascaro, Curt Bromund, Dave Meglay, Denise Gill, Sonya Jackson, Jean Rags, Lisa Hammond, Steve Davis, Lydia Pinkowski, Beth Rawls, Mary Beth Wehnes, Susan Arnett

Board of Director Members Excused: Dr. Burt Harres, Dr. Steven Kanakis, Nicole Miller, Patricia Wisman, Toni Watkins

Coalition Staff Present: Jim Farrelly, Angela Westmoreland, Betsy Kier, Maryrose Wersan, Pattie Eacobacci, Ljuba Sevic, LuAnn LaCava

Guests Present: Tom Sheffey, Kim Bradford, Judy Doyle, Jack Hamilton

I. Welcome and Call to Order

Chairperson, Ms. Lisa Hammond called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board to order at 8:30 a.m. A quorum was present.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond asked that the agenda be reviewed for adoption. The agenda was accepted as written. (**Action Item #0708-48**)

- **Approval of Minutes, May 15, 2008 Board Meeting**

Ms. Hammond requested a motion to approve the May 17, 2008 minutes. Board Member, Ms. Elizabeth Callaghan made a motion to approve and Board Member, Mr. Cook seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-49)**

- **Approval of Minutes, June 27, 2008 Board Meeting**

Ms. Hammond requested a motion to approve the June 27, 2008 minutes. Board Member, Dave Meglay made a motion to approve and Board Member, Ms. Jean Rags seconded the motion; all were in favor with no abstentions and the motion carried. **(Action Item #0708-50)**

- **Treasurer's Report**

Ms. Jean Rags

Monthly Statement of Financials – April 2008

Ms. Jean Rags, Coalition Treasurer/Board Member

Ms. Rags reviewed the Financials, noting overages on office supply expenses, due to monitoring and record keeping needs. There are also slightly higher fees in the areas of occupancy, training, association fees and insurance.

Ms. Hammond requested a motion for approval. Mr. Cook moved to accept this motion, Ms. Callaghan seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0708-46)**

- **Treasurer's Report**

Ms. Jean Rags

Monthly Statement of Financials – May 2008

Ms. Jean Rags, Coalition Treasurer/Board Member

Ms. Rags reviewed the Financials, noting slight overages due to heating and cooling. There are also additional travel expenses due to additional staff members. Membership fees, and audit fees were also explained. Ms. Rags recommended that the Board considering allowing Executive Director, Mr. Jim Farrelly, to have flexibility with line item funds as long as the dollars spent are within the budget. Mr. Cook reiterated this to the Board. Discussion ensued regarding Ms. Rags' recommendation. Later in the meeting, Board Member, Ms. Susan Arnett moved for approval of this recommendation. Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0708-47)**

- **Adoption of Approved Curriculum Ms. Nicole Flechas Mr. Jim Farrelly, Executive Director on behalf of Quality Manager, Ms. Nicole Flechas**

The Board was presented with a recommendation from the Quality Committee for curriculum for the School Readiness Programs. It is a longstanding requirement of the Agency for Workforce Innovation, that the Coalition establish a list of approved curriculum for providers to choose from. This process is now being revised and monitored to make sure the Coalition and Providers are in compliance. Once Board approval is obtained, Providers will be advised by letter of their options for curriculum selection. Implementation will be due thru the beginning of monitoring in November. Mr. Meglay moved for approval of this recommendation. Ms. Rags seconded the motion. All were in favor with no abstentions and the motion carried. **(Action Item #0708-51)**

- **Recommendation, Adoption of 2008-2009 Budget, Ms. Maryrose Wersan**

A summary report of the budget for fiscal year 2008-2009 was distributed (attached). The line items reflected the variance between 2007-2008 fiscal year and 2008-2009 fiscal year. Board Members were updating regarding those variances. Toward November an increase of funds is expected for VPK Outreach and Awareness. A brief report was given in regards to the School Readiness grant as well as the VPK grant. Discussion ensued regarding the budget. **(Action Item #0708-52)**

