



**BOARD OF DIRECTORS
MEETING MINUTES
July 31, 2009**

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

Day/Date/Time: Friday, July 31, 2009 – 8:30 a.m.

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

Board of Director Members Present: Lisa Hammond, Chair; Susan Arnett, Elizabeth Callaghan, Jo Ann Carmen, Jayne Goldstein, Dr. Burt Harres, Dr. Steve Kanakis, Jack Mariano, Joe Mascaro, Janis McKnight, Dave Meglay, Nicole Miller

Board of Director Members Excused: Sister Roberta Bailey, Karen Livengood, Beth Rawls, Teresa Suarez, Mary Beth Wehnes

Board of Director Members Absent: Sonya Jackson

Coalition Staff Present: Jim Farrelly, Nicole Flechas, Nicole Gonzalez, Ramute “Jak” Jakubauskas, Betsy Kier, LuAnn LaCava, Ljuba Sevic, Maryrose Wersan

Guests Present: Curt Bromund, CDS; Carol Eurton, CDS; Jack Hamilton, AWI/OEL; Lydia Pinkowski, Hernando Public Schools

I. Welcome and Call to Order - Ms. Lisa Hammond, Chair

Ms. Lisa Hammond, Chair, called the meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors to order at approximately 8:35 a.m. Roll call was taken and a quorum was present.

II. Action Items

- **Adoption of Agenda**

Ms. Hammond requested a motion to adopt the agenda. Mr. Meglay moved to accept this motion and Dr. Kanakis seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-01)**

- **Approval of Minutes, May 28, 2009 Board Meeting**

Ms. Hammond requested a motion to approve the May 28, 2009 minutes. Mr. Meglay moved to accept this motion and Ms. Callaghan seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-02)**

- **Treasurer's Report - Ms. Maryrose Wersan, Financial Director**

Monthly Statement of Financials – April 2009

Ms. Wersan presented the April Financials and reported the line item for Office Supplies is showing an increase in expenses due to the purchase of the Automated Exterior Defibrillator (AED) and an increase in Training Fees for the employee trainings associated with the correct use of the AED. Ms. Hammond requested a motion to approve the April 2009 Financials. Mr. Mascaro moved to accept this motion and Mr. Mariano seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-03)**

Monthly Statement of Financials – May 2009

Ms. Wersan presented the May Financials and reported the following line item increases:

- Office Supplies – purchase of Board approved SAGE financial software and telephone equipment for new offices;
- Occupancy – fees for new office lease agreements, cleaning contracts, etc.;
- Telephone – purchase of fax lines for new offices;
- Insurance – increase in worker's compensation for all new staff members;
- Professional Fees – attorney fees for creation of Foundation.

Ms. Hammond requested a motion to approve the May 2009 Financials. Mr. Meglay moved to accept this motion and Mr. Mascaro seconded. Discussion followed in regards to the lease for the County Line facility and the possibility of using scanners and emailing reports rather than faxing. There was no further discussion and a vote was called. All were in favor with no abstentions and the motion carried. **(Action Item #0910-04)**

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

Honors to Retiring Board Members

Ms. Hammond recognized retiring Board members Ms. Pinkowski and Mr. Bromund and presented each with a plaque. A plaque was also presented to Ms. Eurton for her assistance and ability to gauge the needs of children.

Ms. Hammond welcomed the new Board members and hopes they will bring new and creative ideas for serving children.

Board Reorganization

- **Selection of Vice President**

Mr. Farrelly explained that Coalition's By-Laws require, with the retirement of former Vice President Mr. Jim Cook of Pasco County, a new appointment for Vice President from Hernando County. This position would require taking Ms. Hammond's place in her absence and membership on the Executive Committee.

As a representative from Hernando County, Ms. Miller volunteered to be the Vice President. Ms. Arnett motioned to approve the nomination of Ms. Nicole Miller as Vice President and Mr. Mariano seconded the motion. All were in favor with no abstentions and the motion carried.

- **Appointment of Committees and Chairs**

Ms. Hammond requested a motion to appoint Mr. Meglay as Chair of the Program Committee. Ms. Arnett moved to accept this motion and Mr. Mariano seconded. All were in favor with no abstentions and the motion carried.

Ms. Hammond requested a motion to appoint Dr. Kanakis as Chair of the Quality Committee. Mr. Mascaro moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried.

Ms. Hammond requested a motion to appoint Ms. Callaghan as Chair of the Finance/Audit Committee. Ms. Arnett moved to accept this motion and Dr. Harres seconded. All were in favor with no abstentions and the motion carried.

Mr. Farrelly stated he will be coordinating the appointment of Committee members with Ms. Hammond and the Chairs.

IV. Finance and Audit Committee

Ms. Callaghan congratulated Mr. Farrelly and staff for their endeavors in lowering the 5% administrative cap to 3.2%.

