



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Monday, October 19, 2015 at 4:30 p.m.**  
**15506 County Line Road**  
**Spring Hill, FL 34610**

**Board Members Present: Dr. Steve Kanakis, Chair; Gus Guadagnino, Pat McHugh**

**Committee Members Present via Phone: None**

**Committee Members Excused: None**

**Staff Present: Jim Farrelly, Rachel Hardy, Jak Jakubauskas**

**Guests Present: David Meglay**

**I. Call to Order – Dr. Steve Kanakis, Chair**

Dr. Kanakis called the regularly scheduled Executive Committee meeting to order at 4:34 p.m.

**II. Review/Adoption, Draft Minutes from September 24, 2015 Executive Committee Meeting**

Dr. Kanakis requested a motion to adopt the minutes from the September 24, 2015 Executive Committee meeting as presented. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Continued Discussion, Coalition Banking Partner**

Ms. Hardy distributed the (attached) survey and Mr. Farrelly explained the Coalition had requested information from five (5) banks, but one, Suncoast Credit Union, did not respond. He explained that it comes down to SunTrust and Florida Community Bank as both have comparable costs. Mr. Farrelly explained that a meeting was held with a representative from Florida Community Bank who stated that fees would be waived for the first year. It was noted that SunTrust's fees are higher by approximately \$8,800 annually. However, SunTrust did commit to providing a volunteer program with their staff for Coalition events and will also provide an opportunity for the Coalition to compete with other non-profits for SunTrust funds.

Mr. Farrelly stated the Coalition has had an eight (8) year relationship with SunTrust and payments to providers have been flawless. However, Florida Community Bank's fees are estimated to be \$2,637 during FY 16-17 while SunTrust's fees are estimated to be \$4,378. Ms. Hardy stated the fees for a line of credit will fluctuate based on the amount in the Coalition's account. Fees will be reduced as the line of credit is reduced.

Mr. Meglay explained that community banks such as Florida Community Bank, like any other business are started to be successful and make money. They must have a strong balance sheet to attract new business and to be bought out by a larger bank. He explained that a number of these small institutions are bought out frequently and when some are acquired, after the new bank takes over, new rules apply and the new bank may not conduct business as was done in the past.

Mr. Meglay explained that acquiring the Coalition's account would benefit Florida Community Bank's balance sheet. He is not saying this community bank may be bought out, but he recommends being cautious about changing banks even though SunTrust's fees are higher.

After a brief discussion the Committee agreed to remain with SunTrust. Dr. Kanakis stated he would report the findings and the Committee's due diligence in regards to remaining with SunTrust Bank to the entire Board.

#### **IV. First Reading, Revisions to Drug-Free Workplace Policy**

Ms. Kier explained this policy is the result of the accountability review and the changes are verbatim from OEL. This policy was part of the Coalition's Personnel Policies & Procedures and OEL has recommended that it be taken out and made a stand-alone policy as it will now require a staff sign off page.

Dr. Kanakis requested a motion to approve the revisions to the Drug-Free Workplace Policy. Mr. Guadagnino so moved and Mr. McHugh seconded. All were in favor with no abstentions and the motion carried.

#### **V. First Reading, Revisions to Background Screening (Fingerprinting) Policy**

Ms. Kier explained this is another change from the accountability review and to be in compliance, the Coalition must have the clearance paperwork in hand for all new hires prior to that staff person's first day of employment.

Dr. Kanakis requested a motion to approve the revisions to the Background Screening Policy. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VI. First Reading, Revisions to Personnel Policy**

Ms. Kier explained the wording has been changed regarding fingerprinting, a page within the application employment is no longer utilized and is recommended to be deleted and the drug free workplace information has all been removed as a new stand-alone policy has been created.

Dr. Kanakis requested a motion to approve the revisions to the Personnel Policy. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VII. First Reading, Revisions to Document Retention Policy**

Ms. Kier explained this is another requirement of the accountability review. She explained the state's database server is now offsite for EFS and the Coalition's back-up tapes are stored in a fireproof safe.

Dr. Kanakis requested a motion to approve the revisions to the Document Retention Policy. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

### **VIII. Proposed, School Readiness & VPK Proposed Monitoring Activities**

Mr. Farrelly explained annual visits to over 400 providers are conducted through six (6) Provider Specialists. In addition to monitoring 100% of School Readiness providers under the Tier I for compliance tracking and desk reviews, Provider Specialists will now include Sunshine Stars assessments as well as reviewing every VPK classroom in every center.

Ms. Kier explained that centers will be chosen by a random sampling for Tier II based on the number of providers in each county. The statewide monitoring tool now looks at the business side with the only quality concern being the curriculum used. She explained the Coalition will monitor 116 providers under the Tier II – 74 in Pasco and 42 in Hernando. If there are no findings for three (3) consecutive years, the Coalition can determine to monitor providers on a bi-annual basis. A Corrective Action Plan (CAP) must be implemented for any findings.

Additionally, OEL's Performance Pilot Funding Project will require CLASS assessments. Mr. Farrelly explained that Sunshine Stars will target thirty (30) providers annually. Currently, ten (10) providers are in the pilot program, one of which will post their star rating and the others have opted to do a Quality Improvement Plan (QIP).

Ms. Kier explained the random sampling of Tier II providers will contain a mix of quality centers as well as those that have consistently been under a CAP in the past.

### **IX. Informational Purposes, School Readiness Provider Monitoring Procedure**

While presenting this material, Ms. Kier explained this is informational and does not require action.

### **X. Review/Approval, Contract with Certiphi Screening – Online Fingerprinting**

Mr. Farrelly explained that Coalition staff and board members have been fingerprinted in the past utilizing Pasco County Schools. Ms. Jakubauskas explained that OEL's new requirement of having a level II background screening is not available through the school system. The Coalition was required to become an "originating agency" and as such can now request fingerprint scans through Certiphi which has a number of offices locally. Ms. Jakubauskas will obtain the local addresses to share with the Committee and will discover if Pasco County Schools will continue to notify the Coalition if any formerly fingerprinted staff members are arrested for any reason.

Dr. Kanakis requested a motion to approve the contract with Certiphi Screening. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

**XI. Public Input**

The Committee's November's meeting was scheduled for Monday, November 16, 2015 at 4:30 p.m. to immediately follow the Finance/Audit Committee meeting which meets at 4 p.m.

**XII Adjournment**

Dr. Kanakis adjourned this meeting of the Executive Committee at 5:30 p.m. without further discussion.

Respectfully submitted,

Ramute "Jak" Jakubauskas  
Administrative Assistant