



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, April 20, 2016 at 8 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Dr. Steve Kanakis, Chair; Gus Guadagnino

Committee Members Present via Phone: None

Committee Members Excused: Pat McHugh

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 8:04 a.m.

II. Review/Adoption, Draft Minutes from March 16, 2016 Executive Committee Meeting

Dr. Kanakis requested a motion to adopt the minutes from the March 16, 2016 Executive Committee meeting as presented. Mr. Guadagnino so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

III. Update, State’s School Readiness Eligibility Changes - Ms. Betsy Kier

- **Update, State’s VPK Eligibility Changes**

Mr. Farrelly explained dramatic changes will occur due to the state’s actions related to the passage of a new bill and new expectations on the federal level. There will also be changes to the VPK age requirements.

Ms. Kier explained that beginning July 1, 2016, children born between February 2nd and September 1st will be able to enroll into the VPK program or parents can postpone enrollment until the following year. Ms. Kier explained that in Florida, kindergarten is not mandatory. A child who is 5-years of age can attend VPK and then go to the first grade.

She explained the School Readiness changes are a direct result of federal guidelines and must be implemented as of July 1, 2016 and completed by September 30, 2016. Children will now remain in service for a full year and services can only be terminated if the parent should lose purpose of care. Additionally, termination of services is no longer allowed if the family income increases beyond 200% of the Federal Poverty Level, only if it exceeds 85% of the state median income. This will apply to all billing groups.

Ms. Kier explained that currently mandated placements receive referrals for 30-90 days of services; they will now receive a full year. Coalitions will only be allowed to make changes to a parent's case if it benefits the family so there will be no increases in parent fees, only reductions.

Coalition staff will see all clients between July 1 and September 30, 2016 to reset their end dates for service. This implementation may possibly result in a reduction of staff. As this is a new federal requirement, if Florida does not comply it will not receive federal funds for the School Readiness program. OEL recommends working with all referring agencies regarding referrals as mandated placements will be placed on wait lists with no repercussions.

Dr. Kanakis strongly recommended having a succinct and easily understood statement prepared explaining the Coalition was following state and federal directives ready to distribute to anyone requiring information or reasons for extended waitlist/denial of immediate service.

Ms. Kier stated that parents will now be allowed to turn in Verifications of Employment instead of pay stubs which increases the possibility of fraud.

Mr. Farrelly stated the Coalition's waitlist is nearing 1,300 children and may not open until mid-August at which time there may be nearly 2,000 children waiting for services. However, waitlist opportunities for income eligible parents will be limited as mandated placements will have priority. He explained that a full presentation, with any new updates, will again be made at the April Board meeting.

IV. Review/Adoption, FY 2016-17 Sliding Fee Scales

Ms. Kier explained these are the annual updates for the new income guidelines for Federal Poverty Levels. They are part of the Coalition's Plan and require approval to be able to begin updating the database prior to the May 31st effective date. Mr. Guadagnino moved to adopt the FY 2016-17 Sliding Fee Scales and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

V. Review/Adoption, Revisions to IT Security Control Policy

Ms. Kier explained that the policy now has new definitions added as part of the Coalition's Plan and as required by OEL. Mr. Guadagnino moved to adopt the revisions to the IT Security Control Policy and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

VI. School Readiness Waitlist / End of Year Spending Projections

Mr. Farrelly explained that as of April 14, 2016, 1,279 children were on the waitlist. The Coalition has placed 1,354 mandated placements since July compared to 1,300 placements from the waitlist. Mandated placements continue to arrive, 30-50 per week with some

families coming in with referrals for 4-5 children all under protective services as directed by DCF. The Coalition is working with our DCF representative to attempt to control the number of mandated placements.

With regards to year end spending, Mr. Farrelly explained the Coalition's projected deficit in direct services spending has been reduced to approximately \$167,000 as of March 31, 2016. \$313,000 in non-direct services spending was frozen, but some of those funds are being released. Planned salary increases will be awarded to those who had not yet received an increase and necessary office items may be purchased which will lower expenses on next year's budget.

VII. Consideration of Funding Planning Partnership between Coalition and Brazelton Touchpoints Center

Mr. Farrelly gave a brief background on the Brazelton Center, part of Harvard University that is named for Dr. T. Berry Brazelton, a child psychologist. Mr. McHugh had introduced the Coalition to Brazelton as they are a leading expert on Early Learning.

Mr. Farrelly explained the Pasco/Hernando community needs a focus on Early Learning as it is still considered "baby sitting" or "child care" not Early Learning. The Coalition will need to establish partnerships, in addition to the school districts, such as county commissions, health departments and United Ways. The goal is to declare 2017 as the "Year of the Young Child" and continue it through 2019.

He explained the Coalition would like to bring Brazelton representatives in during 2017 to offer public trainings to the community and parents and to challenge communities to spearhead a drive to focus on Early Learning. The Coalition would sponsor a major event every month during 2017 to raise awareness. The planning costs are over \$10,000 and Mr. Farrelly believes the Foundation for Early Learning will support some of the cost and \$5,000 from the Quality Budget would be set aside. He stated the estimated costs for the entire first year would be approximately \$100,000, half to come from the Coalition's 2016-17 budget and half from community partners. In addition, the Ad Hoc Fundraising Committee would be asked to fundraise.

Mr. Farrelly explained that \$50,000 from the FY 2016-17 budget has been earmarked for this partnership. Key "ambassadors" from both counties will be found who will agree to raise funds through their peers and contacts.

Dr. Kanakis and Mr. Guadagnino agreed that this was an important project and should be undertaken.

VIII. First Review, Budget Proposal, FY 2017

Ms. Hardy distributed the (attached) revised budget for FY 2016-17 and Mr. Farrelly distributed the (attached) Coalition Budget Proposal, 2016-2017. Mr. Farrelly reviewed the

proposal explaining that an additional \$252,351 is being awarded for School Readiness slots. He then reviewed the new spending initiatives explaining the new Compliance Coordinator position which will oversee internal audits by reviewing reimbursement and eligibility files for any corrections prior to formal audits as well as assisting in the preparation for all audits.

Mr. Farrelly explained there will be reductions in staff as an Inclusion Specialist will move from full-time to part-time, working 30 hours per week, and the Administrative Assistant position will be eliminated as this individual has not been utilized to the full extent expected. Mr. Farrelly does hope to find this individual another position within the Coalition.

Other spending initiatives include \$50,000 for the Brazelton project, staff performance incentive funds and salary opportunities for approximately ten (10) staff members.

Dr. Kanakis moved to accept the proposed budget for FY 2016-17 as a first reading and Mr. Guadagnino seconded. All were in favor with no abstentions and the motion carried.

IX. Review, Preliminary Auditor General Report

This item was tabled until the May Executive Committee meeting.

X. Updates:

- **9th Annual Early Learning Conference – October 15, 2016**

No new updates to report at this time.

XI. Public Input

None.

XII. Adjournment

Dr. Kanakis adjourned the Executive Committee at 9:02 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I