- **Approval, Invoice for Philadelphia Insurance Companies in the amount of \$5,158.86**

Ms. Hammond requested a motion to approve payment of the \$5,158.86 invoice to Philadelphia Insurance Companies for additional property insurance for the three (3) new locations. Mr. Meglay moved to accept this motion and Dr. Harres seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-05)**

- **Approval, FY 2009-2010 Budget**

Ms. Wersan reviewed the Contract Earmarks and Restrictions Projection form for School Readiness and VPK. Mr. Meglay requested an explanation for Non-Direct Services/Eligibility. Ms. Wersan explained this is where staff discuss eligibility criteria with parents and provide resource and referral information. She explained the administrative fees are kept low because of the number of Coalition staff members who are cross-trained. She stated that other coalitions with the same budget have twice the number of staff. Mr. Farrelly stated this Coalition has grown and will continue to grow smart and is flexible in the use of staff which allows maximum dollars for slots.

Ms. Wersan stated the Coalition has three (3) vacant positions – with the purchase of a new van the Coalition will require a Van Driver/Mobile Outreach Specialist. In addition, a Curriculum Specialist and a Provider Specialist are recommended. These positions have been allocated in the proposed 09/10 budget. Mr. Farrelly informed the Board the new 09/10 budget, with the exception of the new positions, is the same budget as the 08/09 budget.

Ms. Hammond requested a motion to approve the FY 2009-2010 Budget as presented. Ms. Callaghan moved to accept this motion and Mr. Mariano seconded. Discussion followed as Mr. Meglay congratulated the staff of the Coalition on doing a fine job. There was no further discussion and a vote was called. All were in favor with no abstentions and the motion carried.

V. Quality Committee – Dr. Steve Kanakis

- **Approval, 2009-2010 Quality Committee Budget**

Dr. Kanakis thanked the Board for their confidence in the work the Quality Committee has done honing its budget and services to providers. He requested Ms. Flechas, Quality Manager, review the Quality Budget.

Ms. Flechas explained the Quality Budget has two (2) new line items for the 09/10 year. The first includes specialized training for parents and providers from certified individuals such as licensed speech therapists to provide a specific training. The second would enable providers and their staff to attend conferences in Florida by providing scholarships. Ms. Flechas explained that last year the Quality Committee reimbursed providers \$93,000 through the incentive programs.

Ms. Hammond requested a motion to approve the 2009-2010 Quality Committee Budget. Mr. Meglay moved to accept this motion and Mr. Mariano seconded. Discussion followed as Mr. Farrelly explained providers have not had an increase in rates from the state for many years and that \$150,000 of the Quality Budget will go to providers through the incentive programs. There was no further discussion and a vote was called. All were in favor with no abstentions and the motion carried.

VI. Executive Director Report – Mr. Jim Farrelly

- **Final Report, Transition to Coalition-Based Services**

Mr. Farrelly explained that the transition has been completed and the Coalition prepared its first provider payment reimbursement on July 20, 2009. Over 600 payments for both VPK and School Readiness, totaling \$1.2 million, were made via electronic fund transfers (EFT) with a .003% error rate. Ms. Arnett commented that the Pasco Child Protection Team has provided good reports regarding the work the Coalition has been doing via the new field offices.

- **Harassment Policy – 3rd Reading/Adoption**

Ms. Hammond commented she would like to include in the first sentence, "...disability, veteran status or **sexual preference**." And in the second sentence include "...supervisors, co-workers or **subordinates**."

Ms. Hammond requested a motion to approve the Harassment Policy with the edits as noted. Dr. Harres moved to accept this motion and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-06)**

- **School Readiness Provider Monitoring Procedure – 2nd Reading/Adoption**

Mr. Farrelly explained to the Board the Coalition is applying the monitoring tools for the providers in a new way, enabling the Coalition to keep quality high.

Ms. Hammond requested a motion to approve the School Readiness Provider Monitoring Procedure as written. Mr. Mariano moved to accept this motion and Dr. Kanakis seconded. All were in favor with no abstentions and the motion carried. **(Action Item #0910-07)**

- **Approval, Retired & Senior Volunteer Program (RSVP) Memorandum of Understanding**

Mr. Farrelly explained that RSVP recruits retired seniors as volunteers and recommends signing the MOU between the Coalition and RSVP for the potential use of future volunteers.

