

## EXECUTIVE COMMITTEE MEETING

December 15, 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 November 10, 2011 Executive Committee Meeting (Action)**
- III. **Review/Approval, Coalition as CEU Provider (Action)**
- IV. **Review/Approval, Development of Provider Orientation Manual (Action)**
- V. **Review/Approval, Provider Leadership Academy (Action)**
- VI. **Review/Approval, Revisions to Attendance Monitoring Policy Procedure (Action)**
- VII. **Review/Approval, Invoices over \$5,000:**
  - **\$10,401.94 – Centurion Computers for purchase of Sentry File server and installation (Action)**
  - **\$5,547 – Zeno Office Solutions (Sentry File Systems – final payment)**
- VIII. **Update, Digital Filing System – Ms. Pattie Eacobacci, Office Manager**
- IX. **Board Agenda Contents for January 26, 2012:**
  - **Utilizations/Waiting List**
- X. **Public Input**
- XI. **Adjournment (Action)**

**The next meeting of the Executive Committee will be held on Thursday, January 19, 2012 at 8:30 a.m.**  
Public comment may be allowed as issues are discussed, if speaker is recognized and addressed by the Chair.