



**EXECUTIVE COMMITTEE  
MEETING**

March 30, 2018  
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 (Poly, Inc.)  
Louis Svehla, Walton County Commissioner's Appointee  
Bev Sandlin, Northwest Florida State College President's Appointee  
Michele Burns, Executive Director; Workforce Development Board  
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)

**Committee Members Absent:**

Justin Tate, Private Sector

**ELC Staff:**

Renea Black, Executive Director  
Jennifer Via, Executive Assistant / HR Manager

**Call to Order**

Beth Brant, Chair called the meeting to order at 7:40 a.m.

**Approval of Agenda**

Agenda - Motion made to approve the Agenda with the following additional topics for discussion: Ribbon Cutting / Media, and Logo.

MOTION/RESULT:	APPROVAL OF AGENDA AS AMENDED (UNANIMOUS)
MOVER:	LOUIS SVHELA
SECONDER:	DON EDWARDS

**Approval of Minutes**

Renea noted that Justin Tate is no longer with BBVA Compass. We are working to get in touch with him. It is the wish of the Executive Committee that Justin remain on the Board and Executive Committee.

Minutes - Motion to approve the February 28, 2018 and March 9, 2018, Executive Committee meeting minutes as presented.

MOTION/RESULT:	APPROVAL OF MINUTES (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

**Agency Report**

Amendment to Articles of Incorporation

The Articles of Incorporation were updated for changes of physical and mailing address without need to amend. This amendment is to replace Paul Sirmans with Executive Director, Renea Black as the Registered Agent.

Motion to approve amendment to Articles of Incorporation making Renea Black the Registered Agent.

MOTION/RESULT:	APPROVAL OF AMENDMENT TO ARTICLES OF INCORPORATION (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	DON EDWARDS

107 Tupelo Property Update

Renea noted there is an offer on the property for \$200,000. It is the Executive Committee's direction that the ELC remove all necessary items from the property then accept the offer of \$200,000 for 107 Tupelo Ave SE. The sale will be contingent on the buyer providing the ELC movers and storage for no greater than 4 months at the buyer's expense, if necessary. At this time the Executive Committee would like the ELC staff to remove necessary items and to accept the offer contingent on buyer's relocation to a secured storage facility any remaining surplus inventory items.

The Executive Committee recommends Renea share the contract with Scot Copeland to review. A conference call will not be required to sign the contract to sell the building if the contract is in order following Scot's review.

A motion was made that Scot will review the contract. After his review, the date will be changed to reflect the accurate date with the sale contingent upon the buyer's agreement to pay for moving and storage expense, if needed, not to exceed four (4) months from the date of closing.

MOTION/RESULT:	APPROVAL OF ABOVE STATED MOTION (UNANIMOUS)
MOVER:	LOUIS SVHELA
SECONDER:	DON EDWARDS

Pay Grade and Organizational Chart

The pay grade and organizational chart include the new position of Community Resource Director. Beth and Bev expressed their approval of the new position. The new chart was discussed with Louis expressing his concern that current staff are comfortable with the new position.

Renea shared that United Way has asked the ELC to partner for a reading initiative grant called Reading Pals. If United Way is selected for the grant, the ELC will contract for the Regional Reading Pals Coordinator with the salary and benefits paid through the grant for the first year and a portion of the salary in subsequent years.

Further discussion was held regarding positions and Renea requested clarification from the Committee members regarding her authority to create and hire new positions. Committee members agreed that Renea, as the Executive Director, has the authority to create and hire positions.

Motion made to approve the Organizational Chart and Pay Grade as presented.

MOTION/RESULT:	APPROVAL TO ORG CHART AND PAY GRADE AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	ALLYSON OURY

## **Other Business**

### Legislative Update

Renea shared that two bills have been introduced into legislation that pose changes to our priorities for Slot dollars. They alter the way providers will be paid by their assessment scores and whether a provider can contract for School Readiness services.

### Other Updates

Tammy Theriault, Early Education Coordinator is working to become a trainer for preschool CLASS. Legislation passed to move Child Protective Investigations to the Walton County Sheriff's Dept. The School Readiness Waitlist is increasing and staff are finding places to place children. Currently there are about 50 children on the waitlist

### Ribbon Cutting

Two other local nonprofits scheduled their ribbon cutting events near our original date. We decided to delay the Open House/Ribbon Cutting. Committee members also discussed having an event on a Saturday to allow Provider and Parents to participate. Renea noted that staff are in preliminary planning of a community event that would include families, providers, and other community partners to create a family fun event.

Louis volunteered to work on getting media coverage for the Open House/Ribbon-cutting.

### Other Updates

Renea noted that we are working with a couple of web-based design entities to develop a new logo. Stayed tuned for finalists and voting.

Bev noted that she is going to be leaving the ELC board. She asked Renea to meet with the President of NWFSC at the appropriate time to obtain a new board appointment.

Renea noted that she will present COLA options at the next board meeting for consideration.

## **Public Comment**

None

## **Dismissal**

The meeting adjourned at 8:59 a.m.

Respectfully submitted,

Jennifer Via  
Executive Assistant/HR Manager