



EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, May 16, 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, Angela Porterfield

Committee Members Excused: Kathleen Casper

Coalition Staff Present: Rachel Hardy, 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 8:02 a.m. and welcomed attendees.

II. Public Comment on any Action Items

No public in attendance.

III. Review/Adoption, Draft Minutes from April 18, 2018

Mr. McHugh requested a motion to approve the minutes from the April 18, 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. Second Review, Draft Budget for FY 2018-19

Dr. Knobl noted the following updates in the proposed budget information. He reported the Notice of Award does reflect an increase of \$168,088 which will be applied to Direct Services.

The salary analysis has been completed and approximately \$75,000 will be divided into two (2) installments over the next two (2) years. A total of twenty-two (22) staff members will receive an increase based on information from a 2015 report containing average salary range information from eight (8) other coalitions. This will place affected staff members into the most current salary range. Dr. Knobl explained he would like a salary study done every two (2) years to ensure that staff are within ranges. Ms. Hardy reported this will affect the administrative spending percentage slightly by increasing it from 2.95% to 3.01% and VPK from 3.36% to 3.48%.

For computer equipment, Ms. Pattie Eacobacci and our vendor for technology have created a computer inventory chart. Equipment that is still operating well will not be replaced, but consideration is being given to replace up to fourteen (14) computers by next year. With end of year funds, up to eight (8) computers will be purchased this year.

Dr. Knobl stated that Ms. Kier and Ms. Carolyn Casler are reviewing website development companies and quotes and will present recommendations at the next meeting. Currently, the Coalition's website needs to be more mobile friendly.

Dr. Knobl explained his goal is to review his first year in the fall and, with recommendations from the Board and staff, perhaps proceed with a strategic plan based on determined goals. The plan would cover the next 3-5 years and he would like to see a cohesive, one-page document or brochure created that captures the mission so it can be shared throughout our community.

Ms. Hardy informed the Committee the Coalition has not yet received final notice for the funding amounts for CCEP (Child Care Executive Partnership), PFP (Performance Funding Project) or VPK-OA (VPK Outreach Awareness) programs.

V. Review/Approve, Increase Threshold from \$5,000 to \$15,000

Dr. Knobl explained this item will be tabled to provide the Finance/Audit Committee time to discuss and make their recommendations to the Executive Committee in June.

VI. Review/Approval, Renewal of Annual Abila Maintenance Agreement

Ms. Hardy explained this invoice covers the accounting, human resource, payroll and electronic time keeping software. An increase in this year's invoice amount now requires this committee's approval. Ms. Hardy also explained that without this agreement, the Coalition will not receive the latest software upgrades.

Mr. McHugh requested a motion to approve renewing the Abila Maintenance Agreement for \$5,196.00. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Consideration for Approval, Dr. Maryam Belavilas for Board Membership

Dr. Knobl explained that he has met with Dr. Belavilas who is a pediatrician with All Pediatric Care currently working at Oak Hill Hospital. Dr. Belavilas' interest in the Board is increased knowledge of community resources that she can share with her patients.

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

VIII. Review/Approval, School Readiness Provider Onboarding Policy

Ms. Kier explained the Inspector General's office is monitoring coalitions on how providers are obtaining contracts. They have recommended this policy and a procedure.

Mr. McHugh requested a motion to approve the School Readiness Provider Onboarding Policy. Mr. Thompson so moved to and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

IX. Review/Approval, Revisions to Records Management Policy

Ms. Kier explained this policy contains some minor changes pertaining to items in employee personnel files and these changes have been recommended by OEL.

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

X. Review/Approval, Revisions to Family Portal School Readiness Application Procedure

Ms. Kier explained the changes noted are due to the Family Portal and families on the waitlist. It has been approved by OEL.

Mr. McHugh requested a motion to approve the revisions to the Family Portal School Readiness Application Procedure. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

XI. Review/Approval, Revisions to Sliding Fee Scale and Fee Waiver Policy

Ms. Kier explained the revisions clarify the areas where fees are waived. This policy has also been approved by OEL.

