



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, October 18, 2017 at 8 a.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair; Neil Thompson

Committee Members Present via Phone: Kathleen Casper, Angela Porterfield

Committee Members Excused: David Meglay

Coalition Staff Present: Pattie Eacobacci, 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 September 20, 2017

Mr. McHugh requested a motion to approve the minutes from the September 20, 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. Resignation of Executive Director

Mr. McHugh advised that he has received a letter of resignation from the Executive Director who wishes to retire. Mr. McHugh requested a motion to accept Mr. Farrelly's resignation. Mr. Thompson so moved "with regret" and Ms. Casper seconded the motion "with regret." All were in favor with no abstentions and the motion carried.

V. Review/Approve, Employment Contract with Successor Executive Director

Mr. McHugh stated this employment contract reflects the existing contract for Mr. Farrelly in substance except for number changes.

Mr. Farrelly explained this contract does mirror his current contract in wording and is a 3-year contract. The annual salary for the first year will be \$119,995 with provisions for a 5% annual increase. Other provisions include life insurance, 100% paid health insurance for the Executive Director and his two (2) minor children, and a retirement pension plan for the Executive Director that will match an additional 5% in the fiscal year. The Executive Director will also be eligible, subject to Board determination, for a year-end bonus of up to \$15,000. This total package, excluding life and health insurance is \$146,995.

Mr. Farrelly pointed out this is a savings of about \$10,000 as compared to the current Executive Director's compensation and the new Executive Director has accepted a substantial salary reduction in order to come home to Pasco and Hernando. A further savings of about \$70,000 will be realized as Mr. Farrelly's retirement will be effective in January, not at the end of the fiscal year.

The Committee briefly discussed the overlap when the Directors will be working together. Mr. Farrelly stated there is no question of Dr. Knobl's ability to lead the Coalition within the transition time and a detailed report on transition planning will be presented at the November Executive Committee meeting.

Ms. Porterfield inquired if specific criteria will be laid out for receipt of the annual bonuses such as what the requirements would be and how they would be met. Mr. McHugh explained this would be up to the Executive Committee. Ms. Porterfield inquired if the Executive Director should need to know what this criteria is. Further discussion followed.

Mr. McHugh requested a motion to approve the employment contract for the successor Executive Director. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Review/Approve, Revisions to Accountant Job Description

Mr. Farrelly explained the Accountant's job description was created several years ago and is being revised to reflect substantial additional responsibilities. He briefly reviewed the changes and explained the Finance Director will continue to have oversight. A brief discussion followed on the salary range.

Mr. McHugh requested a motion to approve the revisions to the Accountant Job Description. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Review/Approve, COOP Plan for FY 2017-18

Ms. Kier explained the COOP Plan is an annual OEL requirement. The plan remains the same with updates being made to include new Board and staff members. Ms. Kier explained the COOP plan will be put into place in case of catastrophic conditions that would include the computer system being shut down. Mr. Farrelly reported the ELC of Miami-Dade had to implement their COOP plan during Hurricane Irma.

Mr. McHugh requested a motion to approve the COOP Plan for FY 2017-18. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Review/Approve, Disposal of Surplus Property Inventory

Mr. Farrelly explained the Coalition is required to submit a detailed inventory of property and equipment annually to OEL. The items indicated on the Surplus Property Form do not function. OEL requires those items that need to be disposed of first be offered to other Coalitions for free. If there is no interest, the Coalition is then required to have a record of disposing the equipment.

Mr. McHugh requested a motion to approve the disposal of surplus property. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried. At this time, Ms. Casper left the meeting.

IX. Recommendations, Staff Incentives (unfunded) from Early Learning Florida (ELF) Program Funding

Mr. Farrelly explained the Coalition receives funds from the University of Florida to administer this additional program for providers. This program is completely separate from the School Readiness and VPK grants. The program allows for incentive based training to providers. To date, there are funds remaining in last year's ELF program budget and historically, because of the amount of work involved for several Coalition staff, unused funds have been distributed to staff involved in the program.

The program's instructor, Ms. Dawn Harvey-Espinoza is recommended to receive \$2,250. Additionally, the Accountant would receive \$1,300; Accounts Payable person would receive \$1,250 and the Finance Director would receive \$1,250 as all are involved with the administration of the program. Mr. Farrelly will supply the Committee with the total amount of the grant award.

Mr. McHugh requested a motion to approve the staff incentives as indicated from the unfunded Early Learning Florida program. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

X. Update, School Readiness Waitlist

Mr. Farrelly reported the waitlist has increased to 474 children, as of last week with 391 in the 0-5 year age range and 83 school-agers. As the August 30, 2017 financials showed a deficit of \$230,000, the Coalition opened the waitlist after having it closed for approximately nine (9) months. The financials of September 30, 2017 show the deficit has dropped to about \$7,000. If the deficit continues to show a decrease in the October financials, the Coalition may begin a one-in-one-out enrollment.

Mr. Farrelly stated that the Coalition's current enrollment is the highest in its history.

XI. Public Comment

None.

X. Adjournment

Mr. McHugh adjourned this meeting of the Executive Committee at 8:37 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I