



EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, September 20, 2017 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: Carolyn Casler, Pattie Eacobacci, Jim Farrelly, Jak Jakubauskas,
and Betsy Kier**

Others Present: Lara Bradburn

I. Call to Order – Pat McHugh, Chair

Mr. McHugh called the regularly scheduled Executive Committee meeting to order at 8:03 a.m. and welcomed attendees.

II. Public Comment on any Action Items

None.

III. Review/Adoption, Draft Minutes from August 23, 2017

Mr. McHugh requested a motion to approve the minutes from the August 23, 2017 Executive Committee meeting as presented. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Update, FY 2017 VPK Testing Requirement - Carolyn Casler, Program Manager

Ms. Casler explained that up until 2014, children were being assessed once they reached kindergarten, but the state was not receiving the type of data they felt would be beneficial. The state has since adopted a new assessment tool, Star Early Literacy Assessment which is done within school districts and private schools for children entering kindergarten. All children are assessed and the state will use this data to evaluate VPK programs. Those VPK programs not meeting necessary requirements will be placed on probation. After three (3) consecutive years on probation, a provider may have their VPK contract cancelled for five (5) years.

Ms. Casler explained that trainings are provided on the state assessment tool as well as the VPK Standards. The state's VPK State Regional Trainer also offers trainings.

V. Revisions to Office Manager Job Description

Mr. Farrelly explained the Office Manger job description has not been updated in ten (10) years. The revisions reflect the more complex technological aspects of the position as well as the duties that relate to office infrastructure. The name change to Operations Manager also reflects the revisions and updates to this job description

Mr. McHugh requested a motion to approve the revisions to the Operations (Office) Manager Job Description. Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Update, Executive Director Search and Present Recommendation of Finalists for Board Interview

Mr. Farrelly presented a brief overview on where the search for candidates was advertised and total funds expended which amounted to approximately \$6,300.00. A total of forty-nine (49) applications were received. Based on the Board's standards, fourteen (14) qualified applicants were selected and reviewed individually by each Executive Committee member, except for the Committee member who submitted an application and who did not participate in the review process.

Seven (7) applicants were chosen by at least two (2) of the Committee members. Mr. Farrelly has spoken with each applicant using a standard interview/discussion format. Based on this preliminary discussion, four (4) final applicants (the attached list was distributed) are being presented to the Committee. Mr. Farrelly briefly reviewed the credentials of each applicant with the Committee.

Mr. Farrelly explained that in addition to the advertising done for this position, he has personally invited several applicants to apply, two (2) of whom are waiting to submit their applications, as they are currently employed.

In response to Mr. Meglay's question, Mr. Farrelly stated that a candidate is being sought to present to the Board in October, either at the regularly scheduled meeting or at a special meeting of the Board. Mr. McHugh stated if an applicant's employment is at risk, the Board may have to move quickly. It was noted there have been no requests from the public for names of the applicants.

Mr. McHugh suggested moving forward with the current four (4) applicants and any other highly qualified candidates that may submit an application between now and October 5 and October 12, 2017, the dates scheduled to interview applicants.

Mr. Farrelly stated that a member of the Executive Committee has applied reducing the Executive Committee by one (1), the By-laws allow the Chair to appoint another member to the Committee should there be a tie vote. He recommends appointing Mr. Bimal Bhojani, the Board's Provider Representative to be the fifth voting member. Mr. McHugh agreed to have Mr. Bhojani on this Committee, for personnel purposes only and to represent providers in the search.

VII. Scheduling Request of an Executive Committee Member

Mr. Farrelly explained that Ms. Kathleen Casper is unable to participate at the Wednesday Executive meetings due to her current teaching schedule. She has suggested changing the meeting date to either Monday or Thursday. Mr. Meglay stated that neither Monday nor Thursday would accommodate his schedule.

The Committee agreed to continue with the meetings as scheduled, with no change at this time.

VIII. Update, School Readiness Waitlist

Mr. Farrelly reported that after ten (10) months, the waitlist has been closed as a \$230,000 deficit is being projected for June 2018. Currently, about 150 children are on the waitlist.

Mr. McHugh stated the Coalition is serving more children today than ever before and Mr. Farrelly explained there are over 5,000 children in VPK and over 4,000 in the School Readiness program as of September. About 91% of the budget continues to be expended on Direct Services.

Mr. Farrelly explained the current wait time for services is 2-3 weeks, but as the waitlist grows so will the wait time for services. Ms. Kier stated the waitlist could grow to as many as 3,000 children by June if the waitlist remains closed. She also explained that a number of children do drop services or transfer out of the county which will affect the monthly numbers. Mr. Farrelly explained that with the waitlist in place, as one child leaves the program, the next eligible child may be able to be placed into a center as financial projections improve.

Ms. Kier explained that children covered under protective services are also placed on the waitlist, but critical applicants are addressed to her directly and may be given special consideration as higher priority clients.

IX. Public Comment

None.

Mr. Farrelly stated that one final item should be addressed, revisions to the Current Background Screening Policy, a copy of which was distributed (copy of policy attached). Ms. Kier explained that OEL had recommended adding a sentence regarding non-reimbursement for fees if there was a disqualifying offense. However, OEL has reviewed this with their legal department and are now stating that reimbursement must be made regardless of screening results. This is the only revision.

Mr. McHugh requested a motion to approve the noted revision in the Background Screening Policy; Mr. Thompson so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

X. Adjournment

Mr. McHugh adjourned this meeting of the Executive Committee at 8:56 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I