



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Tuesday, June 6, 2017 at 9 a.m.**  
**15506 County Line Road**  
**Spring Hill, FL 34610**

**Committee Members Present: Pat McHugh, Chair; David Meglay, and Angela Porterfield**

**Committee Members Present via Phone: Kathleen Casper**

**Committee Members Unexcused: Gus Guadagnino**

**Coalition Staff Present: Pattie Eacobacci, Jim Farrelly, Rachel Hardy, Jak Jakubauskas, and Betsy Kier**

**Others Present: None**

**I. Call to Order – Pat McHugh, Chair**

Mr. McHugh called the regularly scheduled Executive Committee meeting to order at 9:00 a.m. and welcomed attendees.

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

Mr. McHugh requested a motion to approve the minutes from the April 19, 2017 Executive Committee meeting as presented. Mr. Meglay so moved and Mr. McHugh seconded the motion. Both Ms. Casper and Ms. Porterfield abstained from voting as they were not on the Committee at the time.

**III. Review/Adoption, Draft Minutes from May 17, 2017**

Mr. McHugh requested a motion to approve the minutes from the May 17, 2017 Executive Committee meeting as presented. Ms. Porterfield noted that on page 4, Item XI even though the Pasco School Superintendent was not present, Pasco Schools was represented at the initiative meetings. Mr. Meglay moved to accept the minutes with this amendment and Mr. McHugh seconded the motion. Both Ms. Casper and Ms. Porterfield abstained from voting as they were not on the Committee at the time.

**IV. Review/Approval, Proposed New Business Board Member**

Mr. Farrelly explained an application from Mr. Adam Horn of SunTrust Bank has been received. Mr. Horn is aware that as the Coalition's bank representative, he will have to recuse himself from voting on any banking, investment or financing issues brought before the Board.

Mr. McHugh requested a motion to approve Mr. Horn to the Board of Directors. Ms. Porterfield so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. Farrelly explained he is actively searching for additional individuals for membership who are in the fields of insurance, law, medicine and accounting. He currently has two (2) leads that are both in Hernando County - a pediatrician and an insurance representative. In response to Ms. Porterfield inquiring about the names she had submitted for consideration, Mr. Farrelly stated those individuals had no interest at this time due to meeting schedule conflicts.

**V. Review/Approval, General Liability, Property, Auto and Glass Insurance Coverage, FY 2017-18**

Mr. Farrelly explained the Committee had requested that bids be obtained for the upcoming fiscal year. Ms. Hardy reported that with Ms. Eacobacci's assistance, quotes were requested from insurance companies listed with the local chambers. Two (2) agencies were chosen from Hernando County, two (2) from Pasco County, one (1) from Lake Mary, and from our current insurer, Roe Insurance. After repeated requests, the only quotes received were from Brown and Brown Insurance and Roe Insurance whose quote came in at 3.5% less than last year.

In response to Mr. Meglay's question about the cost differences, Ms. Hardy explained some insurance companies are not accustomed to dealing with non-profits.

Mr. McHugh requested a motion to approve the General Liability, Property, Auto and Glass Insurance Coverage as proposed by Roe Insurance. Mr. Meglay so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

**VI. Review/Approval, Revised Family Portal School Readiness Application Procedure**

Ms. Kier explained this policy is part of the Coalition's plan and is an OEL requirement. The changes indicated include deleting all references to the Unified Wait List and Single Point of Entry as it now the Family Portal. Additional changes include all on-line procedures are now conducted through the Family Portal as well as on-line electronic validations for continued services and notices of termination.

Ms. Casper inquired about simplifying methods for foster and at-risk parents applying to receive School Readiness services. Ms. Kier stated that all parents must apply through the Family Portal, but this issue is being addressed and uploading a screen shot of a referral from an authorized agency will be built into the system eventually as the portal is a work in progress.

Ms. Porterfield stated she supports Ms. Casper's attempts to simply as the Family Portal is leaving at-risk parents without services. Many at-risk parents do not have access to

computers and school staff members are assisting them in creating email accounts and walking parents with literary or language barrier issues through the application process in the Family Portal.

Mr. Farrelly explained this policy is an OEL requirement; however, the Coalition's receptionists and eligibility specialists have good customer service skills when assisting families with the Family Portal through the kiosks. He will meet with Ms. Kier and Ms. Casper to further discuss the needs of foster parents.

Mr. McHugh requested a motion to approve the revised Family Portal School Readiness Application Procedure. Ms. Porterfield so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

## **VII. Acceptance of Resignation, Hernando County School Superintendent**

Ms. Porterfield stated she is concerned as this is a required representation and as a replacement has not been designated, will this position revert back to Pasco County Schools as Hernando County Schools would be giving up their representation on the Board. Ms. Porterfield continued to explain the make-up of staff within her office and the potential for Sunshine Law violations. She inquired if the Hernando County School District is legally obligated to choose a designee.

Mr. Farrelly stated that Mr. Steve Lee, the Coalition's attorney, response has been to accept the resignation and contact Pasco County Schools for a designee.

Ms. Casper suggested accepting Dr. Romano's resignation and following up with her office to request another appointment. Mr. Farrelly explained the statute requires a superintendent or their designee; however, our legal advice is the Hernando School Board chose not to delegate another representative, therefore accept the resignation and place the remaining two (2) years of this term with Pasco County Schools. Mr. Farrelly will communicate with the Pasco County Schools Superintendent and proceed from there.

