



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, June 15, 2016 at 8:30 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: Pattie Eacobacci, Jim Farrelly, Rachel Hardy, 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 8:36 a.m.

II. Review/Adoption, Draft Minutes from May 18, 2016 Executive Committee Meeting

Dr. Kanakis requested a motion to adopt the minutes from the May 18, 2016 Executive Committee meeting as presented; Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

III. Third Review and Approval to Implement, Budget Proposal, FY 2017

Mr. Farrelly reviewed the projected grant awards and explained the numbers have been locked in for the upcoming fiscal year for School Readiness, VPK and the Performance Funding Project. Direct Services spending is expected to be at 85.11% of the budget, more than 7% over the state's actual requirement.

Mr. Farrelly also briefly reviewed the new budget's features and explained the budget includes two (2) new positions - a Compliance Coordinator and a Provider Specialist with the Provider Specialist position being funded through the Performance Funding Project grant. An Inclusion Specialist position is being reduced by 25% and the Administrative Assistant position is being eliminated. Additionally, \$50,000 is being included for the Brazelton Partnership and funds have been allotted for Staff Performance Incentives and staff increases for those who did not receive one this current fiscal year.

Mr. Farrelly also explained it may be necessary to discuss reducing Eligibility staff as the Coalition may need fewer staff with the new annual parent redetermination. These funds would then be directed to slots in Direct Services.

Dr. Kanakis requested a motion to approve and implement the proposed budget for FY 2017. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review/Recommendation, Mandated Placements effective 7/1/2016

Mr. Farrelly explained that as of July 1st, mandated placements that are court ordered and referrals from DCF will all be placed on the waitlist. However, they will be the first to come off the waitlist once it is opened. There is a potential issue in the event a mandated child on the waitlist is injured; the Coalition could be hurt by negative reaction due to this new policy.

Mr. Farrelly reported that over 3,000 children were removed from the waitlist this year and of those over 1,700 were mandated placements. As providers may not be aware of how this new ruling will affect them, three (3) provider meetings are being scheduled for July to meet with providers.

Mr. McHugh inquired if the Coalition runs a risk from the courts and if judges have any recourse. Mr. Farrelly explained the children are mandated to the Coalition from the courts via DCF. Ms. Kier explained that meetings with DCF and other community partners are taking place and the Coalition is advising them on the new rules and requesting their staff is careful with the referrals they submit. She reported Florida is the only state where services for protected services children are reimbursed through CCDF funds.

She explained that OEL's Director has stated that children from DCF have to go on the waitlist. Several other Coalitions have also begun discussions with their partnering agencies. Ms. Kier stressed the need to have a well written response in the event an issue should arise with a child on the waitlist.

Mr. Farrelly stated there may be exceptions due to critical family issues.

Dr. Kanakis requested a motion to approve the placement of mandated children on the waitlist. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

V. Review of RFP Responses, Selection of Auditing Services, FY 2016-19

Mr. Farrelly explained that six (6) firms submitted proposals which were scored by Ms. Kier, Ms. Hardy and Mr. Farrelly. Ms. Hardy reported that Fontana CPA's had the lowest bid at \$10,700 and the highest bid submitted was for \$26,000. The Coalition's recommendation is to select Fontana CPA's for a new three (3) year contract.

Dr. Kanakis requested a motion to approve the selection of Fontana CPA's. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Approval, Representation Agreement of Board Attorney, FY 2016-17

Mr. Farrelly explained that Mr. Steve Lee is the Coalition's current attorney and his hourly fee is \$125.00. Mr. Farrelly explained that Mr. Lee is always responsive, even when information is requested on evenings, weekends or holidays.

Dr. Kanakis requested a motion to approve the Board Attorney agreement for FY 2016-17. Mr. Guadagnino so moved and Mr. McHugh seconded. All were in favor with no abstentions and the motion carried.

VII. Approval, General Liability, Property, Auto, Glass Insurance Coverage, FY 2016-17

Mr. Farrelly explained there is a slight cost decrease from last year for the total insurance premium of \$15,306. Roe Insurance continues to be the agent, but the Coalition will be seeking quotes from other agents in the future. Mr. Farrelly explained the glass coverage is required by the landlord at the Spring Hill location.

