



EXECUTIVE COMMITTEE MEETING
Wednesday, September 19, 2018, 8 a.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610

Conference Call Number:
727-233-8291 ext. 807

AGENDA

- I. Call to Order and Welcome..... Pat McHugh, Chair**
- II. Public Comment on any Action Items**
- III. Review/Adoption, Draft Minutes from July 17, 2018 Executive Committee Meeting (Action)**
- IV. Update, Home Instruction for Parents of Preschool Youngsters (HIPPI) Program**
- V. Review/Approve, COOP Plan for FY 2018/19 – Ms. Betsy Kier**
- VI. Review/Approve, Ms. Gina Michalicka, Hernando School District for Board Membership (Action)**
- VII. Review/Approve, Staff Achievement Awards (Action)**
- VIII. Review/Adoption, Volunteer Time Off Policy (Second Reading) (Action)**
- IX. Review/Approve, Revisions to following Job Descriptions:**
 - **Family Services & Compliance Manager (formerly Compliance Coordinator) (Action)**
 - **Professional Development & Inclusion Manager (formerly Program Manager) (Action)**
 - **Provider Services Manager (formerly Supervisor of Instructional Programs) (Action)**
 - **Community Engagement Specialist (formerly Quality Supervisor) (Action)**
 - **Inclusion Supervisor (formerly Inclusion Coordinator) (Action)**
 - **Training Specialist (Action)**

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Public comment will be allowed as recognized and addressed by the Chair during the Public Comment segments of the meeting. Speaker must complete a Public Comment Form for each segment and will be limited to 3-minutes for each segment.

- X. Review, First Drafts of New Job Descriptions:**
 - **Home Instruction for Parents of Preschool Youngsters (HIPPY) Coordinator (Action)**
 - **HIPPY Home Visitor (Action)**
 - **Provider Support Specialist (Action)**

- XI. Review/Approve, Revisions to following Policies:**
 - **Inclusion Policy (Action)**
 - **Match Solicitation Policy (Action)**

- XII. Review, First Drafts of following Policies:**
 - **Human Resources Records Policy**
 - **Mobile Outreach Van and Van Driver Policy**
 - **Staff Tuition Reimbursement Policy**

- XIII. Review, Utilization Report on Total Number of Children Served**

- XIV. Update, School Readiness Waitlist**

- XV. Coalition Updates**
 - **Storage/Mobile Outreach/Security – Steve Knobl**
 - **Website Updates – Betsy Kier**
 - **Quick Response (QR) Code Information – Steve Knobl**

- XVI. Public Comment**

- XVII. Adjournment**

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