



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Thursday, June 29, 2017 at 8 a.m.**  
**15506 County Line Road**  
**Spring Hill, FL 34610**

**Committee Members Present: Pat McHugh, Chair; Kathleen Casper and Neil Thompson**

**Committee Members Present via Phone: David Meglay and Angela Porterfield**

**Committee Members Unexcused: None**

**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 8:04 a.m. and welcomed attendees.

**II. Review/Adoption, Draft Minutes from June 6, 2017**

Mr. McHugh requested a motion to approve the minutes from the June 6, 2017 Executive Committee meeting as presented. Mr. Meglay so moved and Ms. Porterfield seconded the motion. All were in favor except Mr. Thompson who abstained from voting as he was not a member of the Committee at the time.

**III. Review/Approval, Renewal of 3-Year Lease - Dade City Office**

Mr. Farrelly reported the Dade City office opened yesterday. The size has increased from 735 sq. ft. to 1,061 sq. ft. No construction costs were charged to the Coalition and the 3-year lease has only increased by \$93 per month to \$1,250 effective July 1, 2017. Mr. Farrelly reported the lease has been reviewed by the Coalition's attorney.

Mr. McHugh requested a motion to approve the 3-year lease renewal for the Dade City office. Mr. Meglay so moved and Mr. Thompson seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Review/Approval, Renewal of IT Contract with Centurion Computers**

Mr. Farrelly explained Centurion has provided excellent service to the Coalition for its computers and servers. The only change in this contract from previous years is the date for the new fiscal year. After a brief discussion on rates and hours utilized, Mr. McHugh

requested a motion to approve the IT Contract with Centurion Computers. Ms. Casper so moved and Mr. Thompson seconded the motion. All were in favor with no abstentions and the motion carried.

**V. Review/Approval, Office Cleaning Quotes**

Mr. Farrelly explained the Coalition's second year contract with American Janitorial, which covers all four (4) offices, initially came in at a 30% increase for the new fiscal year. Other cleaning quotes were requested with American Janitorial also submitting an amended quote with an increase of only 12.94%. This quote would include a weekly cleaning of all four (4) offices and carpet cleaning.

Mr. McHugh requested a motion to approve the quote from American Janitorial. Ms. Casper so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

**VI. Review/Approval, Proposed FY 2017-18 Coalition Operating Budget**

Mr. Farrelly distributed the revised budget proposal as it now includes the figures under FY 2015-16, as requested by a Committee member. Ms. Hardy explained the major changes are in the actual numbers for the grant award itself as OEL has provided Coalitions with their exact amounts. This proposal indicates an increase in School Readiness funds and a slight increase in VPK. The budget also indicates the requested changes which include the reduced time from four (4) months to two (2) to shadow Mr. Farrelly and an increase to the advertising budget. Ms. Hardy explained \$554,000 has been added to School Readiness and \$102,000 to VPK.

Mr. Farrelly explained that staff has been working on the budget since January trying to anticipate future needs with advance spending to save funds in the upcoming budget year. Mr. Farrelly then reviewed the proposed enhancements included in the proposed budget. A brief discussion ensued on the addition of a new Inclusion Specialist who will work with potentially gifted children and the need to identify these children.

Mr. McHugh requested a motion to approve the Proposed Operating Budget for implementation on 7/1/17. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

**VII. Review End of FY 2017 Finances:**

- **Status of FY 2017 Financials**

Mr. Farrelly distributed the attached information explaining these are spending recommendations as the year ends on June 30<sup>th</sup>. Ms. Hardy explained that a total of approximately \$574,000 remains in the budget. She also explained that OEL has funds left in the CCDF (Child Care Development Fund) and has extended the fiscal year for one month. A recommendation will be presented during this meeting regarding how to spend down about

\$306,000 which will reduce the budget remaining for July 2017 spending to about \$268,000. Ms. Hardy explained that at the end of July, any remaining funds must be returned to OEL.

Mr. Farrelly explained the following spending recommendations.

- **Consideration, QRIS Quality Improvement Grants to 2016-17 Sunshine Stars**

The first recommendation is to extend a quality initiative to Sunshine Star providers (QRIS). This program was initiated two (2) years ago and has been a success. Centers involved have increased their enrollment as parents are more aware of the Sunshine Stars program. To date, the Coalition has provided no funds to centers participating in Sunshine Stars; the owners, directors and teachers have done all the work and participated in additional trainings to acquire their certification. Currently, there are thirty-eight (38) providers, thirty (30) in Pasco and eight (8) in Hernando.

