ATTENDANCE

Committee Members Present:
Renee Williams, Vice Chair
Theresa Little, Treasurer
Myrna Allen
Vina Delcomyn
Teresa Matheny, ECS
Michael Siragusa

Committee Members Absent:
Nancy Pearson, Board Chair- EXCUSED
Joy Stanton, Secretary-EXCUSED

Others Present:
Brian McElhone

CALL TO ORDER/ROLL CALL
The meeting was called to order at 10:32 a.m. by R. Cody and roll was called; quorum was present with 6 of 8 committee members in attendance.

PUBLIC COMMENT
No Comments.

REVIEW OF CREDIT CARD STATEMENTS
Employee Credit card statements were presented to the committee for the review of the months of July, August and September 2018. (Amex and Visa cards issued to D. Bell and R. Cody) There were no comments or questions.

APPROVAL OF AUGUST 1, 2018 EXEC ADMIN MEETING MINUTES *
1. V. Delcomyn motioned to approve the August 1, 2018 Exec Admin Meeting Minutes. T. Little seconded the motion. No discussion – motion passed unanimously.

APPROVAL OF THE EPISCOPAL CHILDREN’S SERVICES 2018/2019 CONTRACT AMENDENT #0003-18*

Revisions:

A. Item #1 removes the requirement of foster children child care placement based on facility type (the Florida Administrative Code rule changed 03/16/18). This correction was a suggestion from the ELC’s June 2018 OEL Accountability review.

B. Items #2 and 3 are to update the School Readiness Performance Funding Project budget amounts per the October 05, 2018 Notice of Award.


APPROVAL OF THE REVISIONS TO THE COALITION’S PERSONNEL POLICIES AND PROCEDURES MANUAL*

Revisions:

HR204 - Employment Reference/Criminal History Checks
• added to first paragraph the Coalition will ensure appropriate screenings are processed for Contractors.
• added “Contractor” to heading of last section.
• added process to ensure background screenings, job descriptions, work history and required licenses are received from Contractor (who are not a qualified entity) who may have access to children or confidential information. As in this revision, this process will include using the Coalition’s “Contract Employee Request and Approval Form”.

This was a corrective action for the OEL Accountability Review that began 06/11/18.

Executive/Admin Committee
November 7, 2018

REVIEW OF BOARD MEMBERSHIP- Informational
Informational; no comments.

COMMITTEE ABSENTEEISM LOG- Informational
Informational; no comments.

COMMITTEE COMMENT
No comment

NEXT MEETING
December 5, 2018, 2:00 p.m. – Board Meeting at World Golf Village Caddy Shack Restaurant
February 6, 2019, 10:30 a.m. – Executive Administrative Committee Meeting- Conference Call

ADJOURNMENT*

4. M. Allen motioned to approve adjournment. T. Little seconded the motion.
10:47 am No discussion - motion passed unanimously.

Minutes submitted by, Rhonda Cody, Office Manager November 28, 2018