



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, December 21, 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**

**Others Present: None**

**I. Call to Order – Dr. Steve Kanakis, Chair**

Dr. Kanakis called the regularly scheduled Executive Committee meeting to order at 8:09 a.m. and welcomed attendees.

**II. Review/Adoption, Draft Minutes from November 16, 2016 Executive Committee Meeting**

Dr. Kanakis requested a motion to adopt the minutes from the November 16, 2016 Executive Committee meeting as presented; Mr. McHugh so moved and Dr. Kanakis seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review, Revised Policies:**

- **Fiscal and Accounting Policies (Changes to Disbursement Section - pages 26-30)**
- **Procurement Policy and Procedure (Changes to pages 1-10)**

Mr. Farrelly explained that federal and state requirements require constant updates to policies and the Coalition Plan also required new policy updates. Ms. Hardy explained that OEL has approved the recommended changes to the pages indicated. She explained in the Fiscal and Accounting Policies, the changes noted were already being done, but were required to be added to the written policy. For the Procurement Policy, the changes indicated pertain to the new purchasing limit of \$2,500 or less which does not require competitive pricing or prior approval by OEL.

Dr. Kanakis requested a motion to approve the changes to both the Fiscal and Accounting Policies and the Procurement Policy and Procedure. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Removal of following policies from website due to incorporation into updated policies:**

- **Contract Management Policy, 11/20/2008**
- **Payroll Policy & Procedure, 5/26/2011**
- **Prior Approval Policy, 5/15/2008**

Mr. Farrelly explained these stand-alone policies can be removed because of the recent updates; these policies are no longer required.

Dr. Kanakis requested a motion to delete the Contract Management Policy; Mr. McHugh so moved and Mr. Guadagnino seconded. All were in favor with no abstentions and the motion carried.

Dr. Kanakis requested a motion to delete the Payroll Policy & Procedure; Mr. McHugh so moved and Mr. Guadagnino seconded. All were in favor with no abstentions and the motion carried.

Dr. Kanakis requested a motion to delete the Prior Approval Policy; Mr. McHugh so moved and Mr. Guadagnino seconded. All were in favor with no abstentions and the motion carried.

**V. Review, Disbursement of Surplus Inventory**

Mr. Farrelly explained the items indicated will be disposed of as they are useless, old and/or broken. The Coalition was required to advertise to the other Coalitions that these items were available, but there was no interest. Approval is required for the disposal of these items.

Dr. Kanakis requested a motion to dispose of the indicated Surplus Inventory; Mr. Guadagnino so moved and Mr. McHugh seconded. All were in favor with no abstentions and the motion carried.

**VI. Update, School Readiness Waitlist**

Mr. Farrelly reported that at the end of last week, 139 children were on the wait list. He explained the wait list has been opened to all these remaining children and parents are waiting approximately 10 - 14 days for services. Mr. Farrelly expects the wait list to remain open until February. He explained the financials are being triple checked to ensure the availability of the surplus funds through the end of this fiscal year.

**VII. Public Input**

Mr. Farrelly addressed 2017 being the Years of the Young Child with the goal of raising awareness of the importance of Early Learning in our communities. He reported that Dr. Lori Romano had invited him to make a 30-minute presentation to the Hernando County

School Board about Early Learning. Additionally, Dr. Romano has set up monthly meetings to include herself, Mr. Farrelly, a representative from Pasco-Hernando State College and a member of the Hernando County School Board. These meetings will begin in January and will be related to Early Learning. The Committee also suggested having a Pasco County School Board member participate.

Mr. Guadagnino readily agreed with this suggestion and indicated that he would relay this request to Dr. Romano, who would make arrangements for participation of the Pasco Superintendent of Schools.

Mr. Farrelly reported that the kick-off event is planned for Saturday, January 21, 2017 at the Discovery Point childcare center in Odessa. The main focus of this event will be to bring together a small group of community leaders such as elected officials. Mr. Ernest Hooper will be the featured speaker and light refreshments will be served. Also, the Coalition will have Years of the Young Child window decals and car magnets available to hand out as well as a schedule of the monthly events planned for 2017.

A brief discussion followed on invitees as well as videotaping some of the events.

#### **VIII. Adjournment**

Dr. Kanakis adjourned this meeting of the Executive Committee at 8:44 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas  
Administrative Assistant I