



EXECUTIVE COMMITTEE MEETING

September 11, 2015

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties was held at 102 Sunset Lane, Shalimar, 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

Committee Members Absent:

Paul Sirmans, Private Sector (Emerald Coast Title Services)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)

Coalition Staff:

Gloria Mayo, Executive Director (8:00 AM)

Call to Order

Beth Brant called the meeting to order at 7:30 a.m. The group immediately went into Executive Session.

The Committee went out of Executive Session at 8:00 am and the Executive Director, Gloria Mayo, joined the meeting at this time.

A Pay Schedule was developed by position title and roles of responsibility for all ELC employees. There will now be 6 classifications of employees: four (4) groups are exempt, two (2) groups are non-exempt. Appropriate salary ranges and required educational levels were adopted for all classifications.

The Chair will draft a letter to employees to notify them of the changes which may result from the changes. The group charged the Exec. Director with discussing the changes one-on-one with those affected employees, once notification has been received. Eight (8) individuals will be impacted by the changes, which will be implemented as retroactive to July 1, 2015. After notification of employees, Simple HR will receive written instruction to facilitate the changes in a timely manner.

Dismissal

The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Gloria W. Mayo
Executive Director