



EXECUTIVE COMMITTEE MEETING

January 26, 2018
7:30 a.m.

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties (ELC) was held via conference call.

Committee Members Present:

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

Committee Members Absent:

Michele Burns, Executive Director; Workforce Development Board

ELC Staff:

Renea Black, Executive Director
Jennifer Via, Executive Assistant / HR Manager
Janna Carroll, Finance Director
Christopher Schwartz, IT Director
Cindy Herrington, COO

Public Present

Oxana Soloviena, Commercial Real Estate Agent

Call to Order

Beth Brant, Chair called the meeting to order at 7:38 a.m.

Agency Report

Meigs Plaza Lease

As part of the negotiations of the lease we have been welcomed to inspect the building. Upon inspection, we have learned that 7 of the 8 HVAC units currently on the property are the original units from 1999 and need to be replaced.

Oxana stated that we are able to present any amendments we deem necessary to the Lessor, including a cap on HVAC repairs and/or replacement of the HVAC units. Once submitted, the Lessor will take these into consideration..

Allyson joined call, quorum established at 7:44 am

Oxana updated the Committee that the Lessor inquired as to the timeline we expect to have the lease executed and that there are currently two to three other LOIs on this building.

Beth and Bev brought up their concerns regarding the cost of replacing the units at our expense and the energy savings that would be provided through replacing the units.

Louis has raised concerns regarding our budget. Although the lease states \$12,000 per month, the actual cost per month is \$15,000 due to common area maintenance, utilities, and property taxes. His concern is that we should plan to budget closer to \$20,000 per month. Renea has budgeted \$18,000 per month for the new building and she explained the budget during this meeting.

Several suggestions to entering the lease with amendments were proposed including: request the Lessor build in the cost replacing the 7 unit to our lease price, therefore spreading the total cost over 10 years; capping the cost of repairs at \$3,000 per year with a cost of \$1,000 per occurrence; or request the Lessor replace 7 of the 8 units at their cost with a maintenance cap of \$3,000 annually to the Coalition.

Motion to request amendment to lease stating that the lessor replace the 7 older HVAC units at their cost, and limit all HVAC repairs and maintenance to no more than \$1,000 per occurrence and no more than \$3000 per year.

MOTION/RESULT:	APPROVE AMENDMENT TO LEASE AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

Don joined call, 8:20 am:

Louis requests to amend the current his previous motion adding that the installation will be completed within 30 days of the contract being fully executed. The amended motion will read as follows: The Lessor will replace 7 of the 8 older HVAC units at their cost within 30 days of the contract being fully executed. All HVAC repairs and maintenance shall be limited to no more than \$1,000 per occurrence and no more than \$3,000 per year.

MOTION/RESULT:	APPROVE AMENDMENT TO LEASE AS AMENDED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

Public Comment

None

Dismissal

The meeting adjourned at 8:31 a.m.

Respectfully submitted,

Jennifer Via
Executive Assistant/HR Manager