



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, April 19, 2017 at 8 a.m.**  
**15506 County Line Road**  
**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: Jeff Webb**

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

Dr. Kanakis called the regularly scheduled Executive Committee meeting to order at 8:04 a.m., and welcomed attendees.

**II. Review/Adoption, Draft Minutes from March 15, 2017**

Dr. Kanakis requested a motion to adopt the minutes from the March 15, 2017 Executive Committee meeting as presented; Mr. McHugh so moved. All were in favor with no abstentions and the motion carried.

**III. Review/Adoption, Draft Minutes from March 15, 2017 Special Executive Committee Meeting**

Dr. Kanakis requested a motion to adopt the minutes from the March 15, 2017 Special Executive Committee meeting as presented; and Mr. McHugh so moved. All were in favor with no abstentions and the motion carried.

**IV. Review/Adoption, Draft Minutes from March 28, 2017 Special Executive Committee Meeting**

Dr. Kanakis requested a motion to adopt the minutes from the March 28, 2017 Special Executive Committee meeting as presented; Mr. McHugh so moved. All were in favor with no abstentions and the motion carried.

**V. Review/Adoption, OEL Annual Report of Financial Compliance**

Mr. Farrelly explained this report was compiled by an on-site OEL auditing team of four (4) who examined Coalition financials for a full week with only two (2) minor findings. Ms. Hardy explained the auditing team reviewed the findings from the previous year which were resolved. The first finding in this report was for the purchase of a refrigerator. Because the Coalition was initially told this was an allowable expense it was purchased with grant funds. The purchase was re-allocated to unrestricted funds.

The second finding related to a travel charge not being coded to meals. This finding was also corrected and coded properly. Ms. Hardy reported the Coalition's PCAP (Preventive/Corrective Action Plan) was accepted.

Dr. Kanakis requested a motion to accept the OEL Annual Report of Financial Compliance; Mr. McHugh so moved. All were in favor with no abstentions and the motion carried.

**VI. Review/Approval, Renewal of Auto Contents Insurance**

Mr. Farrelly explained that all insurance policies have been bundled into one except for this policy which covers the contents of both mobile outreach vans including the WASP's. The annual cost of this policy is \$452.00 and in the future will also be part of the insurance bundle. Ms. Hardy noted the cost of the policy has decreased slightly from last year.

Mr. McHugh moved to approve the renewal of the insurance policy; Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**VII. Review/Approval, Document Server Purchase**

Mr. Farrelly explained this large purchase of a document server is necessary to replace the old server as it is almost at maximum capacity to handle all electronic information. The Coalition has received OEL's prior approval for this purchase and was also required to receive three (3) bids. The first quote is from the Coalition's current vendor, Centurion Computers for a total cost of \$8,822.54 including installation. The second bid was from Weiss Tech Services for \$12,237.00 and the third from Dell for \$9,126.80. Mr. Farrelly recommends the purchase from Centurion Computer for \$8,822.54. A brief discussion followed on how the server is backed up.

Dr. Kanakis requested a motion to approve the recommended document server purchase; Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

## **VIII. Review/Approval, Expansion/New Lease Dade City Office Location**

Mr. Farrelly referred to the diagram of the Coalition's current Dade City field office explaining the current office is outlined in black which is less than 600 square feet. He explained that a number of trainings occur in East Pasco and the Coalition's Training Specialist is now based out of the Dade City office along with all of the necessary training materials. Because of lack of storage space, the training materials have been accumulating in a small office area and now may be considered a fire hazard.

Mr. Farrelly explained the landlord of the Dade City Business Center is willing to release the Coalition from its original lease and has offered to do a build out directly behind the current office to include a new office space and storage, at no cost to the Coalition. A new three (3) year lease would have to be signed at an increase of \$93 per month. The Coalition has been informed the build out would take approximately sixty (60) days.

A brief discussion followed on cost per square feet and Mr. Guadagnino requested to see the facility before voting. A tour will be arranged and this item will be brought back to the May Executive Committee meeting.

## **IX. First Review, Proposed FY 2017-18 Coalition Budget**

Mr. Farrelly explained this will be the first of four (4) reviews of the budget. The legislature is debating on whether increases for School Readiness and VPK will be included in this year's budget. They are also discussing whether to reduce the number of Coalition's from 30 to 25. He explained this may affect our Coalition by the possible addition of a minimum of one northern county.

He explained this budget is using last year's figures as hold harmless and the budget may increase or decrease, but the numbers will not be known until the legislative session ends with announcements being made either at the end of June or early July. Any changes or updates to this budget will be made and the final budget will be presented to the full Board for implementation at the July Board meeting.

Mr. Farrelly reviewed the proposed budget explaining that School Readiness will be reduced by approximately \$60,000.00 and it consists of a 3% increase in staff salaries which will be awarded on merit; includes funds to have a second Executive Director for four (4) months prior to Mr. Farrelly's retirement and these funds are based on Mr. Farrelly's current salary. The budget also includes \$50,000.00 for Years of the Young Child for 2018; two (2) new staff members are being recommended - a second trainer is required and a Public Information Officer is needed. These two (2) new positions have a projected annual cost of \$90,000.00 plus benefits. The budget also includes additional funding for attorney fees at the cost of \$14,000.00; video looping systems for the eligibility office waiting areas and staff incentive awards at \$45,000.00 to reward staff for exemplary work.

