



## EXECUTIVE COMMITTEE MEETING

February 26, 2016

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties (ELC) was held in the conference room at 102 Sunset Lane in Shalimar, Florida.

### **Committee Members Present:**

Louis Svehla, Walton County Commissioner's Appointee  
Don Edwards, Private Sector (Trustmark Bank)  
Bev Sandlin, Northwest Florida State College President's Appointee  
Beth Brant, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)

### **Committee Members Absent:**

Paul Sirmans, Private Sector (Emerald Coast Title Services)  
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)  
Linda Sumblin, Private Sector (Workforce Development Board)

### **ELC Staff:**

Renea Black, Executive Director  
Janna Carroll, Finance Director  
Connie Watson, Executive Assistant

### **Call to Order**

Beth Brant called the meeting to order at 7:36 a.m.

**Agenda** – Bev Sandlin made a motion to accept the agenda, Louis Svehla seconded and the motion carried unanimously.

**Financials** – Janna Carroll presented the financials. The Balance Sheet as of Dec. 31, 2015 reflects payment not received from the Office of Early Learning (OEL) until the 1<sup>st</sup> week of January, 2016. The Operating Account reflects \$288,721.99, Money Market shows \$48,425.854. Renea projects an over-expenditure in SLOT dollars of \$44,000 by the end of the fiscal year. Salaries are good due to a vacancy and elimination of one position. School Readiness reflects 59.52% YTD Burn Rate. Admin is at 3.60% under the 5% cap. VPK reflects a burn rate of 70.45% and admin is at 3.25%, under the 4% cap. Discussion on insurance costs followed. Discussion on pooling employee insurance with other agencies followed. The ELC will have fiscal auditors on site in April. Louis made a motion to accept the financials, Bev seconded the motion and the motion carried unanimously. Janna was excused from the meeting.

**Minutes** – Louis Svehla made a motion to accept the minutes for the 12-2-15, 12-11-15 and 1-22-16. Bev seconded the motion and the motion carried.

**Early Head Start – Child Care Partnership Funding Announcements** – Renea reported a funding opportunity that provides increased quality to programs serving children from low income families will be released. A grant writer would be required to complete this application. The Board unanimously agreed this would be appropriate for our mission. Bev and Renea will meet with the directors of Early Head Start in Okaloosa and Walton Counties.

**Update on Tupelo Roof Repairs** – Connie Watson reported the repairs to the Tupelo roof were completed last week. Renea reported the Tupelo property belongs to the ELC but the State and Federal Government has an interest in the building. She is working with the State to determine the possibility of selling the property and allowing the ELC to move to a more central location to serve Okaloosa and Walton County families.

**Provider Pay Date** – Renea reported on issues paying providers by the 15<sup>th</sup> of the month due to payments from OEL not arriving in time to process provider payments. Many providers request payment by check. Renea requested shifting provider payments to the 22<sup>nd</sup> to allow time to process payments. The Executive Committee requested warning providers now to prepare for the transition. Renea requested permission to mandate providers receive EFT payments to cut processing time and allow payments to be received more timely by providers. Louis made a motion to require providers use EFT and notify Providers they may not receive payment until the 22<sup>nd</sup> of the month effective in the new contract year. Bev seconded the motion which carried unanimously.

**ELC Name Change** – The Articles of Incorporation were modified to reflect the ELC name be changed from School Readiness Coalition Serving Okaloosa and Walton Counties, Inc. to the Early Learning Coalition of Okaloosa and Walton Counties, Inc. Bev made a motion to change the ELC name to the Early Learning Coalition of Okaloosa and Walton Counties, Inc. Don Edwards seconded the motion which carried unanimously.

**Presentation of By-Laws** – Renea presented the revised By-Laws to the Executive Committee. Louis made a motion to approve the 2015 By-Laws and Don seconded the motion which carried unanimously.

**Revision of Financial Policies and Procedures** – Renea requested the financial policy be revised to allow usage of a stamp on checks. Louis made a motion to allow the use of a stamp on checks, Bev seconded the motion which carried unanimously.

**Disposition of Agency Vehicles** – Renea requested permission from the committee to dispose of the Resource Van and the Impala to allow purchase of one vehicle for staff to use. Bev made a motion to allow the ELC to dispose of the van with OEL approval. Louis seconded the motion which carried unanimously. The Committee will re-consider disposition of the Impala at a later date.

**March Executive Meeting Date** – Renea requested permission to re-schedule the March 25<sup>th</sup> Executive Committee meeting due to the holiday weekend and a conflict with a vacation request. The Committee agreed to re-schedule the meeting for Friday, April 8, 2016.

**Required Approvals for Expenditures** – Renea provided a schedule of Required Approval for Expenditures based on acceptable audit practices. Bev made a motion to allow Renea to authorize wire transfers with Renea and Allyson Oury approving wire transfers. Louis seconded the motion which carried unanimously.

**United Way 2016 Annual Meeting** – Renea reported the United Way is holding their annual meeting March 11<sup>th</sup>. She requested permission to reserve a corporate table to allow ELC representatives to attend on behalf of the ELC. The Executive Committee agreed and discussion on attendees followed.

**Update on Executive Director Transition** – Connie was dismissed from the meeting. Renea updated the committee on the transition and continues to work with staff to create a more professional work environment.

**Announcements or Public Comment** –

The ELC received a letter from the Northwest Florida State College appointing Dr. Kenya Wolff to fill the vacancy created by Bev Sandlin's retirement.

Beth shared the ELC received a thank you letter from Gloria Mayo for her retirement reception.

**Dismissal**

The meeting adjourned at 9: 45 a.m.

Respectfully submitted,

Connie Watson  
Executive Assistant