



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, January 20, 2016 at 8 a.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, 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 December 16, 2015 Executive Committee Meeting

Dr. Kanakis requested a motion to adopt the minutes from the December 16, 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. Presentation of FY 2015 A-133 Audit – Mr. Eric Fontana, Fontana, CPAs

Mr. Fontana distributed the (attached) draft audit and explained the blanks on the Independent Auditors' Report pages will be filled in with the date of the Board meeting, (January 28, 2016), after it has been formally approved. Mr. Fontana briefly reviewed the report explaining the negative assets on the Statement of Activities page reflect accrued vacation/PDO hours which are not billed to OEL until expended and are recorded as an expense.

Mr. Fontana reported that administrative costs for this fiscal year are down compared to last fiscal year. After briefly reviewing the remaining statement pages, he referred the Committee to the Schedule of Findings pages and explained the material weakness was related to the conversion from QuickBooks to Sage by a former administrator and has been rectified. However, because the audit adjustment was over a certain dollar amount, it was required to be shown as a material weakness. Additionally, Mr. Fontana explained the prior year finding was related to raising match funds and explained that OEL is aware.

Dr. Kanakis requested a motion to accept the draft audit; Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Consideration for Re-Appointment for Current Board Member (Private Sector) Gus Guadagnino (4-year term: 2/16/2016 – 2/16/2020)

Dr. Kanakis temporarily transferred his Chair seat to Mr. Guadagnino. Mr. McHugh moved to re-appoint Mr. Guadagnino to a second 4-year term and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

V. School Readiness Waitlist / End of Year Spending Projections

Mr. Farrelly explained that as of December 31, 2015, the Coalition had 4,030 children enrolled, the highest number of enrollments since December, 2010. The following deficit projections, through June 30, 2016, were noted: at 4% attrition a deficit of \$17,000, at 2% attrition a deficit of \$413,000, at 1% attrition a deficit of \$621,000 and at 0% attrition a deficit of \$836,000 is being projected.

Mr. Farrelly explained that currently only mandated/court-ordered children are being enrolled and requested that Ms. Kier explain the steps already taken to address the situation. Ms. Kier distributed the (attached) Actions/Options document and explained the actions noted were implemented several weeks ago. The actions included stopping all rollovers into School Readiness for TANF, At-Risk and Transitional Child Care clients. As these clients typically have a 30 – 90 day referral and if they were not approved for another referral, they were instructed to apply for services and were placed on the waitlist.

Ms. Kier explained that Eligibility Specialists are reviewing At-Risk referrals to ensure they are still valid and the client has an open case. Clients are re-verified again at the time of their appointment for services to make sure their case is still open. Additionally, employment verification checks are being done on current clients to determine if they are still eligible for services.

Ms. Kier stated that under these new guidelines, 106 children who were no longer eligible have been terminated while 34 mandated children were placed last week.

Mr. Farrelly explained that over the past several weeks, progress has been seen. However, if this changes, other steps may have to be taken at the Board level. He will keep the Executive Committee updated weekly. Mr. McHugh inquired if a dollar value could be added to each of the actions/options to show the financial impact.

Mr. Farrelly explained staff will continue to closely monitor enrollments. He explained that 900 mandated children have been placed since August which has impacted the Coalition's waitlist. However, if the numbers do not change, the Board will be required to approve additional options which may include returning to 3-month redeterminations, placing 5-9 year olds on the waitlist, again addressing referring agencies that continue to write referrals for ineligible clients or in the worst of circumstances (not expected), dis-enrollment of children.

Ms. Kier explained that she will have an update from the eligibility offices later today and Ms. Hardy stated that, to date, the early implementation of these actions have already shown positive and needed changes in enrollment numbers and projections.

Mr. McHugh inquired if an additional option could be added – At the end of the 6-month re-determination, children 5-years of age and older will no longer receive services. As this may be considered a de facto disenrollment, Ms. Kier may need to seek OEL approval for this option.

VI. Updates:

- **WEDU** – is scheduled for February 4, 2016 from 11 – 2:30 pm and the Coalition has been nominated for three (3) awards.
- **Storybook Forest** – will be held on Saturday, March 5, 2016 and the Coalition’s new Speakers Bureau volunteers will be on the buses to briefly talk about the Coalition. The ribbon cutting is set for 10 am with soft entry beginning at 10:30 am.
- **9th Annual Early Learning Conference** – is scheduled for October 15, 2016 and will have an international aspect with the sharing of keynotes – one from the United Kingdom and the Coalition’s own.
- **VPK Provider Non-Compliance** – the Coalition has taken no action on VPK providers. Mr. Farrelly stated that hundreds of providers have been found to be out of compliance statewide.
- **2017 – Year of the Young Child** – Planning has begun for monthly events during the year.
- **Staff Incentives** - \$45,000 was allocated to distribute to staff for outstanding work. To date, \$25,500 has been distributed to date.

VII. Public Input

None.

VIII. Adjournment

Dr. Kanakis requested a motion to adjourn and Mr. Guadagnino so moved. This meeting of the Executive Committee was adjourned at 9:05 a.m. without further discussion.

Respectfully submitted,

Ramute “Jak” Jakubauskas
Administrative Assistant I