Mr. McHugh requested a motion to accept the resignation of the Hernando County School Superintendent. Ms. Porterfield so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

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

Mr. Farrelly reported that \$1,500.00 remained in the Staff Performance Incentive Budget. He recommends Ms. Kaylie Ciulla, an Eligibility Resource & Referral Specialist from the Dade City office be awarded this amount. Ms. Ciulla has successfully been scheduling more appointments with clients than the other specialists. In one month, she had 90 appointments and is being considered a role model or customer service.

Mr. McHugh requested a motion to approve the stated Salary Incentive for Staff. Mr. Meglay so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

## **IX. VPK Enrollment/Provider Initiative, FY 2017-18**

Mr. Farrelly explained VPK enrollment numbers and providers are increasing in Pasco County, but decreasing in Hernando County. The Coalition's goal is to have 100% of eligible children enrolled in VPK. Ms. Kier stated that while VPK numbers are dropping in Hernando County, School Readiness enrollment is holding steady. Some of the decrease in VPK may be that Hernando County parents are choosing providers in different counties.

She reported that the majority of centers in Hernando offering VPK are already contracted with the Coalition. Some of the local family child care homes are not contracted, but it may be difficult to have these homes begin to offer VPK. Ms. Kier stated that currently thirty-six (36) providers in Pasco County offer only the School Readiness program and not VPK.

The Coalition plans to expand office hours and begin to offer information sessions for providers on VPK while increasing our social media presence via Facebook, etc. Soon digital looping will be available in the eligibility offices that will include VPK videos.

Ms. Porterfield stated she supports VPK, but what would be the cost to extend the office hours and how will it affect Coalition staff. Mr. Farrelly explained staff would be able to flex their time; however, there would be some overtime costs. The Coalition usually budgets about \$5,000 per year for overtime. There may be a slight increase to pay receptionists and or office substitutes because a minimum of two (2) staff persons will be needed in each office. He anticipates approximately \$10,000 in additional costs, half for overtime and the rest for salaries. These funds would come from Direct Services.

Mr. Farrelly stated he plans to implement this initiative immediately, but he cannot promise an increase in VPK numbers. Parents will have more access, more providers to choose from and more awareness about the program. Staff will continue to work 40 hours per week. Mr. Farrelly will kick off the VPK initiative as the school program will resume within 6-7 weeks.

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

Mr. Farrelly explained this version has been updated to include current salaries and the cost of advertising for a new Executive Director. He hopes to have more budget information at the next meeting and reviewed the budget proposal enhancements. Ms. Porterfield inquired why Quality was being reduced by \$20,000. Ms. Hardy explained that a minimum of 4% of the budget must be expended on quality, but that is met through the Gold Seal program. Mr. Farrelly projects that the Coalition will receive an additional \$612,000 which will be added to the Direct Services budget.

Ms. Hardy explained the Coalition received \$700,000 from OEL last year for School Readiness and another \$245,000 for contracted slots. However, it is not known if this additional funding will continue.

A brief discussion followed on the salary increase versus salary incentives, scaling back having the new Executive Director on staff by two (2) months and the increase in attorney fees.

**XI. Consideration, Contract Renewal, Stephen P. Lee, Coalition Attorney**

Mr. Farrelly explained this is an annual renewal and Mr. Lee has been the Coalition's attorney for a number of years. Mr. Lee is also retained by 6-8 other Coalitions. A brief discussion followed on Mr. Lee's contract as to his conservative approach. He has many years of experience with non-profits and coalitions and is responsible for drafting the state's School Readiness contract. The Coalition also has a special attorney to handle more aggressive issues, but at a higher cost.

Mr. McHugh requested a motion to renew Mr. Lee's contract. Ms. Porterfield so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

**XII. Update, Successor Executive Director Search**

Mr. Farrelly reviewed the information that will be noticed including the main items required to be submitted by each applicant. Ms. Casper noted that obtaining a referral from a current supervisor may limit applications. The advertising prices were reviewed and Mr. Farrelly stated the advertising budget is currently \$2,000.00. The advertising mediums chosen were the American Association for School Administrators for \$595; Florida Association of School Administrators for \$450; *NonProfit Times* for \$1,100 and *Tampa Bay Times* for \$1,004. Total cost would be approximately \$3,149.00. Mr. Farrelly will also send personal emails to the Association of Early Learning Coalition's executive directors.

The Committee discussed adding a cut-off date for finalists as of November 30, 2017 and advising finalists of the date the position must be filled.

**XIII. Update, School Readiness Waitlist**

Mr. Farrelly reported that currently 121 children are on the waitlist for services and the surplus of funds is approximately \$400,000. He explained the Coalition has new ideas for spending down some of these funds and he will be able to provide the Committee with more information after reimbursement closes for the month of May.

Mr. Farrelly explained that an additional Executive Committee meeting will be required at the end of June to approve these expenditures and possibly the final budget.

Mr. Farrelly announced that Dr. Steve Knobl, Executive Director of the ELC of Hillsborough County, former board member on this Board, former President of Rasmussen College and a former kindergarten teacher will be the keynote speaker at the Coalition's 10<sup>th</sup> Annual Early Learning Conference on October 21, 2017.

**XIV. Public Input**

None.

**XV. Adjournment**

Mr. McHugh adjourned this meeting of the Executive Committee at 10:35 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas  
Administrative Assistant I