



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, October 19, 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, 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 8:05 a.m. and welcomed attendees.

II. Review/Adoption, Draft Minutes from September 21, 2016 Executive Committee Meeting

Dr. Kanakis requested a motion to adopt the minutes from the September 21, 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. Consideration for Approval, Community At Large Board Member

Mr. Farrelly explained this position is currently open until November of 2019 and two (2) interviews were conducted, with Mr. Guadagnino's assistance. The first applicant is Ms. Kathleen Casper, an attorney, early educator and private consultant. Previously, she was with the Florida Department of Education's Gifted Education Program. The second applicant is Mr. Tom Ketterer who is an administrator with Shriner's Hospital. Mr. Ketterer does not have a background in education, but has experience in business administration. Mr. Farrelly stated he did vet Mr. Ketterer through Ms. Lisa Buie, but she does not know him on a personal level.

Mr. Guadagnino stated that Mr. Ketterer may not fully realize what the Coalition does as this Board position is more administrative than community oriented. He suggested that Mr. Ketterer be placed on a committee as perhaps a co-chair to better acquaint him with the Coalition. Mr. Farrelly suggested Mr. Ketterer seek a gubernatorial appointment to the Board as a business representative.

Dr. Kanakis requested a motion to approve the appointment of Ms. Casper to the Board of Directors as the new Community At Large representative. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried. This action will be ratified at the upcoming full Board meeting.

IV. Review/Approval, Revisions to Grievance Policy and Procedures

Mr. Farrelly stated these revisions are a direct requirement by OEL. Ms. Kier explained the additional wording on page 3 is a new requirement and the length of time to file a grievance has also been updated.

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

V. Review/Approval, Supplemental Sliding Fee Scales

Ms. Kier explained these new scales are due to Child Care Development Fund (CCDF) implementation. These scales will be used when the client's income level is over 200% of the federal poverty level but still below the 85% state median income level to determine if the client is still eligible or if services should be terminated. These scales will supplement the federal poverty level guidelines and will need to be submitted to OEL as part of the Coalition's Plan. Currently, there are no clients in this income category.

Dr. Kanakis requested a motion to approve the Supplemental Sliding Fee Scales for Pasco and Hernando Counties. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Update, School Readiness Waitlist

Mr. Farrelly reported that as of last week, over 700 children are on the wait list. In the 0-5 age category there are 107 children with the remaining 631 in the 6-12 age categories. He explained the wait list continues to grow as word of mouth news spreads about openings on the wait list. Another 300 slots will be opened this week for a total of 1,200 new slots this fiscal year. Mr. Farrelly stated the wait list should be at zero by December.

A brief discussion followed on mandated placements and Ms. Kier explained that she recently spoke to the Foster Parent Association of Hernando County and explained how the wait list works. She has also spoken with the Guardian Ad Litem agency and will reach out to the Foster Parent Association of Pasco County.

VII. Legislative Outreach Planning

Mr. Farrelly explained the Coalition has received an additional \$700,000 from the state for Direct Services. Letters were submitted to Florida State Senators and Representatives thanking them for the additional funds and inviting them to meet with Coalition representatives, with no response to date. Mr. Farrelly explained that Mr. Rodney MacKinnon has been in touch with Senator Wilton Simpson, the incoming Senate President, who has a strong interest in early education, and Mr. MacKinnon has suggested that Senator Simpson be contacted again.

Mr. Farrelly reported that Mr. MacKinnon was very pleased and amazed at the scope of the conference and how smoothly it was organized.

VIII. Proposed Timeline, Executive Director Search

Mr. Farrelly explained this item will remain on the agenda and continue to be updated. A vacancy announcement will be ready for publication in January of 2018 with a short deadline for applications ending February 15, 2018. Mr. Farrelly stated that if the Executive Committee wishes to interview selected candidates with more than one member present, public notices will be required. Dr. Kanakis agreed that Foundation and Coalition staff participation will be important during the interview process.

Mr. Farrelly explained that he would review and screen all applications and present a slate of 3-5 candidates for interviews. The Executive Committee will be asked to continue to weigh in on the successor Executive Director's search progress.

IX. Updates:

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

Mr. Farrelly reported that 806 attendees registered with 14% not attending. The conference generated \$15,000 in profit with no cost to the Coalition. The event pays for itself through registration fees, exhibitor fees and sponsorships. The funds generated will be used for other upcoming community-based events such as Storybook Forest and upcoming Brazelton events.

Mr. Farrelly briefly reviewed some of the comments from attendee participation surveys. Many of the comments were related to the challenges of parking, wait lines at registration and the keynote speakers from the United Kingdom as "boreing."

Mr. Guadagnino stated he found the audio was loud during the keynote presentation which resulted in a number of conversations being held among attendees. He inquired if one of the questions on the survey inquired as to how many years the individual has attended the conference. Other comments included the selling of product during the classroom sessions.

Mr. Farrelly explained plans are already underway for the 2017 conference which will probably be at Bishop again because a larger venue is not available.

IX. Public Input

Mr. Farrelly distributed an updated Sunshine Stars manual to the Committee as well as a copy of the Coalition's Annual Report for FY 2015-16.

Mr. Farrelly then distributed a Board of Director membership listing and the Committee reviewed the members whose term will be expiring in June of 2017. Dr. Kanakis stated his term will expire as of April 30, 2017 and Mr. Farrelly explained that a letter of interest from Dr. Kanakis sent to the Governor expressing his desire to remain as Chair for another term is all that will be required. A gubernatorial candidate will serve, even if their term has expired, until replaced.

A number of the mandated positions will be expiring in June and letters will be sent to the directors of the Pasco/Hernando agencies whose newly chosen member will be represented on the Board. Mandated members who will be changing include Ms. Cook from Pasco County Health Dept. as the position will now revert to the Hernando County Health Dept. and Hernando County Commissioner Rowden's position will revert to Pasco County Board of Commissioners. Also changing to Pasco County will be the Hernando County Provider representative as well as the Hernando's ESE representative.

A discussion followed on the need for additional business related Board members and Dr. Kanakis suggested placing an advertisement in the *Tampa Bay Times* as well as with the local chambers. Mr. Guadagnino suggested a letter be composed with the required particulars so Board members could send it out to their contacts, on behalf of the Coalition.

X. Adjournment

Dr. Kanakis adjourned this meeting of the Executive Committee at 9:05 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I