



EXECUTIVE COMMITTEE MEETING

September 25, 2015

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

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)
Bev Sandlin, Northwest Florida State College President's Appointee
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)
Linda Sumblin, Private Sector (Workforce Development Board)

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 7:35 a.m.

Agenda – Gloria Mayo requested the Organization Chart be moved to the end under Executive Session. Bev Sandlin made a motion to approve the agenda as revised, Louis Svehla seconded the motion and the motion carried.

Minutes – Bev Sandlin made a motion to approve the minutes from the August 26, 2015 and September 11, 2015 meeting. Allyson Oury seconded the motion and the motion carried.

Financials – Gloria reported the VPK Spending Plan reflects Admin at 6.19%, but it is early in the year and she projects Admin will be below the 4% cap before the end of the fiscal year. The SR Spending Plan has the Coalition serving 1,746 school readiness children in August and the Coalition is continuing to place children from qualifying families. Louis made a motion to approve the spending plans and Allyson seconded the motion.

Authorization for Staff Travel – Gloria requested approval for staff travel based on the reasonableness, purpose, and available budget for the requests for the year. Gloria will share the upcoming dates as the travel nears. She will look to approve travel for staff during the year based on requests from the team directors. Gloria's travel includes the Association of Early Learning Coalitions (AELC) meetings, the Early Learning Advisory Council (ELAC) meetings, and other agency meetings at the state regional, and local levels. Allyson made a motion to approve travel within the region, Bev seconded the motion and the motion carried.

Server Back-up – Gloria shared a memo prepared by Christina Allen, IT. Christina indicated the Office of Early Learning (OEL) will not allow the Coalition to back-up files on a hard drive and store off-site. She contacted Spectrum IT for input. They recommended the Coalition consider storing data on a server located off-site (i.e. at Spectrum) for back-up. They also recommended the Coalition utilize Cloud storage, but OEL does not recommend data storage in the Cloud. Christina stated to have the State back-up data would run approximately \$230/month. Christina will work with Louis about getting an extra server. Beth will check with the county about possibly using one of their servers as a back-up.

5K Fun Run and Children's Parade – Gloria reported the Coalition will be holding their Inaugural 5K Fun Run and Children's Ride-On Toy Parade (non-motorized) on October 17th at Northwest Florida State College. Gloria invited the Executive Committee to join the Coalition at the event.

Pay Schedule and Personnel Updates – Gloria reported she met with impacted staff, except for two (2), who were on leave (including the staff in DeFuniak Springs via telephone) and the salary adjustments were well received.

United Way Day of Caring – The Coalition had the benefit of two (2) United Way Volunteers who assisted Coalition staff painting the parking lot lines and curbs at the Tupelo Office. The DeFuniak Springs Office had eight (8) United Way Volunteers who painted an office, cleaned flower beds and put down fresh mulch.

RESTORE Act Application (Walton) – Gloria reported she and Connie attended the application review meeting in south Walton on the evening of 9-23-2015. Approximately half of the applications were reviewed, including that of the ELC for Cash Match for subsidized child care as an economic driver for parents who work in the hospitality business. The remaining applications are to be reviewed, with decisions on awards still a couple of months away.

All ELC staff departed the meeting, with the exception of the Exec. Director.

EXECUTIVE SESSION

Review of ELC Organization Chart – The group reviewed and revised the ELC Organizational Chart, based on the salary structure work which had been accomplished and with the potential for new federal requirements coming in January 2016.

Some positions were tweaked for minimum requirements, supervisory levels, and status for FMLA.

Gloria presented and discussed plans for her retirement from work on behalf of the ELC.

Executive Session Ended at 8:51 AM.

Other Items and Public Comment – Allyson announced a Concert in the Park on November 21, 2015, with the doors opening at 11:30 AM. The Rotary Club is sponsoring the event to benefit The Big Red Machine (Crestview High School Band).

Bev asked Gloria to research the possibility of a retiree through the Florida Retirement System being able to serve as a member of the ELC Board in a private sector capacity.

Dismissal

The meeting adjourned at 8:55 AM

Respectfully submitted,

Connie Watson
Executive Assistant