



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, August 17, 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, 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 8:05 a.m. and welcomed attendees.

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

Dr. Kanakis requested a motion to adopt the minutes from the July 20, 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. Approval to Amend the Coalition’s current 403b Plan

Mr. Farrelly explained that the Coalition’s 403b Plan is with VALIC and allows matching contributions of up to 5% for a single participating class of all employees. Prior to submitting the proposed new contract for the Executive Director for approval, it was reviewed by Attorney Steve Lee and a representative from VALIC. VALIC has advised the Coalition that in order to avoid a federal audit, they recommend keeping the Executive Director’s compensation under \$120,000 per year and amending the Coalition’s current 403b Plan by adding “an employer discretionary, non-matching contribution by class with Executive Director as Class 1 and other staff as Class 2.”

If this revision is approved, Mr. Farrelly will contact VALIC to have them amend the Coalition’s 403b Plan with the recommended verbiage.

Dr. Kanakis requested a motion to approve amending the Coalition’s current 403b Plan with the recommended verbiage, as indicated above. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Update, School Readiness Waitlist

Mr. Farrelly reported that the waitlist reached 2,085 children last week. In conversations with other Coalitions, they have indicated as many as 5,000 children on their waitlists. A brief discussion followed on the amount of funds that would be necessary to clear the waitlist, speaking with local and state elected officials and designating a representative to speak on behalf of the Coalition and the need for additional funding for children.

Mr. Farrelly stated that 300 slots were opened last week and those are expected to be filled by the end of August. As mandated placements were also added to the waitlist, 72 mandated children will be the first come off the waitlist.

With the number of families that have moved out of the area or no longer qualify for services, Mr. Farrelly expects the waitlist to be reduced even further.

V. Review, Proposed Successor Employment Agreement with Executive Director

Mr. Farrelly explained that the proposed new agreement had been negotiated with Dr. Kanakis and it has been extended to June 30, 2018 to coincide with the end of the 2-year partnership with Brazelton Touchpoints Center. Mr. Farrelly reviewed the highlighted changes which include his overseeing the hiring of the new Executive Director, adjusting the salary so it is more in line with those of other comparable directors, adding the salary amount to the new agreement along with pension plan percentages, and extending the contract on a month to month basis, if necessary after its expiration on June 30, 2018. He explained the contract has been reviewed and approved by Attorney Steve Lee.

Mr. Farrelly explained a timeline for succession has been created and will be discussed at next month's meeting.

Dr. Kanakis requested a motion to approve the Employment Agreement. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Second Reading, Revisions to Personnel Policy (as required by OEL)

Mr. Farrelly explained because of the amount of information contained in this policy, it should also be reviewed by the full Board. He suggests the Committee approve it and move it to the October Board agenda.

Dr. Kanakis requested a motion to approve the revisions to the Personnel Policy. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Updates:

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

Mr. Farrelly reported that all is progressing well with the Coalition's first international conference. As of last evening, nearly 400 attendees have registered for the conference. Included to date on the VIP list are Superintendents Kurt Browning and Dr. Lori Romano as well as Rodney MacKinnon of OEL.

VIII. Public Input

None.

IX. Adjournment

Dr. Kanakis requested a motion to adjourn and Mr. Guadagnino so moved. This meeting of the Executive Committee was adjourned at 8:45 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I