Dr. Kanakis requested a motion to approve renewing the insurance coverages for FY 2016-17. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. First Readings: Policy Revisions (per OEL Requirement for Annual Plan):

Ms. Kier explained the revisions are required by OEL as part of the Coalition's Annual Plan and have been approved by OEL:

- **Revisions - Background Screening Policy** - Ms. Kier explained the revision here is that employees now pay for the initial cost of fingerprinting and are then reimbursed. Dr. Kanakis requested a motion to accept the revisions to the Background Screening Policy. Mr. McHugh so moved and Mr. Guadagnino seconded the motion.
- **Revisions - Document Retention Policy** - Ms. Kier explained the policy name has been changed to Records Management and includes updates on how records are managed and to Public Record Requests. Dr. Kanakis requested a motion to accept the revisions to the new Records Management Policy. Mr. McHugh so moved and Mr. Guadagnino seconded the motion.
- **Revisions - IT Security Control Policy** - Ms. Kier explained additional information has been added including adding documentation to employee exit paperwork. Dr. Kanakis requested a motion to accept the revisions to the IT Security Control Policy. Mr. Guadagnino so moved and Mr. McHugh seconded the motion.
- **Revisions - Tangible Property Policy** - Ms. Kier explained that a line referencing a rule has been added. Dr. Kanakis requested a motion to accept the revision to the Tangible Property Policy. Mr. McHugh so moved and Mr. Guadagnino seconded the motion.

As there were no abstentions to the above indicated policy revisions, all were in favor and all motions carried.

IX. Review, Preliminary Auditor General Report

Ms. Kier explained this Coalition was chosen as one of five (5) to be audited by OEL through the State Attorney General's office with the review period being July 2013 through December 2014. Ms. Kier reviewed the findings related to the Coalition. Ms. Hardy stated that with increased monitoring of providers sign in/out sheets, an estimated \$10,500 was returned from providers due to errors. Providers are now making more of an effort to ensure their paperwork is correct.

Ms. Kier explained that no action is necessary on this report as it is informational only. Dr. Kanakis inquired what the finding was on the purchase. Ms. Hardy explained the Coalition's purchase order had one date, but the invoice had another date. This has since been rectified.

X. Report of Results, OEL Financial Monitoring, FY 2015

Ms. Hardy explained there were three (3) findings. The first is the need to provide additional documentation on employee expenditures for staff bonuses and incentives as no written plan is in place. The second finding was because OEL's logo did not appear on the Coalition's Facebook page. The third finding related to the annual Internal Controls Questionnaire. The Coalition is required to have documented instructions in place even though no instances of impaired operations were identified.

Dr. Kanakis requested a motion to approve the OEL Financial Monitoring Report as presented. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

XI. School Readiness Waitlist / End of Year Spending Projections

Mr. Farrelly reported that 1,663 children are on the waitlist as of the end of last week. Of more than 3,000 children placed this year, over 1,700 were mandated placements.

Mr. Farrelly reviewed the projected funds for the remainder of this fiscal year. He explained that having frozen \$301,000, the Coalition was able to apply those funds to the \$190,000 deficit in Direct Services. Approximately \$111,000 remains with the following spending forecast:

- \$35,000 - advance spending
- \$20,000 - fewer terminations
- \$1,000 - start new staff earlier
- \$25,000 - spending cushion
- \$30,000 remains available through June 30, 2016

At this time, Dr. Kanakis requested Mr. Farrelly leave the room.

Dr. Kanakis discussed other neighboring Coalitions and the fact those Executive Directors have higher salaries. He suggested awarding Mr. Farrelly an incentive to bring his annual salary up to a level closer to the other Executive Directors. Both Mr. McHugh and Mr. Guadagnino agreed that Mr. Farrelly should be awarded an incentive. Mr. Guadagnino inquired if Mr. Farrelly is awarded a car allowance; Dr. Kanakis stated there is no car allowance. Mr. McHugh suggested awarding Mr. Farrelly now and plan for another award at a later date.

After a brief discussion, the Committee agreed to award Mr. Farrelly a \$20,000.00 incentive award. Dr. Kanakis requested a motion to award Mr. Farrelly an incentive of \$20,000.00. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly was requested to return to the meeting.

XII. Updates:

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

Mr. Farrelly reported that planning continues to go smoothly with more vendors and presenters applying than in past years. Mr. Ernest Hooper with the *Tampa Bay Times* is the keynote speaker.

XIII. Public Input

None.

XIV. Adjournment

Dr. Kanakis adjourned the Executive Committee at 9:44 a.m. without further discussion.

Respectfully submitted by,

Pattie Eacobacci
Office Manager