



EXECUTIVE COMMITTEE MEETING

July 21, 2011, 8:30 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.....Lisa Hammond, Chair
 - Welcome
- II. Review/Adoption, Draft Minutes from June 30, 2011 Executive Committee Meeting (Action)
- III. Executive Director's Annual Evaluation Survey
- IV. June Utilization Reports
- V. Review/Approval, Property Liability and Vehicle Insurance - \$12,702 (Action)
- VI. Review Job Descriptions:
 - Administrative Assistant – Revised
 - Receptionist – Revised
 - Program Manager – Revised
 - Quality Supervisor – New
- VII. Board Agenda Contents for July 28, 2011:
 - Utilizations/Waiting List
 - Results from Executive Director Evaluation Survey
 - Contract Renewal, Centurion Computer Systems (IT Provider)
 - Review/Approval, RCMA/Head Start Memorandum of Understanding FY 11-13
 - Presentation by Curriculum specialist
- VIII. Public Input
- IX. Adjournment (Action)

Public comment may be allowed as issues are discussed, if speaker is recognized and addressed by the Chair.

The next scheduled Executive Committee meeting of the Early Learning Coalition of Pasco and Hernando Counties, Inc. is on Thursday, July 21, 2011 at 8:30 a.m.