



EXECUTIVE COMMITTEE MEETING

August 26, 2015

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties was held at the CareerSource Center in Fort Walton Beach, Florida.

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)
Bev Sandlin, Northwest Florida State College President's Appointee
Linda Sumblin, Private Sector (Workforce Development Board)
Louis Svehla, Walton County Commissioner's Appointee
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)

Committee Members Absent:

Paul Sirmans, Private Sector (Emerald Coast Title Services)

Coalition Staff:

Gloria Mayo, Executive Director
Janna Carroll, Finance Director
Connie Watson, Executive Assistant

Call to Order

Beth Brant called the meeting to order at 8:17 a.m.

Agenda – Louis made a motion to approve the agenda, Linda seconded the motion and the motion carried.

Minutes – Beth noted a correction to the July 2, 2015 minutes on page 1 under "Outreach Awareness and Monitoring Grant, sentence 2 should read: The Executives, with a motion by Paul Sirmans, which was seconded by Linda Sumblin, affirmed the actions of the Chair in the execution of the grant.

Financials – Janna Carroll reported May financials are final and the May 31, 2015 Balance Sheet reflects the June prepayment back to the State. In July, the Coalition operated two (2) weeks without grant monies. The \$320,000 from Okaloosa Walton Child Care Services (OWCCS) was used to cover payroll during this period. Janna expressed concern that the Coalition could be short by as much as \$100,000 next year during this same period of time. She indicated providers are paid around the 15th of the month which could be delayed, but payroll could not be delayed. The May Income Statement shows May expenditures for SR Slots at \$462,811.87, VPK at \$485,207.40 and Gifts, Donations, Pledges at \$13,890.50 due in part to the grant from the Okaloosa County Commissioners to OWCCS. An expenditure for quality classroom materials for May was \$2,244.69 and year-to-date \$10,264.56. June's VPK Spending Plan reflects administrative expenses at 3.64%, which is well below the 4% cap. The June SR Spending Plan reflects administrative costs at 4.64%, below the 5% cap. Gloria reported she notified OEL of her desire to de-obligated \$48,000 in SR Funding. Instead, OEL pulled \$100,000 in funding from 2014-2015. As a result, Gloria anticipates a shortfall of approximately \$40,000 - \$50,000. Janna is reviewing PARS to ensure time has been charged appropriately. The utilization report shows \$24,521.90 in the budget for 2014-2015 which could be used to cover part of the shortfall, leaving an estimated \$21,000 to come out of the 2015-2016 budget. Louis requested the agenda be revised to remove the Utilization Report as an action item. The July VPK Spending Plan shows administrative expenses at 12%, which will drop as VPK children are enrolled during the beginning of the school year. Bev Sandlin made a motion to approve the financials, Louis Svehla seconded the motion and the motion carried.

Draft Budget – Gloria shared the draft budget for 2015-2016. The budget shows \$1,642,570 for SLOTS which includes a requirement to raise \$239,000 cash match. Gloria reported the Coalition will struggle to

raise the full \$239,000. Non slot dollars were \$1,468,550.00. Further discussion was tabled until the Executive Session.

Joining LLC to Receive Cash match from Racetrack Bingo – Gloria expressed concern about partnering with Racetrack Bingo to raise cash match dollars due to an investigation of the entity. The Executive Committee agreed the Coalition should not partner with Racetrack Bingo.

Audit Engagement Update – Gloria shared copies of the Engagement Letter with Warren Averett, LLC.

Tupelo Roof Status – Gloria reported the roof at the Tupelo Office is sagging over the Finance Director's office and in need of emergency repairs. She has contacted the contractor used by the City of Niceville and he looked at the roof and recommended a Nuclear Moisture Test be completed to determine the extent of damage to the roof structure. Gloria contacted the Florida Office of Early Learning (OEL) to get prior approval to have this test completed, due to its cost.

All Staff Training/Meeting – Gloria reported the All Staff Training will be held on Friday, August 28th in the Warren Averett Building on Eglin Parkway. Beth will be in attendance and will distribute copies of the climate survey to staff. Louis expressed an interest in attending as well.

Personnel Updates – Gloria reported two (2) staff members were involved in an automobile accident. The Coalition received one (1) resignation from the eligibility specialist in DeFuniak Springs. The Coalition will be conducting interviews on Monday, August 31st.

Staff Travel – Gloria stated Monique O'Brien has requested to send some of her team to the 2015 NAEYC Annual Conference and Expo to be held in Orlando on November 18 – 21, 2015. Gloria will be attending the Early Learning Advisory Council (ELAC) meeting in Orlando mid-September. Beth will be unable to attend, but can teleconference into the ELAC meeting.

Meeting Times – Beth stated the Executive Committee voted to change the time of the Executive Committee Meetings to 7:30 a.m. The group decided to hold the meetings in the conference room at Polyengineering located at 102 Sunset Lane, Shalimar, Florida.

Annual Meeting – Gloria reported the Annual Coalition Board meeting will be Wednesday, September 9th

The Chair called the meeting into Executive Session and Connie was dismissed at 9:20 a.m. Executive Session was concluded at 10:25 a.m.

Dismissal

The meeting adjourned at 10:26 a.m.

Respectfully submitted,

Connie Watson
Executive Assistant