



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, May 18, 2016 at 8 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

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

Committee Members Present via Phone: None

Committee Members Excused: None

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

Others Present: None

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

Dr. Kanakis called the regularly scheduled Executive Committee meeting to order at 8:10 a.m.

II. Review/Adoption, Draft Minutes from April 20, 2016 Executive Committee Meeting

Dr. Kanakis moved to adopt the minutes from the April 20, 2016 Executive Committee meeting as presented; Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review/Approval, 2016-17 Renewal of Directors/Officers Insurance

Mr. Farrelly explained the annual renewal of this policy is \$3,335.00 for the upcoming year and shows an increase of \$11.00. The Coalition has the option to purchase a new type of coverage - "Workplace Violence Coverage" for an additional cost of \$273.00. This coverage would pay for any losses due to violence.

Mr. McHugh moved to accept the basic policy renewal of \$3,335.00; Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

IV. School Readiness Waitlist / End of Year Spending Projections

Mr. Farrelly stated the waitlist is at 1,437 children and before it can be opened again (no earlier than mid-August), it will number over 2,000 children. The Coalition placed 1,325 children into services this year, but also placed over 1,500 mandated placements. With the new regulations, mandated placements will also be placed on the waitlist as of July 1st, but they will be the first to come off the waitlist. Very few income eligible parents will be removed from the waitlist resulting in a potentially large number of complaints.

An inquiry was made as to what providers would do. Mr. Farrelly explained that some providers would complain because they are not receiving new enrollments. He stated the Coalition is still waiting for new program regulations from OEL. The Coalition will prepare press releases and possibly hold a press conference to inform the community of the new regulations and advise that complaints are being heard and being forwarded to the proper authorities. Three (3) regional meetings for providers are also being planned.

In regards to End of Year Spending, Mr. Farrelly stated that as of April 30th, the deficit in Direct Services was projected to be approximately \$202,000 by June 30, 2016. Coalition spending has been frozen with approximately \$275,000 reserved to cover the deficit. Mr. Farrelly will begin to release some of these funds to purchase items/supplies that will be needed for the upcoming year. By June 30, 2016, the budget will be at zero.

V. Review/Approval Establishment of Brazelton Planning Partnership at \$10,000 plus Travel Expenses

Mr. Farrelly explained the planning partnership will commence on May 24, 2016 with the visit of a consultant. This consultation fee is \$10,000 plus travel expenses, but will result in a multi-year plan to begin in 2017. The Coalition needs to improve the community's understanding of the importance of early learning. Community-wide events are being planned as well as collaborations with local school boards, health departments and the United Ways to both fund and participate in this partnership. \$100,000 is the annual anticipated cost and the Coalition has budgeted \$50,000 for FY 2016-17.

Mr. Farrelly explained that a presentation was made at May's Foundation for Early Learning meeting and the Foundation donated \$2,500 to the Brazelton Planning Partnership.

Mr. McHugh moved to accept the establishment of the Brazelton Planning Partnership and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Second Review, Budget Proposal, FY 2017

Mr. Farrelly explained this second draft proposal contains three (3) grant awards for School Readiness, plus VPK funds, totaling \$27,747,205. The new spending caps with actual spending projections were reviewed for both programs.

Mr. Farrelly also reviewed the budget features such as Direct Services receiving an additional \$245,000 for slots and with careful budgeting another \$37,000 is being placed into Direct Services. Two (2) new staff positions are being added - a Compliance Coordinator who will become the Coalition's internal auditor and a new Provider Specialist position. Mr. Farrelly explained the addition of the Performance Funding Project has added additional workloads to the current six (6) Provider Specialists. This new position will be funded by Performance Funding Project grant award and will continue as long as the program is funded.

Additionally, a current Inclusion Specialist will begin working part-time as of July 1, 2016 and the Administrative Assistant position is being eliminated as this position is not fully utilized. Mr. Farrelly continued explaining the budget also contains \$50,000 for the Brazelton Partnership, staff performance incentives totaling \$45,000 and salary opportunities for those staff members who were not awarded an increase this fiscal year.

Mr. Farrelly also stated that with the state's new eligibility requirements, the Coalition may not need to retain all of the current Eligibility Resource and Referral Specialists. Some of these positions may be eliminated. Staff has been informed that there may be changes.

He explained the third draft of this budget proposal will be presented in June for approval and then to the full Board at the July meeting for final approval.

Dr. Kanakis requested a motion to accept this second draft of the proposed budget. Mr. McHugh so moved and Mr. Guadagnino seconded. All were in favor with no abstentions and the motion carried.

VII. First Reading, Compliance Coordinator Job Description

Mr. Farrelly explained the salary range for this new position is between \$40-50,000 and experience in eligibility is required as well as a willingness to learn reimbursement functions. The position will be advertised internally as current staff may be applying which will generate internal movement among positions.

Mr. Guadagnino moved to approve the Compliance Coordinator Job Description as presented; Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Staffing Implications, New Eligibility Rules

Discussed under Item VI.

IX. Update, Application for Child Care Executive Partnership (CCEP) Program

Ms. Hardy explained this is a separate grant from OEL and this is the first time the Coalition has requested to participate in this program. The program utilizes School Readiness funds, but providers and/or other businesses must apply and be approved. To participate in the program, OEL requires that these providers/businesses offer free childcare to their employees. If approved at the state level, the CCEP program will award 50% of the child care fees back to the employer.

Ms. Hardy explained the Coalition has reached out to providers and twenty-two (22) have responded and submitted their paperwork. If approved by OEL, the Coalition expects the program to begin July 1, 2016. The total amount requested from these twenty-two (22) providers is \$766,995 and represents 153 children who are currently receiving free child care

services. Mr. Farrelly explained this is a well-funded program and believes it may assist providers. If the program works well for our providers, the Coalition may open it to local businesses such as banks. The program does have guidelines such as income levels cannot exceed 200% of the federal poverty level, parent must be working at least twenty (20) hours per week and proof of employment, which the employer has signed, must be submitted.

Ms. Hardy stated she has spoken with a representative from ELC of Duval County who has a large percentage of employers providing child care and their program works seamlessly.

Mr. Farrelly stated it would be good for the community if the Coalition could expand this program. Ms. Hardy explained the program requires very little administrative work, but it must be approved by OEL. She stated this program has been in effect since at least 2003 and the providers applying have been some of the Coalition's high quality centers who are looking to retain and attract good employees. As long as there are funds in the program, Ms. Hardy explained centers/employers can apply for the program throughout the year.

Dr. Kanakis requested a motion to approve applying for and accepting the Child Care Executive Partnership grant. Mr. Guadagnino so moved and Mr. McHugh seconded. All were in favor with no abstentions and the motion carried.

X. Updates:

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

Mr. Farrelly reported that Mr. Ernest Hooper, columnist with the *Tampa Bay Times* will be the keynote speaker. Mr. Hooper is donating his time as part of his community service, but the Coalition will award him a \$1,000 honorarium.

XI. Public Input

None.

XII. Adjournment

Dr. Kanakis adjourned the Executive Committee at 9:00 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I