



**EXECUTIVE COMMITTEE  
MEETING**

February 16, 2017  
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:**

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

**Committee Members Absent:**

Paul Sirmans, Esq., Private Sector  
Linda Sumblin, Executive Director Workforce Development Board

**ELC Staff:**

Renea Black, Executive Director  
Jennifer Via, Executive Assistant

**Call to Order/Introductions**

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

**Approval of Agenda**

A motion was made to approve the Agenda.

MOTION/RESULT:	AGENDA ADOPTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	ALLYSON OURY

**Board Membership**

Renea discussed the required board membership and has provided a document with the background, information, and conclusion for four of the board membership positions – Ardelle Bush, Private Child Care Provider Representative, Faith-based Child Care Representative, and the Head Start Director. The Committee members were asked to review the Membership document included with the Board packet. Renea asked that each membership position be voted separately for record keeping purposes.

MOTION/RESULT:	Motion to rescind the appointment of Ardelle Bush made on September 28, 2016. (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

Renea requested board membership applications from Walton County during the Early Education Provider meeting held on Feb. 7, 2017. Brittney Hay, of First Steps Learning Academy submitted the only application for Private For-profit Child Care Provider Representative.

MOTION/RESULT: Motion to appoint Brittney Hay of First Steps Learning Academy as the Walton County Private For-profit Child Care Provider Representative for term Feb. 2017-January 2021 (UNANIMOUS)  
MOVER: BEV SANDLIN  
SECONDER: ALLYSON OURY

Renea discussed appointing Kim Gillis to the Board to fulfill the Head Start Director membership requirement from Walton County for next four-year term.

MOTION/RESULT: Motion to appoint Kim Gillis of Tri-County Head Start operating in Walton County as Head Start Director Representative for term February 2017-January 2021. (UNANIMOUS)  
MOVER: LOUIS SVEHLA  
SECONDER: ALLYSON OURY

Renea requested the Committee wait to vote regarding a new faith-based provider as we are currently expecting a second application. Committee agreed.

### **Treasurer's Report**

#### A. Credit Card Limit Increase

Renea requested the Committee consider a credit card limit increase to aid our coalition in purchases that have been impacted by our current credit limit. No vote was needed, but Committee agreed unanimously.

Louis raised a question regarding our budget and training expense. Renea noted that she will highlight the training expenses during the next Financial Statement review.

### **Other Items Requiring Vote**

#### A. Employee Incentives

Renea presented the Employee Incentive proposal since funds are not available for permanent salary increases. Two options were presented to the Committee for their consideration – a 3% and a 5%. Renea explained that based on current forecasted spending, the funds for up to a 5% would be available for this incentive.

MOTION/RESULT: Motion made to approve the Employee Incentive proposal up to 5%. (UNANIMOUS)  
MOVER: LOUIS SVEHLA  
SECONDER: BEV SANDLIN

Louis requested that we look at a Cost of Living Adjustment (COLA) plan for next fiscal year.

**Executive Directors Report**

A. Resource Center Closure

Renea presented the proposed timeline relating to the closure of the Resource Center. We will hire a temporary staff to assist with pricing the items for sale.

B. FCCPC Scholarships

Renea presented the idea for 25 FCCPC scholarships to North West Florida State College (NWFSC) paid for by the Coalition. Bev noted that the college can manage about 25 FCCPC students during the upcoming term. She suggested that the announcement of the scholarships be made quickly to ensure applicants are able to register at NWFSC. The Board requested a stipulation that the scholarship recipients must work for a contracted provider for at least one-year post graduation

RESULT: ELC-OW WILL FUND 25 FCCPC SCHOLARSHIPS TO NWFSC for the upcoming term. (UNANIMOUS)  
MOVER: LOUIS SVEHLA  
SECONDER: DON EDWARDS

C. General Legal Representation

Renea presented two quotes for general legal services. She indicated there are situations when the coalition needs a review of legally binding documents, i.e. contracts, agreements, etc. The first quote, provided by attorney C. Jeffery McGinnis at Anchors, Smith and Grimsley was dependent on the reviewing attorney with \$275.00 per hour for a reviewing partner and \$200.00 per hour for a reviewing associate. The second bid, provided by J. Michael Hamby was \$175.00 per hour.

A motion was made to accept the quote of \$175.00 per hour with Attorney J. Michael Hamby.

MOTION/RESULT: BID ACCEPTED FOR ATTORNEY J. MICHAEL HAMBY (UNANIMOUS)  
MOVER: ALLYSON OURY  
SECONDER: DON EDWARDS

**Next Meetings**

- Executive Committee – April 28, 2017
- Board of Directors – March 22, 2017

**Presentation**

A. Building Evaluation Presentation

Renea introduced Commercial Realtor and Broker Oxana Solovieva. Oxana presented her findings regarding local buildings for sale similar to the Tupelo Ave. building. She provided a price estimate that averaged \$67.50 per square foot with our building's sale estimated around \$375,000. She presented several buildings in the area that may work for our needs including locations from Fort Walton Beach to Valpariso.

Louis noted that Valpariso is a central location to the counties we serve. He would like to see our office relocated to Valpariso area, if possible. He also mentioned that he would like to see ELC-OW consider closing their satellite locations in Crestview and Defuniak using the main location as a central stop for all. He mentioned using the local libraries as a resource for enrollment services in times of high enrollment needs.

The Committee would like to list the office at 107 Tupelo SE for sale at this time and allow Renea to sign an agreement to sell while we consider a new location for the main office.

A motion was made allowing Renea to list 107 Tupelo SE for sale and to sign an agreement with Oxana Solovieva to both list 107 Tupelo SE for same as well as to find new locations we may consider for relocation.

<p>MOTION/RESULT: 107 TUPELO WILL BE LISTED FO SALE AND OXANA SOLOVIEVA WILL WORK AS OUR REALTOR. (UNANIMOUS) MOVER: LOUIS SVEHLA SECONDER: DON EDWARDS</p>
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**Public Comment**

**Adjournment**

The meeting adjourned at 9:08 a.m.

Respectfully submitted,

Jennifer Via  
Executive Assistant