



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, November 16, 2016 at 8 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

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

Committee Members Present via Phone: None

Committee Members Excused: Gus Guadagnino

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 8:01 a.m. and welcomed attendees.

II. Review/Adoption, Draft Minutes from October 19, 2016 Executive Committee Meeting

Mr. McHugh moved to adopt the minutes from the October 19, 2016 Executive Committee meeting as presented; Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review/Adoption, Draft Minutes from November 1, 2016 Special Executive Committee Meeting

Mr. McHugh moved to adopt the minutes from the November 1, 2016 Special Executive Committee meeting as presented; Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly noted the Coalition still has received no word from Brazelton in reference to the contract nor have they submitted a bill for the travel expenses related to attending the Conference.

IV. Review/Approval, Code of Conduct Policy

Ms. Kier explained this policy was created due to an Internal Control Questionnaire which required the Coalition to have, in writing, the following statement:

“The Coalition expressly prohibits management from overriding any internal controls.”

The Code of Conduct Policy was created to include this statement and other guidelines for Coalition staff. Mr. Farrelly briefly described how having internal controls, specifically related to financial matters, separates duties to prevent collusion.

Dr. Kanakis requested a motion to approve the Code of Conduct Policy. Mr. McHugh so moved. All were in favor with no abstentions and the motion carried.

V. Recommendation, Award of Salary Incentives for Staff as recommended by Executive Director, per Personnel Policy & Procedure

Mr. Farrelly explained that funds are allotted annually for staff incentive awards and the Executive Director had the authority to award these incentives in the past. An audit finding last year has resulted in changes to the Personnel Policy, approved at the October 27, 2016 Board meeting, that now requires prior Board approval before awarding any staff incentives.

Mr. Farrelly distributed the (attached) Incentive Recommendations explaining the awards are for those staff members who worked to ensure the success of the 9th Annual Early Learning Conference including Ms. Bev Doucet who was head of the Planning Committee.

After ascertaining the incentive awards were fair and consistent, Dr. Kanakis requested a motion to approve the recommended salary incentives. Mr. McHugh so moved. All were in favor with no abstentions and the motion carried.

Mr. Farrelly explained he had also reviewed these recommendations with Mr. Guadagnino who had given his support and approval to the recommendations.

VI. Update, School Readiness Waitlist

Mr. Farrelly reported that at the end of last week, 506 children were on the wait list. In the 0-5 age category there are 133 children with the remaining 373 in the 6-12 age categories. He explained the wait list has been opened to all these remaining children and the wait list should be at zero by December. However, the wait list will continue to grow as more parents begin to register for services as word of mouth spreads the news in the community about the availability of funds.

VII. Public Input

Dr. Kanakis inquired about the Foundation's CARNival event. Mr. Farrelly explained attendance was light with only 44 children signing in, but the event was not highly publicized. The attending children did enjoy themselves with the pony and train rides as well as the carnival games. The event raised over \$3,700.00.

VIII. Adjournment

Dr. Kanakis requested a motion to adjourn this meeting of the Executive Committee. Mr. McHugh so moved and the meeting was adjourned at 8:31 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I