



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, June 20, 2018 at 8 a.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair

Committee Members Present via Phone: Kathleen Casper, Angela Porterfield, Neil Thompson

Committee Members Excused: David Meglay

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 8:04 a.m. and welcomed attendees.

II. Public Comment on any Action Items

No public in attendance.

III. Review/Adoption, Draft Minutes from May 16, 2018

Mr. McHugh requested a motion to approve the minutes from the May 16, 2018 Executive Committee meeting as presented, if there were no corrections. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

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

Dr. Knobl explained this draft contains two (2) changes. The first, the Help Me Grow Grant was not awarded so the half salary for a full-time position is no longer included.

The second change involves the salary analysis. It was proposed to be increased by \$75,000 spread over the next two (2) years. A brief discussion followed.

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

Dr. Knobl explained the Finance/Audit Committee had approved this item last month and it is now being brought before the Executive Committee for action. He further explained that the Committees continue to be made aware of any large purchases that need to be made in the organization.

Mr. McHugh requested a motion to approve increasing Dr. Knobl's threshold from \$5,000 to \$15,000. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Discussion, Date Change for July Meeting

Dr. Knobl explained that after having a discussion with Ms. Hardy related to the June financial statements not being completed in time for the July meetings, he feels it best if both the Executive and the Finance committee meetings be moved to Tuesday, July 17, 2018. He is not able to meet on July 18th due to a scheduled AELC meeting in Tampa.

The Executive Committee agreed to meet on Tuesday, July 17, 2018.

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

Ms. Kier reported that during May the numbers were down by twenty (20) children, but when the provider payments were processed it was found that sixty-four (64) children had not been counted. As of the end of May, the Coalition has served 1,800 more children this year than during the previous year.

Ms. Kier continued with VPK numbers noting that 5,145 children were served in May. Projected numbers received for FY 17/18 show that in Hernando County, 98% of children are in a VPK program. In Pasco County, 93% of children are in a VPK program as we do have a number of Pasco children enrolled in out of county VPK programs.

VIII. Update, School Readiness Waitlist

Ms. Kier reported there are currently 1,300 children on the waitlist. Ms. Kelli Rodriguez is working with the supervisors in the field offices to re-validate those on the waitlist every three (3) months to ensure they still qualify for services.

Ms. Casper inquired if the Coalition is being underfunded and if additional funding could be requested. A brief discussion on Coalition budgets followed.

Dr. Knobl reported that there are approximately 51,000 children on the state-wide waitlist. There may be an influx of federal funds later this year that could amount to a substantial amount being designated for Pasco/Hernando. These funds could reduce the waitlist on a state-wide basis. However, other agencies that serve children are also requesting some of this funding.

Dr. Knobl stated the waitlist will continue to be reviewed quarterly to keep the data as accurate as possible.

IX. Public Comment

None.

X. Adjournment

Mr. McHugh adjourned this meeting of the Executive Committee at 8:25 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas,
Administrative Assistant I