Mr. Guadagnino requested this backup information be emailed to the Committee and Mr. Farrelly stated the proposed budget for FY 2017-18 will appear again on the May agenda.

**X. Review/Approval, Engagement of Trenam Law**

Mr. Farrelly explained that Dr. Kanakis had made an executive decision to retain Trenam Law in addition to Mr. Lee whose contract continues through June 30, 2017. Mr. Guadagnino inquired if the firm would represent the Board and was informed they would. Mr. Farrelly explained the need for a more aggressive, informed attorney to handle Sunshine Law and public record requests. Mr. Guadagnino inquired if an attorney will attend future meetings. Mr. Farrelly stated an attorney would be present if requested by the Chair.

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

**XI. Review/Approval, Proposed New Business Board Members**

Mr. Farrelly explained the Coalition currently has fewer private business members than required. Two (2) former members have submitted applications to return, Mr. David Meglay and Mr. James Cook; applications have also been received from Mrs. Lisa Campos and Mr. Neil Thompson. In response to Mr. Guadagnino's question regarding the balance between Pasco and Hernando as related to private business members, Mr. Farrelly explained that no balance is required for these positions. Mr. Guadagnino inquired what type of advertising has been done to recruit membership. Mr. Farrelly explained that a press release had been sent and covered in the paper.

Mr. Farrelly reported that the Coalition will have a state review in June and may be cited if Board membership is out of compliance. Dr. Kanakis stated that Mrs. Campos is the wife of local veterinarian Dr. Campos and he strongly recommends her appointment to the Board. As the Committee was not familiar with Mr. Thompson, his application was submitted in response to the press release, an interview should be scheduled.

Mr. McHugh moved to accept Mr. Meglay, Mr. Cook and Mrs. Campos and to hold Mr. Thompson's application until he is vetted by Mr. Farrelly and Mr. Guadagnino; Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly stated the Coalition need 3-4 more private business people such as an attorney, a CPA or a pediatrician. Dr. Kanakis suggested attending local chamber meeting to recruit new members.

**XII. Consideration of Continued Changes, Personnel Policies**

Mr. Farrelly reviewed each of changes and/or updates to the policy beginning on page 11 and reported that all changes have been reviewed by Attorney Steve Lee.

Dr. Kanakis requested a motion to approve the changes to the Personnel Policies as presented; Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**XIII. Review, Revisions to Records Management Policy**

Mr. Farrelly explained the recommended changes are on pages 1-3 as the Coalition is restricting what information will be filed in an employee's personnel file. Only those forms that are mandated will be kept in the personnel file. Mr. Lee has also reviewed the revisions to this policy including the addition on page 3 related to the cost for requesting copies and the policy has been updated to reflect the most current statute. This policy will be implemented for all current and future staff members to conform as required. In response to his question, Mr. Guadagnino was informed that any collected fees are added to the general operating fund.

Mr. McHugh moved to accept the revisions to the Records Management Policy as presented; Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**XIV. Review/Approval, Community Impact Partnership Agreement - United Way of Pasco County**

Mr. Farrelly explained that last year was the first time the Coalition had received funding from either of the United Way in many years. The Coalition is re-applying for an additional \$18,000.00 by having the Certificate of Review and Community Impact Partnership Agreement signed. Additionally, a grant in the same amount is also pending with the United Way of Hernando County.

Dr. Kanakis requested a motion to approve the Community Impact Partnership Agreement with United Way of Pasco County. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

**XV. Salary Incentive for Staff as recommended by Executive Director, per Personnel Policy & Procedures**

Mr. Farrelly explained these recommendations were being submitted as part of the annual \$45,000.00 budgeted for staff incentives and will be the last award of this fiscal year. The incentives were reviewed and in response to Mr. Guadagnino's question Mr. Farrelly stated

the incentives are issued as gross amounts with each staff member being responsible for all taxes, etc. A brief discussion followed on staff volunteering for future events and the perception of being rewarded for their endeavors.

Dr. Kanakis requested a motion to approve the salary incentives for staff as presented; Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

**XVI. Update, School Readiness Waitlist**

Mr. Farrelly reported the Coalition is in good shape with approximately 140 children currently on the waitlist. The Coalition may have a new record high of enrollments by the end of the year. VPK is also having a good year with 4,885 children enrolled; only 49 shy of the previous record for enrollment. Funds will be left in the Direct Services budget and the Coalition may be returning unused funds to the state.

Mr. Farrelly announced that new mandated Board members have been designated. Commissioner Mike Wills from Pasco County Commission will be the new representative; from ESE of Pasco County Schools will be Ms. Kelli Boles; from the Hernando County Health Dept. will be Ms. Robin Napier and the Pasco County Provider Representative position is still open.

**XVII. Public Input**

None.

**XVIII. Adjournment**

Dr. Kanakis requested a motion to adjourn this meeting of the Executive Committee; Mr. Guadagnino so moved and the meeting was adjourned at 9:27 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas  
Administrative Assistant I