



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, April 18, 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: David Meglay

Committee Members Excused: Kathleen Casper, Angela Porterfield

Coalition Staff Present: Jak Jakubauskas, Betsy Kier, Steve Knobl

Others Present: None

I. Call to Order – Pat McHugh, Chair

Mr. McHugh called the regularly scheduled Executive Committee meeting to order at 8:03 a.m. and welcomed attendees.

II. Public Comment on any Action Items

No public in attendance.

III. Review/Adoption, Draft Minutes from March 21, 2018

Mr. McHugh requested a motion to approve the minutes from the March 21, 2018 Executive Committee meeting as presented, if there were no corrections. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

IV. First Review, Draft Budget for FY 2018-19

Dr. Knobl reviewed the initial budget proposal explaining the grant award amount is usually released in May. However, any increases in the School Readiness budget will go directly to Direct Services.

A 3% salary increase across the organization for staff is included to be awarded based on annual performance.

A reduced amount for YOTYC is being proposed due to the number of community outreach events attended by the Mobile Outreach Specialists. Additionally, partnerships with vendors should result in donations to the vans to refresh items and advertising costs should be reduced due to donations from media sources. The funds will be re-directed to increase the number of Sunshine Star providers by offering incentives. Ms. Kier explained that a

marketing push will be needed and she will work with Ms. Carolyn Casler and her team to encourage more providers to join Sunshine Stars.

Dr. Knobl explained the budget proposal retains the same amount of funds for staff performance incentives. Management will work to expand the criteria for incentives in order to provide more opportunities for more staff members.

An application was submitted for the Help Me Grow grant which would fund half a position for parent outreach. An additional \$15,000 may be budgeted to increase this to a full-time position to cover additional Coalition duties.

Ms. Kier and her team are working on the EFS mod. More clients and providers may seek to upload required documents at Coalition offices resulting in the need for an additional kiosk in each office.

Dr. Knobl explained he has reviewed and compared salaries based on experience and education level. This has been compared to salaries for similar positions in other Coalitions (ELC of Hillsborough and Flagler/Volusia). Based on the initial review, many Coalition staff will have a salary adjustment. A more comprehensive report will be presented at the May meeting.

Dr. Knobl reported that he has requested a spreadsheet detailing the current computer equipment and their ages. He predicts 7-8 may have to be replaced in the FY 19 budget.

Additionally, the website will be redesigned to make it more mobile phone friendly as most parents today use their phones to view information on various websites. A brief discussion followed on obtaining estimates from various web designers to include allowing the Coalition to have the ability for more local control to add or delete information on the website.

Dr. Knobl explained an additional item was being considered for the budget and that was funding for a long range and strategic planning session. He would like to begin focusing on a strategic plan in January or February, 2019 and discuss hiring a consultant to conduct a workshop with the Board to craft some goals. He anticipates the cost to be between \$3-5,000 versus \$30,000 for a facilitator. Dr. Knobl would like to draft a plan based on information obtained from management, staff, Executive members and the Board on what to accomplish. Mr. Meglay agreed it was a good idea to hold off until Dr. Knobl had more time with the Coalition and for the Board to be able to preplan and provide valuable contributions.

V. Review/Approval, United Way of Pasco County Grant FY 2018-19

Ms. Kier explained the application for funding requires formal Board approval. Mr. McHugh requested a motion to approve the United Way of Pasco grant application. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Review/Approval, Anti-Fraud Plan

Mr. Kier explained this is an annual required submission to OEL and the only change was on the organizational chart. Mr. McHugh requested a title change for his position to Acting Chair. Mr. McHugh requested a motion to approve the Anti-Fraud Plan with the requested change. Mr. Thompson so moved and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Review/Approval, Sliding Fee Scales

Ms. Kier explained this is also an annual requirement from OEL as new Federal poverty levels are made available and need to be in place by May 18, 2018. Mr. Thompson moved to approve the new Sliding Fee Scales as presented and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Review/Approval, Child Care Resource & Referral Coordinator Job Description

Ms. Kier explained this position is a requirement of OEL and although the Coalition has a staff member in this position, there was no formal job description.

Mr. McHugh requested a motion to approve the Child Care Resource & Referral Coordination Job Description. Mr. Thompson so moved to and Mr. Meglay seconded the motion. All were in favor with no abstentions and the motion carried.

IX. Update, School Readiness Waitlist

Ms. Kier explained the waitlist continues to grow even though an additional 200 children have been or are being placed. She attributes this growth to more people applying as they learn about openings. She explained that staff has met with the ELC of Hillsborough to review waitlist best practices and a more detailed report will be presented at the Board meeting on how to decrease the waitlist.

Dr. Knobl stated with the mobile outreach vans being at so many community events, they are helping to raise awareness about the Coalition. Ms. Kier stated this could affect VPK enrollment as parents who are on the waitlist for wraparound care may not enroll their child in the VPK program.

Mr. McHugh requested that information on the total number of children being served currently as compared to previous years be included at each future meeting. Ms. Kier stated this information will be included and it will also be presented at the Board meeting along with information on the waitlist designed to give Board members a better understanding of how the waitlist works and how long parents wait for services based on the different categories.

X. Public Comment

None.

XI. Adjournment

Mr. McHugh adjourned this meeting of the Executive Committee at 8:46 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I