



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, July 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, Pat McHugh**

**Committee Members Present via Phone: None**

**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 8:15 a.m.

**II. Review/Adoption, Draft Minutes from June 15, 2016 Executive Committee Meeting**

Dr. Kanakis requested a motion to adopt the minutes from the June 15, 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. Final Approval, Revised Coalition Budget, FY 2016-17**

Mr. Farrelly informed the Committee that the Coalition was awarded an additional \$591,396 for the Child Care Executive Partnership (CCEP). These funds will be awarded to community employers (initially child care providers) who offer their employees free child care services as an employee benefit. The providers will be reimbursed up to 50% of what they expend on staff. Twenty-five (25) providers have signed up for the CCEP. The Coalition also has meetings scheduled with representatives of the Economic Development Councils from both Pasco and Hernando Counties in order to announce this new initiative to local businesses.

Mr. Farrelly explained there were no other changes to the budget and that 85.11% of the budget will be expended on Direct Services for School Readiness.

Dr. Kanakis requested a motion to approve the revised 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. Updated, School Readiness Waitlist**

Mr. Farrelly reported the waitlist currently exceeds 1,800 children. Last year, 58% of all new placements were mandated and an additional 30 mandated children were placed on the last day of the Coalition's fiscal year, June 30, 2016. As of July 1<sup>st</sup>, mandated children are now being placed on the waitlist, but will be the first to be placed when the waitlist opens.

Mr. Farrelly explained that an anonymous donor to the Foundation for Early Learning donated \$9,000 to remove three (3) children from the waitlist - specifically requesting that the children be from the income eligible category. The Coalition expects to open the waitlist in mid-August.

#### **V. Update, Staffing Implications related to New Eligibility Rules**

Mr. Farrelly explained the Coalition has held several meetings for providers this week to explain the new eligibility rules, specifically that re-determinations will now be taking place annually rather than every 3 or 6-months.

The new rules may allow for cutbacks in Eligibility staff. Now, through attrition, the Coalition does have two (2) vacancies. One Eligibility Specialist has resigned to accept another position and another was transferred from Eligibility to Inclusion Specialist. These vacancies have not been filled and may not have to be as there may be a reduction in client traffic through the Eligibility offices. If these positions are not filled, the salary funds will be re-directed to Direct Services for School Readiness.

#### **VI. First Reading, Revisions to Personnel Policy (as required by OEL)**

Mr. Farrelly explained this is the policy that is utilized the most. The changes and updates being presented are minor while some are required changes from OEL. One of the OEL findings was the Executive Director cannot award incentive payments to staff unless approved by the Board and that change has been incorporated.

Mr. Farrelly noted that on page 29 under Bereavement Leave, the policy does not include brother or sister. He recommends the Committee review the Personnel Policy for further updates and bring any suggested recommendations to the next meeting. Ms. Hardy explained that once the policy is approved by the Board of Directors, it will then be sent to OEL as part of the Prevention Correction Action Plan (PCAP) for FY 2016 Financial Monitoring.

#### **VII. Annual Performance Review of Executive Director**

Dr. Kanakis stated that, as evidenced by the survey, Mr. Farrelly has received a good report and the Committee is proud of the work he has accomplished. The evaluation only had one (1) negative comment and in response, Mr. Farrelly explained he has never turned down an offer from another organization to partner with the Coalition.

Dr. Kanakis stated Mr. Farrelly is doing an excellent job as evidenced by the information on the evaluation report. Mr. Guadagnino stated Mr. Farrelly has done a good job of restructuring the Board and providing better direction.

Dr. Kanakis stated he is looking forward to the future and would like Mr. Farrelly to extend his contract through the end of the Brazelton Touchpoints project (anticipated on/about 6/30/2018). Both Mr. McHugh and Mr. Guadagnino agreed that Dr. Kanakis should be the one to cooperatively work on a new contract proposal for Mr. Farrelly which would be brought to the Board for consideration.

Mr. Farrelly thanked the Committee for their consistent support and expressed his appreciation for having good staff members assisting him.

### **VIII. Updates:**

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

Mr. Farrelly explained that a simulcast trial was performed yesterday with our partners in Northern Ireland and the transmission was crystal clear. He commended Ms. Audrey Stasko for taking on this project instead of hiring outside professionals.

Mr. Farrelly stated he hopes to have a representative from Brazelton attend the conference as a presenter. Additionally, six (6) of the attending presenters will be putting their presentations together to submit for publication in an international journal on Early Learning.

Invitations to Florida's first international early learning conference will be sent to the Governor, OEL's Executive Director, and other local elected officials.

### **IX. Public Input**

None.

### **X. Adjournment**

Dr. Kanakis adjourned the Executive Committee at 8:57 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas  
Administrative Assistant I