



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, May 17, 2017 at 8 a.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair; David Meglay

Committee Members Present via Phone: None

Committee Members Excused: Gus Guadagnino

Coalition Staff Present: Bev Doucet, Pattie Eacobacci, Jim Farrelly, Rachel Hardy, Jak Jakubauskas, Betsy Kier, Sarah Mai

Others Present: James Cook, Edna Lennox, Captain James Mallo, Pasco County Sheriff's Office

I. Call to Order – Pat McHugh, Chair

Mr. McHugh called the regularly scheduled Executive Committee meeting to order at 8:03 a.m. and welcomed attendees.

II. Review/Adoption, Draft Minutes from April 19, 2017

As Mr. Meglay was not part of the Executive Committee in April, there was no quorum to approve the minutes from April 19, 2017. The approval of these minutes is tabled until the June meeting.

III. Review/Approval, FY 2017-18 Sliding Fee Scales

Mr. Farrelly explained these scales are used in the eligibility offices to determine parent fees. Ms. Kier further explained the scales are updated and required to be approved annually; they must be implemented no later than July 1st, but she recommends implementation by June 1, 2017. She explained the daily fees that parents pay have not changed and the scales have now incorporated the state's 85% median income level which is noted in red on the scales. The other change is that parents can now earn slightly more annually and still be eligible for services.

Mr. Meglay moved to approve the sliding fee scales for FY 2017-18 and Mr. McHugh seconded the motion.

IV. Approval, Expansion/New Lease, Dade City Office Location

Mr. Farrelly explained the opportunity to expand the Coalition's current Dade City office which is in a good location with ample parking. The small office space is even more

constricted since the Training Specialist is now based in this office and has accumulated a great deal of training materials and equipment. The recommended additional space is needed for staff and for storage of the training materials. He explained that Ms. Eacobacci researched a number of different options and this is the most viable as it will increase the office space square footage dramatically (74%) with only a \$93 per month increase in the rental amount. The addition can be completed within 60 days and the landlord has been very accommodating.

Mr. Farrelly explained the total lease cost will increase by 3% over the next 3 years. The Coalition has been in this same location since 2009 and has had no rate increase since 2012. Remaining in the same location will also save on moving costs as well as the purchase of new equipment.

Mr. Meglay moved to approve the new Dade City lease and Mr. McHugh seconded the motion.

V. Approval, Provider Representative to Board of Directors, 2017-2021

Mr. Farrelly explained the current provider representative is Mr. Joshua Kelly of the Boys/Girls Club of Hernando County and his term expires in June with the position transferring to a Pasco County representative. Mr. Bimal Bhojani has offered to serve as the Provider Representative for Pasco County. He is the owner of a large facility serving hundreds of children and his facility is enrolled in the Sunshine Stars program.

Mr. Meglay moved to approve Mr. Bhojani to the Coalition's Board of Directors as the Pasco County Provider Representative; Mr. McHugh seconded the motion.

VI. Review/Approval, Proposed New Business Board Member

Mr. Farrelly explained that Mr. Neil Thompson saw the Coalition's notice in the *Tampa Bay Times* about accepting applications for new members and applied. Mr. Farrelly met with Mr. Thompson last week and noted he has a significant business background and is an entrepreneur operating an out of state business. Mr. Meglay stated he has a solid background and Mr. Farrelly noted that he was impressed with Mr. Thompson's knowledge of the Coalition.

Mr. Meglay moved to approve Mr. Thompson to the Board of Directors and Mr. McHugh seconded the motion.

VII. Consideration, Board Member’s Suggestion to Increase Executive Committee Membership

Mr. Meglay agreed this is a good suggestion and believes the Coalition’s budget should not be in the hands of only 2-3 individuals especially since the Board only meets quarterly. The Executive Committee should be increased by at least two (2) additional members.

Mr. Meglay moved to increase the Executive Committee membership from three (3) to five (5) members and Mr. McHugh seconded the motion.

Discussion followed and Mr. Farrelly referred to the section of the Coalition’s by-laws that allows the Board of Directors to add additional members to serve at the pleasure of the Board. This item will be placed on the July Board agenda unless this Committee feels that a special one (1) hour meeting should be convened in May or June to discuss and vote on this issue. Mr. Farrelly explained the Board will be changing dramatically in June and he is still actively searching for new business members. Mr. Meglay suggested convening a special meeting prior to the July meeting. Mr. Farrelly stated a meeting with just this topic on the agenda will be convened.

Mr. Cook remarked the composition of the Executive Committee does not match the composition of the full Board as it is all male. He suggests including a female Board member on the Committee. Mr. Meglay inquired if Mr. Cook would be willing to serve. Mr. Cook shared a quote from General Sherman, “...I will not accept and will not serve if elected.”

VIII. Review/Approval, Budget Reallocations

Mr. Farrelly explained these reallocations are being made from the original approved budget. Only those items being moved from one category to another require approval. Ms. Hardy explained that items had been serviced or purchased this fiscal year that were not originally in the budget including repairs to air conditioning units.

In response to Mr. Meglay’s question regarding what was budgeted for health insurance, Ms. Hardy responded the Coalition had budgeted for a 15% increase, but only received a 5% increase. Mr. Farrelly further explained the unpredictability of health insurance increases in the past have resulted in some increases being as high as 20%. The Coalition is budgeting 15% again for the upcoming fiscal year.

