



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, January 17, 2018 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, David Meglay

Committee Members Excused: Angela Porterfield

Coalition Staff Present: Jim Farrelly, Rachel Hardy, Jak Jakubauskas, Betsy Kier, Steve Knobl

Others Present: Eric Fontana, Fontana CPAs

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. Public Comment on any Action Items

No public in attendance.

III. Review/Adoption, Draft Minutes from December 13, 2017

Mr. McHugh requested a motion to approve the minutes from the December 13, 2017 Executive Committee meeting as presented. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Presentation, FY A-133 Audit

Tabled until the arrival of Mr. Fontana.

V. Recommendation, Staff Incentive Awards

Mr. McHugh explained an Incentive Award is being presented as well as a contractual agreement Achievement Award. Mr. McHugh requested a motion to approve the Incentive Award and defer discussion of the second item until later in the meeting. Mr. Thompson so moved and Ms. Casper seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Review/Approval, Revised Memorandum of Agreement with Pasco Head Start

Ms. Kier explained the Executive Committee approved this last month, but the school districts' legal team reviewed it and made some changes as indicated by the underlined sections. Ms. Kier recommended that since this MOA is not in effect until 7/1/18, the signature line be amended to reflect Dr. Knobl and not Mr. Farrelly's signature. Ms. Casper inquired, from a legal standpoint, about the name representation. She was informed the Coalition's legal name is Early Learning Coalition of Pasco and Hernando Counties, Inc.

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

VII. Recommendations, Continuing Membership in Association of Early Learning Coalitions (AELC)

Mr. Farrelly explained this item had been discussed in December and briefly explained AELC and its advocacy work. This Coalition has long been a member of AELC, but the current dues renewal invoice places it over his spending threshold. Mr. Farrelly stated he believes the advocacy work to be done by the AELC will be beneficial and recommends approving the approximate \$6,500 renewal.

A brief discussion followed with Dr. Knobl stating he would bring back reports from AELC meetings to keep the Board updated. Ms. Casper stated she supports being involved and Mr. Thompson stated that attending these meetings with his peers would allow Dr. Knobl to possibly bring back new ideas. Mr. McHugh stated he was the voice of dissent in the past, but will set that aside and challenge Dr. Knobl that this invoice takes away two (2) slots for children and that a tangible benefit to this Coalition must be shown that would be at least equivalent to the two (2) slots. Ms. Casper suggested coming up with ways this Coalition can contribute to AELC, be a leader and involve the Board to make contributions to further early learning issues. Mr. Meglay stated he also had considered dissenting, but now believes it would be in the best interest for this Coalition as it would give the new Executive Director additional tools he needs to be successful. However, if there is no future value in this membership, Mr. Meglay believes it should be discontinued.

Mr. McHugh requested a motion to approve continuing membership in the AELC. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Review/Approval, Revisions to Background Screening Policy

Ms. Kier explained these revisions came out of the accountability review and have been recommended and approved by OEL.

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

IX. Recommendation to Review, Coalition Policies pertaining to Harassment

Mr. Farrelly explained that board member Dr. Amy Anderson's policies at PHSC related to harassment were recently reviewed and she suggested that the Coalition's policy on harassment should be reviewed as well. Currently, three (3) policies refer to harassment.

After a brief discussion, Mr. Farrelly explained he would email the Board requesting volunteers for an Ad Hoc Committee to review the policies. Any recommendations for policy changes made would be presented to the Executive Committee for approval and then to the full Board for final approval.

IV. Presentation, FY 17 A-133 Audit

At this time, Mr. Fontana began his presentation of the Coalition's A-133 Audit. Mr. Fontana complimented Ms. Hardy on being proactive and explained, after reviewing several items with the Committee including having a positive surplus in Net Assets and being in compliance with the requirements for School Readiness and VPK, there were no audit findings, no issues and no management letter. Ms. Casper left the meeting before the final vote was taken, but indicated her decision was to vote to approve the audit as presented.

After a brief discussion and some further explanations from Mr. Fontana, Mr. McHugh requested a motion to approve the A-133 Audit as presented. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

X. Update, Foundation for Early Learning

Mr. Farrelly gave a brief historical background on the Foundation explaining it is a completely separate non-profit organization that was created to raise awareness and donations to benefit the Coalition. However, the Foundation has struggled with board members and raising funds. In the past, the Foundation has relied on volunteers from Coalition staff until the Coalition's additional special events for Years of the Young Child started to increase and staff members were utilized for those events.

The Foundation's first event, run and managed solely by Foundation members, will take place on January 21st at the Cook Family Museum. Currently, Ms. Nicole Miller is the Chair of the Foundation Board and it only has 4-5 active members.

XI. Update, School Readiness Waitlist

Mr. Farrelly reported there is good news as the waitlist, as of last week had 874 children and was declining. A projected surplus of approximately \$587,000 is being predicted through June 30, 2018 which has allowed the waitlist to be opened.

XII. Discussion, Possible Date Change for March 21, 2018 Executive Meeting

Dr. Knobl explained that spring break for Pasco County schools occurs during this week and he wanted to ensure there would be attendance for quorum. There will be no date change for the March meeting.

XIII. Public Comment

None.

Mr. Farrelly stated there is an issue with All Aboard Academy in Hernando County. The provider has violated DCF requirements by not having an active license which has resulted in their contract being terminated. The provider has retained the Hogan Law firm and they have appealed. The Coalition's attorney, Mr. Steve Lee's initial recommendation is to pull back and he has also raised other questions. It was explained the party purchasing the business is not eligible for a DCF license. Ms. Kier stated that DCF's legal team is still reviewing, but the Coalition is removing children and assigning them to other centers.

V. Continuation of Recommendation, Staff Incentive Awards

Mr. McHugh explained this is a question of contractual commitment regarding the Achievement Award for the Executive Director, as contained within the Executive Director's employment contract. He encouraged committee members to offer their thoughts as the contract states an award of up to \$30,000 will be considered.

Mr. Meglay stated Mr. Farrelly's contract has already been agreed upon and there is a contractual obligation whether he is retiring or not. Mr. Thompson stated he was in favor of the full amount.

Mr. Thompson moved to award Mr. James Farrelly an Achievement Award of \$30,000 and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

XIV. Adjournment

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

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I