



COALITION BOARD MEETING

March 22, 2017

8:15 a.m.

The meeting of the Board of Directors of the Early Learning Coalition of Okaloosa and Walton Counties (ELC-OW) was held in Room 415 at 409 NE Racetrack Road, Fort Walton Beach, Florida 32547

Coalition Members Present:

Beth Brant, Private Sector – Gubernatorial Appointee Chair (Poly, Inc.)
Brittney Hay, Private Provider (First Steps Learning Academy)
Don Edwards, Private Sector (Trustmark Bank)
Jeanne Martin, Department of Children and Families (Licensing Office)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund) – by phone
Beverly Sandlin, Northwest Florida State College President’s Appointee
Louis Svehla, Walton County Commissioner’s Appointee
Amanda Colwell (Okaloosa County Health Department)
Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman’s Office)
Kim Gillis, Walton County Head Start Director - by phone

Members Absent:

Debbie Haan, School District of Okaloosa County Superintendent’s Appointee
Linda Sumblin, Workforce Development Board
Susan Van Buren, Private Sector (CHELCO)
John Roper-Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast)
Paul Sirmans, Esq., Private Sector

ELC-OW Staff:

Renea Black, Executive Director
Janna Carroll, Finance Director
Jennifer Via, Executive Assistant

OEL Staff

Reginal Williams, FCCM Program Integrity Manager

Call to Order

Beth Brant called the meeting to order at 8:15 a.m.

Quorum established at 8:15 a.m.

Agenda – Motion made to approve the draft agenda.

MOTION/RESULT:	APPROVAL OF DRAFT AGENDA (UNANIMOUS)
MOVER:	JEANNE MARTIN
SECONDER:	BEV SANDLIN

Board Membership

Renea presented two applications for faith-based providers, Christine Jackson and Hollie Drake. Jeanne Martin excused herself from this vote of Faith-Based Provider on the basis that DCF will be conducting inspections of all providers in the upcoming months, see attached form 8A.

After careful consideration and discussion, the Board selected Christine Jackson as the faith-based provider representative from Walton County for the term beginning February 2017 and ending January 2021.

MOTION/RESULT:	APPROVAL OF FAITH BASED PROVIDER, CHRISTINE JACKSON(UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	AMANDA COLWELL

Renea presented an application submitted by a Private Sector applicant, Justin Tate.

MOTION/RESULT:	APPROVAL OF PRIVATE SECTOR MEMBER, JUSTIN TATE(UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

Minutes - Motion to approve the January 25, 2017 Coalition Board Meeting and February 16, 2017, Executive Committee meeting minutes with correction of spelling error for Arc of the Emerald Coast.

MOTION/RESULT:	APPROVAL OF MINUTES W/ CORRECTION (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

Renea noted that we continue to contact Walton County School Superintendent’s office for appointment to our ELC Board via statute.

Treasurer’s Report

Janna Carroll, Finance Director presented the Financial Statements for periods ending January and February 2017.

Discussion followed, including Louis’ question regarding the possibility of obtaining a credit card that earns reward points or perhaps the possibility of using a Purchasing Card System. The potential benefits of each card type were discussed. Renea noted that she will contact OEL to discuss the guidelines for using either of these types of cards, including how cash rewards should be recorded, i.e. restricted/unrestricted income.

The Board discussed the format of the Financial Statements and requested a more “user friendly” format be implemented, including consecutive page numbering.

The Board Chair asked if we are continuing to place children and Renea noted that we are serving as many children as possible, including utilizing non-slot budgeted funds. Renea also noted that although we are enrolling children, some providers are terminating their contracts because of the new Health and Safety requirements and DCF inspections. Jeanne Martin noted that we should expect to see further decline in SR providers as DCF continues implementing on-site inspections of the SR contracted sites, including the requirement to inspect license-exempt providers for SR contracts.

Further discussion continued, including the enrollment process for families and contracting requirements for SR providers. Renea noted that contacting families from the waitlist often does not produce enrollments, for example 50 families may be contacted and only a small percentage of those families will make and/or keep an appointment. Jeanne and Beth both shared their appreciation of the staff’s work to serve families.

Renea discussed recruiting providers and how important it is to our programs. Louis and Amanda Colwell brought up the new Child Care Network that will be opening in DeFuniak Springs.

Kim Gillis left meeting via conference call at 9:04 a.m. Quorum was maintained.

Louis noted the use of Training and Technical Assistance (T&TA) funds and advocated for staff development to continue. Renea noted that several professional development opportunities are scheduled, including MMCI (Making the Most of Classroom Interactions) and Communities of Practice (CoP) associated with the Early Learning Florida Initiative.

Financials - Renea requested a motion to approve the January and February 2017 Financial Statements. Motion made to approve the financials as presented.

MOTION/RESULT:	JANUARY AND FEBRUARY 2017 FINANCIAL STATEMENTS APPROVAL
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

Agency Report

Proposed Organizational Chart & Pay Scale

The updated Organizational Chart was presented reflecting the new Chief Operations Officer (COO) position and Performance Analyst. Louis raised the question regarding the status of the Performance Analyst, exempt vs. non-exempt status. Renea explained the position is non-exempt in preparation for the upcoming changes to labor laws that will affect how exempt and non-exempt positions are classified.

Beth asked that when changes are made to the Organizational Chart that impact the Pay Grade Schedule that both be presented for one vote.

Organizational Chart and Pay Chart - Motion made to adopt both the Organizational Chart and the Pay Grade Schedule as presented.

MOTION/RESULT:	ADOPT ORGANIZATIONAL CHART (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

FCCHR Claim

Renea updated the board that the pending case had been dismissed for Lack of Cause.

EHS-CCP Application Status

Renea also reported, that the Coalition was not selected for the Early Head Start-Child Care Partnership grant funding for this round of funding.

Office Location Updates

The main office location, 107 Tupelo Ave SE, Fort Walton Beach, has officially been listed for sale. We have received one offer that was declined based on the offer value.

Renea presented all options being considered regarding the relocation of the 107 Tupelo office. The options presented include the renovation current building. This option is being reviewed by OEL.

The sale of items from the Resource Center has concluded and the income gained from this sale will be available for use in the next fiscal period.

Renea presented information and statistics on client use of the ELC's office. Board members reviewed the 2016-17 Annualized Expense and client use of the offices. Discussion followed, including use of other locations in Walton County that would be less expensive than our current office structure.

Louis suggested we close the Defuniak Springs office location by the end of 2016-17 Fiscal Year and to retain staff.

Renea mentioned we are working with our IT Director, Chris, to configure a portable computer station or system to compensate for the Defuniak Springs closure that can be used at satellite locations throughout both counties as we continue to move to the Parent and Provider Portals.

MOTION/RESULT: CLOSE DEFUNIAK SPRINGS LOCATION BY END OF 2016-2017 FISCAL YEAR(UNANIMOUS)	
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

Caroline left meeting 9:50 a.m. Quorum maintained.

Florida Sunshine Law Training

Attorney, Michael Hamby conducted Florida Sunshine Law training for Board Members.

Jeanne left meeting 10:07. Quorum lost.

Public Comment

Bev Sandlin complimented Renea and the ELC staff for their work on hosting the Honor's Reception held for the recent Early Education graduates at Northwest Florida State College. Bev noted that the reception went well.

Adjournment

This meeting adjourned at 10:13 a.m.

Respectfully submitted,

Jennifer Via
Executive Assistant / HR Manager