



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, December 16, 2015 at 8 a.m.
15506 County Line Road
Spring Hill, FL 34610

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

Committee Members Present via Phone: Gus Guadagnino

Committee Members Excused: None

Staff Present: Rachel Hardy, Jak Jakubauskas, Betsy Kier

Guests Present: None

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

Dr. Kanakis called the regularly scheduled Executive Committee meeting to order at 8:05 a.m.

II. Review/Adoption, Draft Minutes from November 18, 2015 Executive Committee Meeting

Dr. Kanakis requested a motion to adopt the minutes from the November 18, 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. Corrections to Executive Committee Minutes of June 25, 2015

After a brief discussion, Dr. Kanakis requested a motion to approve the corrections to the Executive Committee minutes of June 25, 2015. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Consideration of Application from Potential Board Member

Ms. Kier explained that Mr. Sam Shrieves of Capital City Bank has submitted his application for Board Membership. Mr. Guadagnino moved to approve Mr. Shrieves to the Board and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

V. Consideration for Appointment of At Large Community Representative to Board of Directors

Ms. Kier explained that Steve Knobl is no longer on the Board as a Private Sector Representative as he is no longer with Rasmussen College. However, he meets the qualifications to become the At Large Community Representative for Pasco County and has expressed interest in staying on the Coalition's Board.

Mr. Guadagnino moved to approve Mr. Knobl as the At Large Community Representative and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Consideration for Approval, Additional Invoice from Auditor, FY 2015

Ms. Kier explained this \$1,100 fee from the auditor is based on additional work performed on the beginning balance net asset adjustment and ten (10) audit adjustments. The Coalition is recommending payment of this invoice as the yearly quote of \$8,400 for the entire audit is one of the lowest among coalitions.

Mr. McHugh moved to approve the additional auditor's invoice and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Permission to Publish an RFP for Auditing Services, FY 2016-17

Ms. Kier explained the RFP is an OEL requirement as the Coalition is in its third year with the current audit firm of Eric Fontana, CPA. Bids will be required to be solicited and a RFP notice will be published in the *Tampa Bay Times*.

Ms. Hardy explained the current auditor will be included as well as other CPA firms. The main requirement will be familiarity with the financials of coalitions.

Mr. Guadagnino moved to approve publishing an RFP for auditing services and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Other Updates:

- **WEDU**

Ms. Kier reported the Coalition is still waiting to hear on the applications submitted as well as the Be More Humble award.

- **9th Annual Early Learning Conference**

Ms. Kier stated the Coalition is moving forward with basic plans for an international conference. Commitments from the United Kingdom and Puerto Rico are in place with an international keynote to be broadcast to Spring Hill and the Coalition's keynote will be broadcast overseas. The Coalition believes this to be the first global conference of its kind.

- **VPK Provider Non-Compliance**

Ms. Kier explained OEL had identified eight (8) local providers who were out of compliance, but after a review was completed, the Coalition has three (3) providers remaining out of compliance. Coalition staff will need to assist in bringing these providers into compliance otherwise their VPK contracts will be terminated and the providers will not be able to offer VPK for a period of five (5) years.

Ms. Kier explained the compliance issues are based on Teaching Strategies Gold as this is the first year for this program.

IX. Public Input

None.

X. Adjournment

Dr. Kanakis adjourned this meeting of the Executive Committee at 8:15 a.m. without further discussion.

Respectfully submitted,

Ramute “Jak” Jakubauskas
Administrative Assistant I