



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, December 13, 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 Excused: None**

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

**Others Present: Dr. Steve Knobl**

**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**

No public in attendance.

**III. Review/Adoption, Draft Minutes from November 15, 2017**

Mr. McHugh requested a motion to approve the minutes from the November 15, 2017 Executive Committee meeting as presented. Mr. Meglay so moved and Mr. Thompson seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Acceptance of Board Member James Cook's Resignation**

With deep regret, Mr. McHugh requested a motion to accept Mr. Cook's resignation from the Board of Directors. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

**V. Review/Approval, Memorandum of Agreement with Pasco Head Start FY 2018-21**

Ms. Kier explained this MOA is signed every three (3) years and is a collaborative agreement to share trainings, training facilities and information on our relative programs. Ms. Kier recommends approving this agreement.

Mr. McHugh requested a motion to approve the Pasco Head Start Memorandum of Agreement. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VI. Recommendations, Staff Incentive Award**

Mr. Farrelly explained that the Board has allocated \$45,000 annually to be used to reward staff members who perform above and beyond and to date, \$12,500 has been expended. Mr. Farrelly is recommending a \$1,000 incentive to Ms. Kelli Rodriguez, Compliance Coordinator, for her assistance on the recent accountability audit as well as the training of new eligibility staff members.

Mr. McHugh requested a motion to approve the Staff Incentive Award recommendation. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VII. Update, Statewide Coalition Merger Plan**

Mr. Farrelly explained the state is recommending reducing the number of Coalitions from 30 to 25 and this Coalition is involved in the merger involving the ELC of the Nature Coast and its largest county, Citrus. The state legislature must first consider the merger and it may not take affect for some time.

If and when this Coalition does become responsible for Citrus County, distance may be an issue as well as other required changes. These include updating Articles of Incorporation, By-laws, amending Board membership, name changes, as well as staff and management changes. The Coalition's grant would be increased by about \$4.3 million and approximately 850 children would be added to School Readiness and 850 to the VPK program.

Current staffing in Citrus County is about eight (8) staff members compared to Hernando County that operates with four (4) staff members.

Mr. Farrelly stated that OEL will work with Coalitions on the merger process if passed by the legislature. Dr. Knobl stated he has reached out to the affected Coalitions to brainstorm and has recommended finding a central location such as a CareerSource location to house employees as a new shared office. As the legislative session begins, he will stay in contact with the other impacted Coalitions. Dr. Knobl stated there is a need to be in contact and consistent with the other Coalitions who will be dealing with the Nature Coast.

#### **VIII. Management Response to Board Member Suggestion, Career Resource Center**

Mr. Farrelly explained that Mr. Bhojani presented his suggestions to develop a Career Resource Center paid for by participating providers and under Coalition management. A meeting held by Coalition management agreed it is a good proposal and it targets an urgent need for trained staff in classrooms as inconsistencies in training among providers exists.

However, many providers will not be able to contribute financially, as Mr. Bhojani has suggested. In his proposal, Mr. Bhojani listed ten (10) requirements for teachers and Coalition management feels that the trainings or these requirements could be offered.

Mr. Farrelly has directed that training staff put together a plan for new and prospective early learning teachers comprised of classes on lesson plans, Florida Standards and classroom management. Currently, the Coalition offers seven (7) trainings of the ten (10) requirements noted by Mr. Bhojani. The trainings will be put into place and a history of attendees will be kept to see if new teachers are enrolling for these trainings. After 60 - 90 days, a survey will be sent to providers to inquire if they would contribute to the training program. The Coalition will then decide whether to include these additional trainings in next year's budget.

Trainings will begin to be offered in January, followed by a survey to all providers to support the trainings for new teachers and to financially support the program. Ms. Porterfield suggested including the addition of increased staff salaries to teachers who complete the trainings in the survey.

## **IX. Update, New Executive Director Training**

Mr. Farrelly reported that he and Dr. Knobl have been meeting regularly. Dr. Knobl stated that Mr. Farrelly has updated him on staff, the Board, recommendations for committees and membership in the AELC (Association of Early Learning Coalitions).

Dr. Knobl stated he has been actively involved with the AELC as it affords him the opportunity to discuss legislative issues and to strategize from a state level. He believes that now with the upcoming mergers, it is important to stay involved. He will report back to the Board of what he learns. He stated he and the ELC of Hillsborough have benefitted from membership in the AELC. Ms. Porterfield stated she also believes in being able to connect with others of like mind.

Mr. Farrelly explained the membership dues will require Board approval as the total is \$6,525 for this fiscal year. Dr. Knobl distributed handouts prepared by the AELC and a brief conversation followed that included several members requesting additional information before being asked to vote on the membership invoice. Both Mr. Farrelly and Dr. Knobl agree that renewing the membership and having the AELC involved may be critical due to the prospect of mergers.

Mr. Thompson stated that if both Executive Directors recommend membership he moves to approve the \$6,525 invoice to the AELC, Ms. Porterfield seconded the motion. As Ms. Casper had left the meeting and Mr. Meglay did not vote in favor of the motion, Mr. Farrelly recommended bringing this topic to the January meeting for action. He will prepare historical information on the benefits of membership and the detriment of not being a member.

Mr. Farrelly suggested that Mr. Thompson withdraw his motion; Mr. Thompson did so and Ms. Porterfield withdrew her second of the motion.

**X. Status, School Readiness Waitlist**

Mr. Farrelly reported the waitlist has increased to over 1,000 children. He stated the November financials are showing a deficit of approximately \$29,000 but other parts of the budget show a surplus of nearly \$400,000. With this information, the waitlist has been opened to 100 children.

Mr. Farrelly stated he had another item to present. A discussion with Judge Tepper led to Attorney Kimberly Harrison of the 6<sup>th</sup> Judicial Circuit Court in Dade City submitting an application for membership to the Board. Ms. Kier knows Ms. Harrison who is the early childhood court attorney. Ms. Harrison does have a family member who is employed with one of the Coalition's providers and she may have to recuse herself from voting in certain instances.

Mr. McHugh requested a motion to approve Ms. Harrison's application to the Board. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

**XI. Public Comment**

None.

**XII. Adjournment**

Mr. McHugh adjourned this meeting of the Executive Committee at 8:58 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas  
Administrative Assistant I