



**EXECUTIVE COMMITTEE
MEETING**

December 16, 2016
7:30 a.m.

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, Shalimar, FL.

Committee Members Present:

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

Committee Members Absent:

Paul Sirmans, Private Sector
Linda Sumblin, Private Sector (Workforce Development Board)

ELC Staff:

Renea Black, Executive Director
Janna Carroll, Finance Director
Carrie Brewer, Executive Assistant

Call to Order

Beth Brant called the meeting to order at 7:45 a.m.

Consent Agenda

A motion was made to approve the Consent Agenda.

MOTION/RESULT: CONSENT AGENDA ADOPTED (UNANIMOUS) MOVER: BEV SANDLIN SECONDER: LOUIS SVEHLA

Minutes

Minutes – A motion was made to approve the minutes of the Annual Coalition Board Meeting held on September, 28, 2016 with requested corrections, i.e. typographical errors and attendees.

MOTION/RESULT: MINUTES APPROVED WITH CHANGES (UNANIMOUS) MOVER: LOUIS SVEHLA SECONDER: BEV SANDLIN
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Match Waiver

Renea requested the Committee consider submitting a Fiscal Year 2016-2017 Rural County Match Waiver for Walton County. The letter requesting the Waiver and the supporting documentation were provided to the committee members for consideration.

A motion was made to approve the Fiscal Year 2016-2017 Rural County Match Waiver for Walton County.

MOTION/RESULT: APPROVAL OF MATCH WAIVER REQUEST (UNANIMOUS)
MOVER: ALLYSON OURY
SECONDER: DON EDWARDS

Policies

Renea presented draft policies for review and approval to ensure compliance with OEL timelines. The Board reviewed the following draft policies: Purchasing, Procurement, Disbursement Policy, and Contract Administration.

A motion was made to approve all draft policies as presented.

MOTION/RESULT: APPROVAL OF ALL PRESENTED POLICIES (UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: ALLYSON OURY

Financial Statements

Financials - Janna Carroll presented the September 2016 and October 2016 financials. Motion made to approve the financials as presented.

RESULT: SEPTEMBER AND OCTOBER FINANCIAL STATEMENTS ADOPTED
MOVER: LOUIS SVEHLA
SECONDER: ALLYSON OURY

Janna reported that the financial statements presented to the board will now include the Financial Dashboard. The Financial Dashboard is a snapshot of the agencies financial position and has been developed in preparation award of the Early Head Start Child Care Partnership Grant.

Janna also reported that she has started including previous year information on the balance sheet for comparison purposes.

Janna noted the balance in the Operational Account will continue to decline in accordance with the expenditures of funds received from Okaloosa Walton Child Care Services.

Janna noted there has been a significant savings in salaries due to having open positions. Renea noted she expects the ELC to be fully staffed by the end of January.

Janna noted the board will see an extra table for Contracted Slots on the Utilization Report. Contracted slots have to be tracked separately. Renea shared that Horizons (the ELC's Contracted Slot provider) is doing a great job retaining children and using the Contracted Slot funding.

Slot Utilization – In October 2016, the ELC served 1,171 children in School Readiness (SR) with an administrative rate of 5.5%. Renea shared the ELC has taken measures to recruit more families. Discussion followed.

VPK- Janna reported 1,922 children were enrolled in October 2016 with an administrative rate of 2.47%.

Match – Janna reported cash match and In-kind totaled \$6,255.00.

Recommendation to close Resource Center

Renea reported that she would like to recommend the closure of the Resource Center in Uptown Station by June 30th. The ELC is no longer in a lease with SUSO 2, Uptown LP and is renting on a month to month basis. If the ELC cannot remain on a month to month basis, the ELC could close the Resource Center sooner. Use of the Resource Center has declined since 2014 when the Training Grant from Department of Children and Families ended. Closing the Resource Center would save the ELC approximately \$35,000.00 per year. Those savings could support the agency’s relocation efforts. Renea noted the four staff currently located at the Resource Center would occupy vacant office space at the Tupelo location. Resources in the library would be sold and/or given away to providers. Discussion followed.

Bev Sandlin inquired about laminating services and where the ELC would hold trainings. Renea noted there were places in the community where providers could get their items laminated and we would compile a list to share with them. Renea also noted that the ELC has alternative sites to train with Community Partners. Other agencies and business will also provide the ELC training spaces as in-kind services.

A motion was made to move forward with closure of the Resource Center.

MOTION/RESULT: CLOSURE OF RESOURCE CENTER (UNANIMOUS)
MOVER: DON EDWARDS
SECONDER: LOUIS SVEHLA

Quorum ended at 8:55 a.m.

Executive Director’s Report

- A. United Way Grant application- Janna and Renea attended a meeting at United Way to learn more about the new Grant application process. The United Way Grant application is combined with the Combined Federal Campaign (CFC) application. Due to the fees associated with becoming a CFC affiliate, the ELC will not be pursuing the CFC portion of the application. Renea noted she will be including School Readiness and the possible Early Headstart Child Care Partnership on the United Way Grant application. The application is due in late January.
- B. The ELC Directors will be attending a Leadership Symposium in February. The Symposium is being held in Orlando and hosted by the Association of Early Learning Coalitions (AELC).
- C. Renea and other ELC staff participated in the Walton County Department of Health’s Breakfast with Santa. The ELC donated books for Santa to give the children who participated.
- D. Literacy Week, Florida begins January 23, 2017. The ELC will be giving the providers a copy of the two featured books and activities that coincide with them. On January 25th, providers will be encouraged to participate in a simultaneous reading of the books provided to them by the ELC.
- E. On December 15th, the OEL Fiscal Monitoring Team completed their onsite monitoring of the ELC. During the Exit Conference, the ELC received a draft Monitoring Report with one finding associated with Contract Administration. The Preventative Corrective Action (PCAP) section of the monitoring report was cleared from the two previous monitoring periods. Last year’s Fiscal Monitoring Report contained four findings.
- F. The ELC is holding a Team Building/ Holiday Lunch at Two Trees Restaurant on December 16th. A few Board members are planning to join the activities.

Public Comment

Louis reported that the City of Defuniak is working with Childcare Network to find land for a possible build site. A new child care facility in that area is much needed.

Bev inquired as to when the ELC can expect to hear about the EHS-CCP Grant. Renea reported that the anticipated announcement time is March 2017.

Bev shared news related to the Director of Teacher Education at Northwest Florida State College and indicated that she will continue to serve in an advisory capacity.

Dismissal

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Carrie Brewer
Executive Assistant