



**EXECUTIVE COMMITTEE  
MEETING**  
January 22, 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  
Don Edwards, Private Sector (Trustmark Bank)  
Louis Svehla, Walton County Commissioner's Appointee  
Linda Sumblin, Private Sector (Workforce Development Board)

**Committee Members Absent:**

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

**Others Present:**

Chad Hamilton, Warren Averett (Audit Firm)

**Coalition Staff:**

Renea W. Black, Executive Director  
Janna Carroll, Finance Director  
Connie Watson, Executive Assistant

**Call to Order**

Beth Brant called the meeting to order at 7:45 a.m.

**Agenda**

The minutes from December 2<sup>nd</sup> and December 11<sup>th</sup> were not available and were removed from the Agenda. Linda Sumblin made a motion to approve the Agenda as amended, Louis Svehla seconded the motion and the motion carried.

**Audit**

Chad Hamilton presented the 2014-15 draft of the audit report. Chad noted there were no findings and the Coalition was rated good. He reported the Coalition could not be a low risk auditee for two (2) years due to a prior year audit findings. He anticipates the final audit report will be available by next Friday (January 29, 2016).

**Coalition Membership**

Allyson Oury's term expires January 2016. Bev Sandlin made a motion to re-appoint Allyson to a second term, Louis seconded the motion and the motion carried. Bev Sandlin requested the Coalition write a letter to Northwest Florida State College's Interim President for a recommendation of appointment to replace her. Bev indicated she would be happy to deliver the letter to the Interim President along with her recommendations on behalf of the Coalition.

**By-Laws**

Renea Black reported the By-Laws need to be updated. Renea will draft changes and bring them to the March Coalition Board Meeting for consideration.

**Tupelo Roof**

Connie Watson reported the repairs to the roof have been completed. Tremco has recommended the Coalition consider a maintenance plan at a cost of \$5400/year. The committee does not wish to move forward with a maintenance plan at this time. The Board has requested the mold study previously discussed and approved at a prior meeting be performed now that the roof repair is complete.

### **Personnel**

Renea reported the Coalition has not filled the Accounting Assistant position, but is currently reviewing a limited number of applications.

### **Other Items and Public Comment –Announcements**

Renea reported Boeing Employees visited the Coalition on Tuesday, January 19<sup>th</sup>. They would like to set up a tour of their facility for the coalition staff and board members.

Renea Black reported she met individually with the Coalition's Directors and the meetings went well. Discussion on the contract with University of Florida and Coalition Staff followed. Renea reported the Coalition is working to update all forms with the Early Learning Coalition's logo. She is working to update the Website for VPK Registration and looking into ways the VPK program is marketed in the Crestview area.

Beth Brant reported the Executive Committee received a nice thank you from Executive Director candidate, Michele Hooper.

Renea discussed the office space provided by CareerSource in Crestview and reported she is reviewing numbers now to determine if another office can be funded at this time.

### **Dismissal**

The meeting adjourned at 8:45 AM

Respectfully submitted,

Connie Watson  
Executive Assistant