



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, March 16, 2016 at 8 a.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

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

**Committee Members Present via Phone: Gus Guadagnino**

**Committee Members Excused: None**

**Coalition Staff Present: Jim Farrelly, Rachel Hardy, Jak Jakubauskas, Betsy Kier**

**Others Present: None**

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

Dr. Kanakis called the regularly scheduled Executive Committee meeting to order at 8:00 a.m.

**II. Review/Adoption, Draft Minutes from February 17, 2016 Executive Committee Meeting**

Dr. Kanakis requested a motion to adopt the minutes from the February 17, 2016 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. Second Reading/Approval, Revisions to Disenrollment Policy & Procedures**

Mr. Farrelly explained this policy was presented last month for a first reading with changes as required by the state. Ms. Kier explained the Coalition is already following these procedures, this is just a formalization. Mr. McHugh moved to approve the revisions to the Disenrollment Policy & Procedures and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Second Reading/Approval, Revisions to Grievance Policy & Procedures**

Mr. Farrelly noted a spelling error on page 2, last paragraph, the word “least” is misspelled. A second misspelling was noted in the second to last paragraph, the word “complainant” was also misspelled. Mr. McHugh moved to approve the revisions to the Grievance Policy & Procedures and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**V. First Reading/Approval, Revisions to Tangible Property Policies**

Ms. Hardy explained this information was included in the Coalition's Fiscal Policy but, OEL requires that it become a standalone policy. They also require two (2) additional changes which are the Use of Property section and that equipment valued at \$5,000 or more will not be disposed until written approval is received from OEL. This policy is now aligned as per OEL requirements.

Mr. McHugh moved to adopt the Tangible Property Policies as presented and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**VI. Update, School Readiness Waitlist / End of Year Spending Projections**

Mr. Farrelly explained the waitlist currently has approximately 996 children with 610 of those children being Priority 1, birth through school-age. He does not anticipate opening the waitlist until at least July 1, 2016.

The projected Direct Services deficit has been reduced to \$292,000 with \$313,000 in funds from Non-Direct Services being set aside, if needed. Mr. Farrelly explained a 4% attrition rate is expected to continue and the budget is on track and projected to be in the black by the end of the year.

Dr. Kanakis inquired if there has been a spike in mandated placements. Mr. Farrelly explained that even with the mandated placements, the attrition rate is expected to remain at 4%, however, a high of 1,200 mandated placements have been made to date. Mr. McHugh suggested a correlation of mandated placements with the growth of the waitlist. Ms. Kier explained Coalition staff diligently reviews all mandated placements by calling to verify that the case is open, both at the first notice of placement and again when the parent comes in for the initial appointment. Because of this diligence, a few findings where the case has been closed have been found.

**VII. Initial Discussion of Budgeting Concepts, FY 2017**

Mr. Farrelly explained this will be the first of several meetings to discuss the budget with initial numbers being presented at the April meeting with approval of the final budget presented to the full Board at the July meeting.

Mr. Farrelly explained School Readiness may be receiving an additional \$252,000 and VPK will receive \$831,000. He explained the \$252,000 will be from state funds and may have certain restrictions such as being tied to children of families who are 85% or below the average of Florida family income levels.

Mr. Farrelly believes the Coalition will be held harmless on Direct Services and he will be allocating at least the same amount as in this year's budget.

Mr. Farrelly shared his concepts as far as additional costs to the FY 2016-17 budget. First, he would like to add a Compliance Director (working job title). Due to the many audits and audit requirements, this individual would handle these responsibilities and serve as an internal auditor of staff's work. The salary range for this position would be about \$40,000 - \$50,000 per year.

The second item involves a prospective cost savings. Currently, the Coalition has two (2) full-time Inclusion Specialists who work with children with special needs and their providers. Mr. Farrelly believes this work can be done with less and would like to move an Inclusion Specialist away from working with children to being a trainer and working with parents and providers.

Thirdly, Mr. Farrelly would like to include funds in the budget for 2017 Year of the Young Child events. The Coalition is looking to partner with the Brazelton Foundation for the next several years to raise awareness about the importance of early education. The Coalition cost has yet to be determined, but is anticipated to be between \$30,000 – \$40,000. A brief discussion on Brazelton and the importance of their “train the trainer” component followed.

The final item on Mr. Farrelly's budget list is the need to fund office supplies and equipment such as the purchase of up to eleven (11) new computers and a new van generator.

The Committee had no additional suggestions.

#### **VIII. Final Report, Ad Hoc Marketing Committee**

Mr. McHugh explained the Committee had a limited number of goals and they have been fulfilled. A Speaker's Bureau has been created and Facebook advertising was used and will continue to be utilized.

Dr. Kanakis formally disbanded the Ad Hoc Marketing Committee.

#### **IX. Confirmation, Establishment of Ad Hoc Fundraising Committee**

Dr. Kanakis formally declared the establishment of an Ad Hoc Fundraising Committee. The committee will have its first meeting on Thursday, March 24, 2016 at 10 am and members include Mr. McHugh, Dr. Steve Knobl and Ms. Jessica Griffin.

#### **X. Updates:**

- **Recap, Storybook Forest – March 5, 2016**

Mr. Farrelly reported there were 3,885 attendees, 500 more than the previous year and the cost was just under \$11,000 with all funds coming from donations and sponsorships. Additionally, \$386 was donated to the Foundation.

He explained the largest issue was transportation so plans are underway to add two (2) additional buses to next year's event for a total of ten (10) buses. Mr. Farrelly explained Speaker's Bureau volunteers were able to cover about 50% of the buses.

- **9<sup>th</sup> Annual Early Learning Conference – October 15, 2016**

Mr. Farrelly explained the Coalition is looking at three (3) possible keynotes. Since this year's theme is diversity, the first is Tammie Fields, a news anchor with Channel 10 has been approached, as well as Ms. Sonia Mansano also known as Maria from Sesame Street. This will be an international conference simulcast with others in Northern Ireland.

- Mr. Farrelly reported he had several new items to discuss. The first was the Worker's Compensation renewal invoice has been received for the year beginning April 1, 2016. The renewal amount is \$9,576 which is based on salaries and is \$720 higher than last year's invoice.

Dr. Kanakis requested a motion to approve the Worker's Compensation renewal. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

- Mr. Farrelly informed the Committee that last December a contracted provider, Little Friends Schoolhouse in Zephyrhills allowed a 2-year old child to leave the building wearing only a diaper. The Coalition has just been informed of this infraction. He explained the child was spotted and picked up by an adult individual, but the incident was never reported by the provider as stipulated in their contract. Ms. Kier stated the provider has been issued a Level I citation and has been fined by DCF.

Mr. Farrelly explained he is planning to cancel this provider's contracts for not reporting as required and for the severity of the infraction. The contracts will be cancelled for the remainder of this year and all of next year. He explained he has the right to cancel the contracts for up to five (5) years. The provider may file an appeal and if their contracts are renewed in the future, their security standards will be closely evaluated. Ms. Kier explained the parent who found the child notified the sheriff's department who in turn notified DCF. She explained DCF has a new procedure where Ms. Kier and Ms. Ljubica Sevic will receive email alerts to advise of instances such as this.

Mr. Farrelly explained that Mr. Mascaro had requested the provider to write a report as to why they did not notify the Coalition. Their response was they did not know they had to.

## **XI. Public Input**

None.

**XII. Adjournment**

Dr. Kanakis requested a motion to adjourn. Mr. McHugh so moved and this meeting of the Executive Committee was adjourned at 8:51 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas  
Administrative Assistant I