Mr. Farrelly commented on improvements that are needed within the Coalition. Positions that had been added to the budget were brought to the Board's attention:

- Bookkeeper/Audit Specialist
- Behavior Inclusion Specialist
- Human Resources Specialist

Mr. Farrelly advised the Board of his goal to reach further into poverty impacted neighborhoods of Pasco and Hernando Counties by bringing two additional Mobile Outreach staff on board, along with a second Mobile Outreach Van and a Mobile Schoolhouse. Ms. Hammond stressed the need for bilingual staff for the additional Outreach Specialists. Discussion ensued on possible partnerships to increase trust in the most poverty impacted areas to ensure success of this goal. After discussion, Ms. Arnett moved for approval of the budget. Ms. Rags seconded the motion; all were in favor with no abstentions and the motion carried.

Mr. Farrelly introduced new Coalition Analyst, Jack Hamilton.

- **Recommendation, Appointment of Auditor Rob Wardlow (Williams, McCrainie, Wardlow & Cash), FY 2008 at a total cost not to exceed \$16,200.**

The Coalition requested quotes from several audit firms. Auditor Rob Wardlow of the firm, Williams, McCrainie, Wardlow & Cash was the low bidder. Ms. Rags moved for approval, Mr. Meglay seconded. All were in favor with no abstentions and the motion carried.

(Action Item #0708-53)

- **Approval, Sliding Fee Scales, 2008-2009, and approval to submit Annual Plan Amendment to AWI**

Board members were presented with the new sliding fee scales, effective as of July of 2008 which reflect the new federal poverty guidelines. The Board reviewed the revised fee scales and Ms. Rags moved for approval. Mr. Cook seconded the motion, all were in favor with no abstentions and the motion carried. **(Action Item #0708-54)**

III. Remarks from the Chair Ms. Lisa Hammond and Executive Committee Report

A smaller budget is expected next year, there is also speculation that the Coalition's contract may be further reduced this year. Ms. Hammond encouraged Board Members to pursue contributions on behalf of the Coalition, within their networking circles.

Board and staff were advised to practice monthly forecasting in regards to the budget. Strong collaboration between the Coalition and CDS was encouraged to ensure the success of forecasting the utilization of funds.

IV. Quality Committee

Ms. Nicole Flechas will be making a presentation on behalf of the Quality Committee at the August board meeting.

V. Executive Director Report, Mr. Jim Farrelly

- **Update, Strategic Planning Process**

Dr. Marce O'Brien has agreed to be part of the September 25, board meeting agenda to provide further Strategic Planning assistance.

- **“A Provider’s Perspective”**
Ms. Kim Bradford: Owner, Cedarview Learning Center (New Port Richey)

Pasco Provider, Ms. Bradford commented on the positive energy of the Coalition’s board meetings. She senses that providers are being looked out for and appreciates the idea for an end of the year stipend. The majority of students at Cedarview are from poverty impacted areas. Ms. Bradford shared personal stories of the progress seen in children from these impacted areas. She stressed to the board to continue focusing on quality, educating parents and rewarding providers for their hard work. Discussion ensued on the process and cost of accreditation.

- **Policies for Review**

- Whistleblower (3rd reading)
- Harassment (2nd reading)
- Travel (2nd reading)

After a brief review, Ms. Callaghan moved for approval of all three policies, Mr. Cook seconded; there were no abstentions and the motion carried.

VI. Central Agency Utilization Report

Board member, Mr. Curt Bromund presented the Central Agency Utilization Report. Information on the number of children enrolled was presented for both Pasco and Hernando Counties. Mr. Bromund also reported the number of children who were transferred. The number of children on the wait list is expected to rise due to the economy.

VII. New/Unfinished Business

None

VIII. 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:
Angela Westmoreland
Administrative Assistant