



**EXECUTIVE COMMITTEE MEETING**

September 1, 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:**

Don Edwards, Private Sector (Trustmark Bank)  
Beth Brant, Governatorial 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

**Committee Members Absent:**

Paul Sirmans, Private Sector  
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)

**ELC Staff:**

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

**Call to Order**

Beth Brant, Chair called the meeting to order at 7:37 a.m.

**Consent Agenda**

Motion made to approve the Agenda.

MOTION/RESULT:	AGENDA ADOPTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	LOUIS SVHELA

**Treasurer’s Report**

*Financial Reports*

- *July 2017*

The “final” June 2017 Financial Statements cannot be presented at this meeting as anticipated. In FY2016-17, OEL included Performance Funding Project (PFP) funds in the SR Notice of Award (NOA). Final calculations for the PFP participate must be calculated by OEL and then submitted to the provider via the ELC. OEL has not completed those calculations to-date.

Renea continued to review the July 2017 Financial Statement Dash Board and indicated that VPK Administrative percentage rate is high which is normal for this reporting period. Throughout the FY2017-18 the administrative percentage will become lower as payment for direct services increases.

Renea noted that we are not meeting the need for our local match funding and the Board will need to work with the ELC staff to develop opportunities for raising these dollars.

Renea also explained that OEL has authorized use of FY2016-17 Grant Award funding for FY2017-17 July expenses.

MOTION/RESULT:	Approval of July 2017 Financial Statements (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

## **Agency Report**

### **FY 2017-18 Coalition Board meeting location**

Currently the ELC Board meets six times annually at Career Source on Racetrack Road at no cost. Beginning October 1, 2017, there will be a charge for use of the room. Michele Burns, Career Source Executive Director explained the need to charge for the room and the plans for making reservations in the future.

Board member, Justin Tate, BBVA Compass Bank has offered space in their Board Room for our meetings. Additionally, Warren Averett, our CPA firm has space for the meetings. Both spaces are offered at no cost and would generate in-kind match funding.

Following discussion; the Executive Committee decided to use space at BBVA Compass and/or Warren Averett as there is no cost involved.

### **FY-2017-19 School Readiness Plan Update**

Renea explained that our grant requires us to update our School Readiness Plan (SR plan) every two years. During this plan update year, the Senior Leadership team met, reviewed the SR plan template and moved forward working on their respective areas of responsibility to develop the necessary SR Plan updates. The draft policies included in the Board package require Board approval prior to submission to OEL for final approval to ensure we follow grant terms and conditions.

A motion was made to approve the following draft policies as presented:

- Revised Anti-Fraud Plan
- Procurement and Purchasing Policy
- Grievance and Complaint Policy
- Parent Access and Choice Policy
- Provider Payment Rates Policy
- Sliding Fee Scale and Waiver Policy
- Eligibility and Enrollment Policy

MOTION/RESULT:	APPROVAL OF ALL PRESENTED POLICIES (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

### **COOP (Continuity Of Operations Plan)**

The COOP- another plan document that requires routine revisions and approval.

A motion was made to approve COOP as presented.

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

### **Resource Van Update**

Following Board approval to sell the Resource Van, it was towed to Holmes Auto Repair to determine if it was beneficial to get it running prior to the sale. It was hoped this would increase the income from the sale. Unfortunately, it was determined the van needs a new motor. Renea requested the permission of the Executive Committee to sell the Resource Van "As Is"

A motion was made to sell Resource Van "As Is".

MOTION/RESULT:	APPROVAL TO SELL RESOURCE VAN "AS IS" (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	LOUIS SVHELA

IMPACT 100 Site Visit

The site visit was conducted on August 30, 2017 at Kid's Discovery 7 in Valparaiso. The visit included observations of various STEAM Labs being conducted with children ages Birth to Four. There were approximately 12 members of Impact 100 in attendance. ELC Board Chair, Beth Brant and Board Member, Jeanne Martin attended and participated in answering various questions of the Impact 100 members.

Several staff members who do not regularly get out and interact with the children in such a meaningful educational way participated and we have a lot of great photos from the event.

United Way Update

Children and Education is no longer one of the main focus areas for our United Way (UW). The top focus area will now be in areas related to Financial Stability. We will now be forced to compete with other non-profits from the area for the funds we receive from UW. The process for funds distribution is changing in its entirety. Renea explained this is very concerning for our coalition and many other similarly focused non-profits in the area.

We have attended all four Children and Education Focus Group meetings in hopes of keeping the focus shifted evenly across the three areas (Children and Education; Financial Stability; and Health and Environment). Board members discussed their contributions to United Way and the accountability of those donations. Renea explained that the funds distributed by UW do not provide detail of what funds are designated for the ELC and those that are from the campaign distribution.

**Other Business**

Tupelo Building

The Executive Committee was presented a letter from Mr. Nathan Head regarding purchase and lease back of the current building.

Following discussion; the members asked that other lease locations be considered and reported at the Sept. 27<sup>th</sup> Board meeting.

Letters

Beth Brant, Chair requested that two letters received by the Executive Director over the past two months be shared with the Executive Committee members. Discussion was held and Michele Burns noted that the ELC should have a third-party investigate. The Executive Committee authorized Renea Black to speak with and if needed, enter a contract with The Krizner Group to conduct the investigation as they have prior experience with the ELC.

**Public Comment**

None

**Dismissal**

The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Jennifer Via  
Executive Assistant/HR Manager