The Coalition is recommending a one-time quality initiative award for each QRIS center and will encourage the funds be used for additional center improvements and for staff. The recommendation is to award \$1,000 per star. Mr. Farrelly believes this will encourage additional providers to enter the program. The total cost of this incentive would be \$163,000 with no impact on administrative cost; it would increase the impact on Quality spending by 1.19%

Mr. Meglay inquired if there were any providers who had only one (1) star. Mr. Farrelly responded there were no one (1) or two (2) star centers. In response to Mr. Meglay's second question on marketing, Mr. Farrelly stated the Coalition would announce the awards and it would be noted in the Coalition News sent to all providers and a press release would also be generated. Mr. Farrelly explained the participating providers would be invited to attend an event where each would be presented with the award. The letter would stipulate this is a one-time award.

Mr. McHugh requested a motion to approve the incentive to Sunshine Stars providers as presented. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

- **Consideration, Year End Staff Achievement Awards, excluding Executive Director**

Mr. Farrelly explained the Coalition has been able to award staff in the past, however, not every year. He stated that staff members devote themselves to their work and many participate at events as volunteers. Mr. Farrelly is recommending that Achievement Awards be distributed to staff as an indication of high quality performance, as has been done in the past. He recommends that 7% of salary be awarded. The total disbursement including taxes would be \$111,623.42. The impact on administrative cost would be minimal with a .05% increase to School Readiness administration and a .12% increase to VPK administration, with totals still remaining well within state guidelines.

Mr. Thompson moved to approve the staff achievement awards as presented and Mr. Meglay seconded the motion. Mr. McHugh inquired if there was any discussion. Ms. Casper

inquired why a 7% increase rather than a dollar amount as some staff members may do more than others. Mr. Farrelly explained the Coalition has been directed through audits to provide the same percentage to all staff across the board. Mr. McHugh called for a vote and all were in favor of the motion with no abstentions and the motion carried.

- **Consideration, Year End Executive Director Achievement Award, per Employment Agreement**

Mr. McHugh explained the contract with the Executive Director stipulates a special award of up to \$30,000 recognizing his achievements over the past months. In Mr. McHugh's opinion, the organization has grown by leaps and bounds with the best interests of children served daily due to Mr. Farrelly's leadership.

Mr. McHugh stated it was his opinion and his recommendation that the employment agreement be honored providing Mr. Farrelly with an achievement award of \$30,000.

Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

**VIII. Contingent upon Budget Approval: Review/Approval, Revised Training Specialist Job Description**

Mr. Farrelly explained there were a few minor changes in the current job description and the salary range is being increased up to \$42,000.

Mr. McHugh requested a motion to approve the revised Training Specialist job description. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

**IX. Contingent upon Budget Approval: Review/Approval, Inclusion Specialist for Gifted Learners Job Description**

Mr. Farrelly explained this job description will be titled Inclusion Specialist II and some of the wording reflects the position will encompass gifted learners. Ms. Casper recommended changing the wording that refers to "gifted" to "potentially gifted".

Mr. McHugh requested a motion to approve the Inclusion Specialist job description with the changes noted. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

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

Mr. Farrelly explained that an application for membership has been received from Mr. Miguel Velazquez, an executive with Staywell Health located in New Port Richey. He has been associated with Pasco County Schools as well as the Coalition for a number of years.

Mr. McHugh requested a motion to accept Mr. Velazquez to the Board of Directors. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

**XI. Review/Approval, Revisions to By-Laws to incorporate updated Sunshine Law requirement on Public Comment**

Mr. Farrelly explained the state legislature has changed the requirements for public input at all meetings, effective July 1, 2017. He explained that an opportunity must be given for input on agenda items prior to any vote. Future agendas will be changed to begin with a public comment immediately after the meeting is called to order, but prior to taking any action. Public comment will also be available at the end of each meeting. This change is being noted in the By-Laws.

Mr. McHugh requested a motion to accept the revisions to the By-Laws as presented. Mr. Thompson so moved and Ms. Casper seconded the motion. Mr. Meglay inquired if interested parties would be able to comment prior to any vote taken and Mr. Farrelly explained only during the two (2) comment portions and with the same restrictions, signing up to speak and having three (3) minutes per comment. Mr. McHugh called for a vote and all were in favor of the motion with no abstentions and the motion carried.

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

Mr. Farrelly reported that advertising is being done through the American Association of School Administrators, Florida Association of School Administrators, *Tampa Bay Times*, local non-profit organizations, and the Association of Early Learning Executive Directors. To date, approximately twenty-nine (29) applications have been received with 4-8 having the minimum requirements requested. Mr. Farrelly stated the Coalition will re-advertise the position in the near future.

Any Executive Committee member wishing to review the current applications may contact Ms. Jakubauskas.

**XIII. Public Input**

None.

**XIV. Adjournment**

Mr. McHugh adjourned this meeting of the Executive Committee at 9:22 a.m. without further discussion.

Respectfully submitted by,  
Jak Jakubauskas  
Administrative Assistant I