



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, August 23, 2017 at 8 a.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair; Angela Porterfield, Neil Thompson

Committee Members Present via Phone: Kathleen Casper, David Meglay

Committee Members Unexcused: None

Coalition Staff Present: Jim Farrelly, Jak Jakubauskas, Betsy Kier

Others Present: Lara Bradburn

I. Call to Order – Pat McHugh, Chair

Mr. McHugh called the regularly scheduled Executive Committee meeting to order at 8:01 a.m. and welcomed attendees.

II. Public Comment on any Action Items

None.

III. Review/Adoption, Draft Minutes from July 19, 2017

Mr. McHugh requested a motion to approve the minutes from the July 19, 2017 Executive Committee meeting as presented. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review, Revision to FY 2017 Staff Achievement Awards

Mr. Farrelly explained when the Board approved the original awards at the July 19th meeting, a staff member had been omitted, Ms. Edna Lennox. An achievement award of \$1,500.00 has been added.

Mr. McHugh requested a motion to approve the revised Achievement Awards. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

V. Review, Revisions to Background Screening Policy

Ms. Kier explained this revision is the result of a state accountability review of the current policy. The revision states that if the screening did contain disqualifying events, the Coalition would not reimburse the potential applicant for that screening expense. This revision applies to potential Board members as well as potential staff members.

Mr. McHugh requested a motion to approve the revisions to the Background Screening Policy. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Review, Revisions to Anti-Fraud Plan

Ms. Kier explained this plan is due annually to OEL and they have recommended further clarification on intended actions such as suspension or termination of benefits (page 4). Also added was a notice for repayment and length of suspension or termination, if applicable. Ms. Kier explained the new wording was taken from statute and has been reviewed and accepted by OEL. The policy has also been reviewed by the Coalition's attorney.

Mr. McHugh requested a motion to accept the revisions to the Anti-Fraud Plan. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Review of Application, Faith-Based Provider Representative

Mr. Farrelly explained the Coalition lost its faith-based provider as a result of her son's serious illness. This Hernando County term expires in June of 2019 and its requirements include the individual's faith-based center must be currently contracted as either a School Readiness and/or a VPK provider. This position has been advertised, emails were sent to providers and providers were personally approached.

Ms. Colleen Kenny, for the past twelve (12) years, has been the director/owner of Wiggle Worms in Spring Hill. Wiggle Worms is a 5-star Sunshine Stars provider and is affiliated with the First Baptist Church of Spring Hill. Ms. Kier has had years of experience with Ms. Kenney and Mr. Farrelly is recommending her application to the Board.

Ms. Porterfield inquired about Ms. Kenney's ability to participate at meetings as she has indicated she would not be able to attend. Mr. Farrelly explained that Ms. Kenney will be able to attend meetings scheduled in advance. Ms. Kier stated that Ms. Kenney has attended other meetings held at the Coalition during the day for providers.

Mr. McHugh requested a motion to approve Ms. Colleen Kenny as the Hernando County Faith-Based Provider Representative. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Consideration of Board Member Suggestions for By-Law Changes:

- **Recording of Board Meetings**
- **Attorney Present at Meetings**

Mr. McHugh explained that at the last Board meeting a member had suggested recording the meetings and having an attorney present. Mr. McHugh stated his concerns to recording the meetings are due to the Board being comprised of private citizens of good will acting on behalf of a public organization. As such, a professional recording is unnecessary because we are acting as people of good will.

Mr. McHugh also stated he did not see the need for an attorney as the Board's actions are of good intention even though sometimes spoken words do stumble. Mr. Meglay stated he agrees with Mr. McHugh and believes the minutes taken have been adequate. He inquired if minutes were recorded, how long the recordings would have to be retained and what the cost would be to store the recordings. As to the attorney, if nothing involving legal issues is being discussed, there is no need to have one present.

Ms. Casper noted she also agreed with Mr. McHugh and if individuals request recordings, the public is welcome to attend and record the meeting. Ms. Porterfield also agreed, explaining that members come to the meetings giving up their time and recordings are not necessary. She noted that an attorney would be present if needed.

Mr. Farrelly explained it is not a simple issue to record the meetings. If the Board wished to do so, By-laws would need to be amended to include the recording of meetings as well as having the attorney present. The legal requirement would be that every word must be caught on the recording from all attendees and the public.

He continued to explain the Coalition could either purchase or lease the recording equipment which would need to include three (3) dedicated microphones; for the Chair, Executive Director and public use. An additional ten (10) microphones would be needed to be shared by Board members as well as the base recording equipment with a back-up system. A back-up system would be required if the original equipment should not function. Otherwise, without the back-up system, the meeting would have to be adjourned as it could not be recorded.

Other costs would include electrical wiring and a person trained to set up and operate the equipment. Estimated costs would be \$30,000 for the equipment and approximately \$5,000 annually for someone to run the equipment. A firm could be hired to do the recording for a total of forty (40) scheduled annual meetings consisting of four (4) quarterly Board meetings and thirty-six (36) committee meetings for approximately \$20,000 annually. This would be a significant unbudgeted expense.