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

XII. Review/Approval, Revisions to Grievance Policy and Procedures

Ms. Kier explained the definition of this policy had to be added as well as a time line and all grievance records are public records. This policy has also been approved by OEL.

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

XIII. Review, End of Year 2018 Finances:

A. Status, FY 2018 Finances

Ms. Hardy explained she reviews not only Direct Services funds, but the other funds not budgeted in Direct Services. This April, surpluses were found in other funding areas as well as in Direct Services. She reported that our remaining funds will be reviewed for possible de-obligation to help other coalitions in deficit.

Dr. Knobl stated that management has reviewed the finances and have left a cushion through the end of June.

B. Consideration QRIS Quality Improvement Incentives for Sunshine Stars Providers

Dr. Knobl explained that Sunshine Stars providers received a check last year as an incentive award. This year, he will have vendors working with the providers to then spend the incentive award. Two (2) vendors have been selected and they will offer an incentive of \$750 each to each Sunshine Stars provider.

Coalition Provider Specialists will visit each of the Sunshine Stars providers congratulating them and presenting them with a list of pre-selected items they may “purchase” for their classrooms and/or to update the classrooms in their centers. Dr. Knobl estimates the cost of this incentive to be between \$50-60,000. Providers will again be told this is a one-time incentive based on the current budget.

The Coalition would like to encourage other providers to become Sunshine Star providers as HB 1091 and QRIS programs will be the norm soon.

C. Consideration, Year End Staff Achievement Awards

Dr. Knobl stated that remaining funds will be utilized for staff achievement awards. He explained that beginning in July, he will be reviewing the current organizational charts and job titles to create better communication between staff and their managers.

Discussion followed with Mr. McHugh inquiring if there was clear evidence that Sunshine Stars providers are receiving more enrollments. Ms. Kier explained that several providers are full and have waiting lists and others have reported they have seen increased traffic. Ms. Hardy explained that coalitions are being encouraged to pay a differential to QRIS providers of up to 3%, but not above their private pay rate.

A brief discussion followed on encouraging more providers through marketing efforts to enroll in the Sunshine Stars program.

Mr. Thompson inquired if Coalition staff were receiving a flat percentage across the board. Ms. Hardy explained that staff members who have been with the Coalition less than a year will receive a pro-rated amount and others will receive 6%. Mr. McHugh inquired how this would affect the administration expense. Ms. Hardy explained that not all staff falls under the administrative category and the funds designated for QRIS will increase the quality percentage category.

Mr. McHugh inquired how the Committee felt about awarding incentives to staff when the Coalition had a waitlist. Mr. Thompson stated he felt since administrative spending is low

that staff should be rewarded. It is important to keep staff happy to retain the quality of the program. Mr. Meglay concurred.

At this time, Mr. McHugh requested a motion to approve the QRIS Improvement Incentives for Sunshine Stars Providers. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

Mr. McHugh stated he would like to review the Utilization Report before a vote is called on the staff achievement awards.

XIV. Review, Utilization Report on Total Number of Children Served

Ms. Kier reported that currently over 1,000 children are on the waitlist, but the waitlist has been opened to 120 children and 73 have already been placed. She explained that all of the at-risk children have received services and staff is now working to place income eligible families. However, this is taking longer as staff find that many families no longer qualify or they do not come in for their appointments.

Ms. Hardy explained that enrolling these 120 children will cost about \$66,000, but the Coalition needs to be able to serve all the children being enrolled with the new budget funds and not be forced to begin disenrolling children. Mr. McHugh inquired about the total number of children served. Ms. Kier stated that 3,600 children have been served as of April. Ms. Hardy noted this number was less than last year, but last year the Coalition received an additional \$740,000 for Direct Services.

Mr. McHugh requested he would like to see total population served reports added to the meeting information.

At this time, Mr. McHugh returned to the consideration of Staff Achievement Awards. Mr. Thompson moved to approve the year end Staff Achievement Awards and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

XV. Update, School Readiness Waitlist

Included above.

XVI. Public Comment

None.

XVII. Adjournment

Mr. McHugh adjourned this meeting of the Executive Committee at 8:59 a.m. without further discussion.

Respectfully submitted by,
Jak Jakubauskas,
Administrative Assistant I