Ms. Hammond requested a motion to approve the Memorandum of Understanding between the Coalition and RSVP. Ms. Callaghan moved to accept this motion and Ms. Miller seconded. Discussion followed as Mr. Meglay inquired as to what type of work these volunteers would be involved with. Mr. Farrelly explained they would not be involved with direct services because fingerprinting would be required. The volunteers would assist with clerical services or by staffing events such as filling the 1,000 backpacks for the Jump Start to Early Learning event. There was a brief discussion on other agencies that provide volunteers. There was no further discussion and a vote was called. All were in favor with no abstentions and the motion carried. **(Action Item #0910-08)**

- **Approval, United Way of Pasco 211 Memorandum of Understanding**

Mr. Farrelly explained this was the county's referral service and the Coalition provides background information.

Ms. Hammond requested a motion to approve the United Way of Pasco 211 MOU. Dr. Kanakis moved to accept this motion and Ms. Callaghan seconded. Discussion followed on whether the Coalition had an MOU with United Way of Hernando. Mr. Farrelly replied he would check the records. There was no further discussion and a vote was called. All were in favor with no abstentions and the motion carried. **(Action Item #0910-09)**

Mr. Farrelly updated the Board on the outbreak of swine flu at a center in New Port Richey which had several confirmed cases that also included management. The Coalition is providing weekly online updates on the flu to providers and has implemented a reporting system with providers who have an absence rate higher or equal to 15% of their enrollment. The Coalition has also brought in DCF and DOH on the matter. Mr. Meglay suggested going on the offensive and contacting the media to alert them the Coalition is working with providers and their flu cases.

Ms. Callaghan commented that the local health departments met last week to discuss the flu and that Hernando DOH will keep in touch with the Coalition. A flu vaccine will be available in October and Ms. Callaghan recommends speaking with the providers about providing vaccinations on-site for staff and children. A DOH representative would be available to discuss and provide additional information at upcoming provider meetings. Ms. Hammond also suggested looking at child pick up times at the centers as a possibility for on-site vaccinations.

Mr. Farrelly reminded the Board that the Jump Start to Early Learning event begins next week and will be held at three (3) different locations. Ms. Flechas explained the Coalition has been accepting donations for ages 0-3, items such as small blankets for nap time, wipes, etc. and for 3-5 year-olds items such as crayons, construction paper, markers, glue sticks, etc. The Coalition has increased the number of backpacks this year to 1,000 compared to 500 for last year.

VII. Utilization Reports – Ms. Betsy Kier

Ms. Kier reported there were no final numbers as of yet for June. For School Readiness, Hernando served 19 more children in May than April and Pasco served 37 less. She predicts a major increase in June's numbers with school being out and the Dade City office has seen a large influx of parents requesting services.

Ms. Kier stated the VPK numbers were starting to drop off due to the summer and that VPK summer numbers have been low throughout the state. June's numbers will give the Coalition a better indication on how to spend ARRA dollars for families receiving unemployment compensation and back to school training.

Mr. Farrelly stated the Coalition needs to have enough funds to get through the end of the year. Without the \$2.2 million in ARRA funds, he would recommend opening a waiting list. However, he currently projects a surplus of \$250,000 with flat enrollment and will work with the Workforce Board on spending these dollars on children. Our providers also need a year without a wait list to serve more children.

VIII. Public Input

Ms. Arnett commented there was a good article in the *St. Petersburg Times* on Ms. Hammond. Ms. Arnett has been informed that United Way's match funds from Pasco County may be eliminated this year.

Mr. Mariano stated it was important for the Commissioners to hear about the need for match dollars and a resolution could be drafted and presented in front of the Commissioners.

Mr. Meglay inquired about the status of the Foundation. Mr. Farrelly reported the 501(c)(3) paperwork was back from the accountant and it will take about six (6) weeks to be processed. A tentative first event, a 5k run/walk with a 1k fun/walk, is being scheduled for October 17, 2009 in Pasco at the Sun Lake High School complex. Mr. Farrelly's goal is to reach out to the providers to get the word out about the event who will then benefit from the funds raised. Ms. Arnett suggested contacting Representative Brown-Waite's office about expediting the IRS forms.

Mr. Meglay stated the Seven Springs Rotary has their annual triathlon on October 17-18 that will detract runners from the Foundation's event. There was further discussion on various areas to have the 5k event. Mr. Farrelly reminded the Board the Foundation's goal is to raise match funds and to provide needed funds for our providers.

Ms. Hammond suggesting using some of the artwork the children create from the annual art contest as a fundraiser and selling it on E-Bay or create holiday greeting cards or calendars for re-sale. Hosting an art gala might also be a popular fundraiser.

Ms. Callaghan reminded the Board that it was time for the Executive Director's evaluation. Her office will be assisting by utilizing Survey Monkey and the information will be sent out to the Board members later today. She requested the Board return the completed surveys by August 13, 2009.

IX. Adjournment

A motion to adjourn this meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Board of Directors was made by Ms. Callaghan. With no further discussion the meeting was adjourned at 10:05 a.m.

Respectfully Submitted by:

Ramute "Jak" Jakubauskas
Administrative Assistant