Mr. Farrelly also explained the options to have an attorney present. For the four (4) Board meetings, the fees would range between \$2,400 - 5,600 per year. For the Board and the Executive meetings, the fees would range between \$7,800 - 13,200 per year. To have an attorney present at all forty (40) meetings, the fees would range between \$11,400 - 21,000 per year.

Ms. Porterfield remarked that these fees would take funds away from children. Mr. Thompson stated the minutes are extremely comprehensive as many non-profits do not include details.

Mr. McHugh called an end to the discussion and stated the Committee sees no merit in these suggestions. Mr. Farrelly stated the entire Board will be advised of this outcome at the October meeting as part of the Chair's report. Board members can decide whether they wish to seek a vote from the entire Board on these suggestions at that time. The Committee agreed.

IX. Review, Annual Evaluation of Executive Director

Mr. McHugh stated his point of view is the Coalition has an outstanding clarity of purpose and commitment to the mission which is directly related to leadership. He has never worked with an organization as disciplined in achieving goals.

Mr. Thompson stated, even though he is a new member, based on his own observations, the Executive Director certainly exceeds what has been noted in some of the comments indicated.

Ms. Porterfield stated she has been in the community a long time and what the Coalition has done under current leadership has been unbelievable.

Mr. Farrelly thanked the members for their comments and stated he would like to reflect on the less than complimentary comments. He explained that he has been in the business world for forty-four (44) years as a public school teacher, supervisor, Superintendent of two (2) public school districts, an Executive Director in a state-wide organization and the Executive Director here for ten (10) years. These ten (10) years have been the most exciting and challenging years of his career; extraordinary things have been accomplished.

He continued saying this Coalition is so different than any other Coalition in Florida. He is proud of all the staff involved who all work together. This is not a public school, not a public agency, but a private non-profit company which receives funds from the state, the federal government and from private, generous individuals.

Based on the information in the review, in his forty-four (44) years, he has never been told that he "needs improvement" in several areas. Some members have noted in the review that certain areas need improving or only meet expectations. He stated the current division on the Board is a shame. This is his last year as Executive Director and he is ready to start a new life, but he feels badly that it is ending with such negative comments.

Mr. Farrelly stated he will continue to work hard on the Coalition's mission until his final day.

X. Update, Executive Director Search

Mr. Farrelly explained that to date, forty-eight (48) applications have been received from a nationwide search. The Coalition has advertised through various nation-wide media to find qualified applicants. The qualified applicants must have a degree in a related field, a rich educational background and a history of leadership.

He explained the Coalition has advertised twice and members have begun to individually review the applications of qualified applicants to select candidates for further pursuit. Currently, four (4) applicants have been identified for further consideration.

Mr. Farrelly explained that several new qualified applications have been received since the initial review and he requested members set up appointments with Ms. Jakubauskas to review these new applications.

Once a cadre of qualified applicants has been identified for further consideration, Mr. Farrelly will screen the candidates with Ms. Jakubauskas taking notes of each conversation.

Mr. Farrelly stated that names and backgrounds of qualified and recommended candidates will be presented at the September meeting for Board members to determine which candidates they wish to meet with. Mr. Farrelly anticipates meetings to be held in early October by the Executive Committee.

A brief discussion followed on individuals that may be interested in the position, but have not yet applied. Mr. Farrelly explained he has been in contact with some of these individuals and will reach out to them again. Mr. McHugh stated the position would not be offered until the Board has reached a consensus. Further discussion followed on deadlines, updating advertising efforts, and the current pool of applicants.

Ms. Casper stated she is recusing herself from discussions involving the Executive Director search as she has submitted her application for the position. A recusal form will be emailed to Ms. Casper for Coalition records.

XI. Update, School Readiness Waitlist

Mr. Farrelly reported the waitlist currently has 95 children; 62 in the 0-5 age group and 23 in the older group. These children should receive services within 7-10 days. Last year, at about this time, nearly 2,000 children were on the waitlist. He stated the waitlist has been open since December, but it may have to be closed later in the year.

Mr. Farrelly reminded members that the Coalition's 10th Annual Early Learning Conference will be held on Saturday, October 21, 2017 and the Chair will be speaking during opening ceremonies. He reported that registration had opened only 2.5 weeks ago and 680 individuals have already registered.

Mr. Farrelly reported that an email was received from the ELC of Palm Beach requesting that all information and forms pertaining to our conference be forwarded to them so they can also plan a conference.

WEDU will begin seeking nominations for their Be More Awards program at the end of August. The Coalition will once again be applying and the awards lunch is scheduled for February.

Mr. Farrelly stated that in light of the tragedy in Orlando with a child being left in a hot van by a daycare worker, the Coalition has decried this will never happen in Pasco or Hernando. Emails have been sent to providers offering suggestions on how to avoid this type of occurrence and trainings have been implemented for providers.

He announced that Ms. Jessica Weightman, Chair of the Fundraising Committee has cancelled the Spelling Bee for October 5, 2017. The West Pasco Chamber of Commerce will be holding their 15th annual Spelling Bee just two (2) weeks prior. The event will be rescheduled for February or March with a goal to raise \$15,000.00.

XII. Public Comment

None.

XIII. Adjournment

Mr. McHugh adjourned this meeting of the Executive Committee at 8:51 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I