Mr. Meglay moved to approve the budget reallocations as presented and Mr. McHugh seconded the motion.

IX. Second Review, Proposed FY 2017-18 Coalition Budget

Mr. Farrelly explained that although the budget for FY 2017-18 has been approved by the state legislature, no final amount for education has been announced. Last year, the Coalition

did not receive budget notification until late June. This proposed budget is based on the current year's budget and will include reducing Direct Services for School Readiness by \$48,000, a 3% increase for staff salaries, having a second Executive Director in place for four (4) months; \$50,000 for YOTYC funding and the recommendation of two (2) new staff members. A Public Information Officer is no longer being considered and instead there is a need for a second trainer and a third Inclusion Specialist to specifically target bright early learners. Additionally, there will be an increase in attorney's fees, a video informational looping system for each eligibility office and staff performance awards. A brief discussion followed on the staff salary increase and staff performance awards which do require Board approval.

Ms. Hardy explained the Direct Services surplus is currently approximately \$348,000 and if the Coalition is awarded an increase with the new budget, any increase will go directly to Direct Services. A final budget should be ready to present at the July Board meeting.

Mr. Farrelly stated the Coalition is dealing with declining numbers of providers. The closing of Pasco's PLACE program has resulted in the loss of 35 providers and a number of VPK providers in Hernando are no longer offering services. An initiative to increase providers and the number of VPK enrollments is being developed.

X. Update, Years of the Young Child Events

Mr. Farrelly explained this initiative is gaining momentum. Ms. Doucet distributed information to the Committee and provided a brief overview of some of the previous events. She explained May's events include two (2) trainings by Ms. Mary Lavengood on the "Puzzle of Poverty" and Family Fun Night which attracted about 100 attendees. June's event is a Safety Awareness Festival, July a STEM event will be held at Sun West Park, August is Family Health Day, September will be a food truck festival; October will be the 10th Annual Early Learning Conference, November an art festival with special guest, Mr. Curtis Arnett, one of the original Highwaymen artists, and December will include a basic human resource training for providers and a breakfast with Mr. & Mrs. Santa Claus.

Mr. Farrelly explained the intent is to make early learning a "table top" term in the community by creating frequent events and free trainings offering opportunities to families. Media efforts include a recent half page ad in the *Tampa Bay Times* featuring several upcoming YOTYC events, television spots on WEDU and Spectrum Networks will be airing and a full page ad will be appearing in Tampa Bay Parenting Magazine. The Coalition is also actively posting information on Facebook and both Mr. Farrelly and Mr. McHugh have appeared on ABC's Tampa Bay Morning Blend television show.

XI. Update, Hernando County's "Early Education Initiative"

Mr. Farrelly explained this initiative was created by Dr. Lori Romano and Mr. Gus Guadagnino and three (3) meetings have been held to date. The initiative was also meant to include Pasco County by inviting the Pasco School Superintendent, but that has not yet

happened. The initiative's intent is to highlight the importance of early learning by bringing key people together to support a transition from Pre-K to K-12.

XII. Update, 10th Annual Early Learning Conference

Mr. Farrelly explained the conference will again be held at Bishop McLaughlin High School and last year attracted approximately 1,000 attendees. This year, the cost has increased from \$3,600 to \$6,500 which also includes \$2,000 for parking. Other venues were researched, but none were large enough to accommodate this size group. The Coalition is now seeking to finalize the key note speaker.

XIII. Discussion, Successor Executive Director Search

Mr. Farrelly stated he expects the search to take about six (6) months to find his replacement prior to his retirement date of June 30, 2018. Original plans were to begin the search in October, but he now believes the search should begin in June as the new candidate may not be available right away. The candidate will also parallel Mr. Farrelly for four (4) months.

The application packet should include a letter of interest, resume, completed board application, official transcripts, two (2) professional references and one personal reference. The Committee agreed that the search should begin as of June 1, 2017.

Advertising will be done through the *Non-Profit Times*, Association of School Administrators, Florida Association of School Administrators, *Tampa Bay Times* and the Association of Early Learning Coalitions. Mr. McHugh also suggested the *Wall Street News Journal*.

A brief discussion followed on all incoming applications becoming public record with names and applications being released should a public information request for this information be submitted.

XIV. Update, School Readiness Waitlist

Mr. Farrelly reported that Ms. Kier and the eligibility staff have done a great job enrolling children in the School Readiness program. Currently, about 143 children are on the waitlist and should be enrolled within 1-2 weeks. The Coalition has continued to have an open door policy for services since December and this will continue. Direct Services has a surplus of approximately \$348,000 with another \$200,000 in Non-Direct Services. The Coalition will spend down some of these funds by the end of June on items such as adding updated computer security software. Mr. Farrelly predicts the Coalition will start the new fiscal year in July with an open waitlist.

XV. Public Input

None.

XVI. Adjournment

Mr. Meglay announced he will not be available for the Executive Committee meeting scheduled on June 21st. A doodle will be sent to the Committee to choose an alternate date prior to June 12, 2017.

Mr. McHugh adjourned this meeting of the Executive Committee at 9:18 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I