



## EXECUTIVE COMMITTEE MEETING

June 9, 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, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)  
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)  
Bev Sandlin, Northwest Florida State College President's Appointee  
Louis Svehla, Walton County Commissioner's Appointee

### **Committee Members Absent:**

Paul Sirmans, Private Sector

### **ELC Staff:**

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

### **Call to Order**

Beth Brant called the meeting to order at 7:38 a.m.

### **Agenda**

A motion was made to approve the amended Agenda, adding the approval of the 2017-2018 Grant.

MOTION/RESULT:	AMENDED AGENDA APPROVED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

### **Membership Update**

Renea updated the committee on membership of the School Board Superintendent of Walton County. The superintendent hasn't appointed a representative and will be included on the Board Roster and submitted to OEL.

Beth asked that we review and revise, if necessary, the by-laws to authorize the Executive Committee to appoint vacancies on the Executive Committee.

### **Treasurer's Report**

#### **April 2017 Financial Statements, Slot Utilization, and Match Report**

Renea discussed the Financial Dashboard for Period Ending April 2017. She noted that the Dashboard provides a snapshot of current period and year-to-date thresholds of minimum and maximum spending requirements. Renea noted that the Finance Director is preparing a detailed summary of costs associated with training and staff development at our next meeting as this has been a topic of discussion at previous board and committee meetings.

We are currently placing children from the waitlist and moving funds into the slot budget as needed.

Renea discussed that there is no child care availability for at-risk referrals in the Crestview area. Child care providers in that area have waitlists and are filling vacancies with private-pay clients.

Wednesday, June 7, 2017 Beth and Renea met with Kay Godwin, Deputy County Administrator of Okaloosa County. This was an opportunity to discuss our programs and the benefits to our community. We also discussed potential for funding increases in the next fiscal year. Ms. Godwin made some helpful recommendations which Renea will pursue in conjunction with CareerSource.

Louis recommended that the best person for Renea to meet with at Walton County is Cecilia Jones and the first budget meeting is set for July 6, 2017.

A motion was made to approve the financials as presented.

MOTION/RESULT:	APPROVE FINANCIALS AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	LOUIS SVEHLA

Audit Request For Proposals (RFP)

Allyson presented the Audit RFP results and made a recommendation to retain Warren Averett for audit services. RFP responses were scored by staff and board members and Warren Averett was the overall high score. She noted her recommendation is also based on the overall value provided by a local company and current knowledge of the ELC-OW. Renea also noted we are able to capture in-kind contributions through use of their conference rooms and other services.

Chad Hamilton is the managing audit partner, however, the field personal on the audit team are new to our audit and Renea has confirmed with OEL that there is no conflict.

A motion was made to contract with Warren Averett for audit services.

MOTION/RESULT:	CONTRACT WITH WARREN AVERETT FOR AUDIT SERVICES (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

Staff Salaries

Renea presented a proposal for authorization to pay current employees a 3% Cost of Living Adjustment (COLA) effective July 1, 2016 and/or a Performance Award equal to not more than 10% of the employees earned wages from July 1, 2016 – June 30, 2017. Renea noted that the Board had previously authorized the Executive Director to approve a Performance Award of 7% or less based on funding availability.

Board members discussed the agency reorganization efforts and related savings and the re-allocation of non-slot SR funding for moving families from the waitlist into care. Renea noted that budget forecasts indicate funding is available for both the COLA and the 10% Performance Award.

Louis asked if there is currently a performance appraisal/award system for individual employee performance. Renea discussed that the former HR Director was in process of developing the appraisal system prior to her leaving the agency. Renea noted the current HR Manager is attending the National Society of Human Resource Management (SHRM) Conference in the next few weeks. She will seek professional guidance on establishing a performance appraisal/award system for individual employees. Louis offered to share information from Walton County Human Resources with Jennifer as well.

Bev noted that this Performance Award is for the improved performance of the agency overall and not based on individual performance.

Louis requested a revised budget with the COLA and Performance Award included (upon completion) be shared with the Board.

Motion made to authorize the Executive Director to approve a 3% Cost of Living Adjustment (COLA) effective July 1, 2016 and/or a Performance Award equal to not more than 10% of the employees earned wages from July 1, 2016 – June 30, 2017 for improved overall agency performance based on funding availability.

MOTION/RESULT: Authorize the Executive Director to approve a 3% Cost of Living Adjustment (COLA) effective July 1, 2016 and/or a Performance Award equal to not more than 10% of the employees earned wages from July 1, 2016 – June 30, 2017 for improved overall agency performance.

MOVER: BEV SANDLIN  
SECONDER: LOUIS SVEHLA

Renea and Beth have discussed the need for a specialized pay scale for Information Technology staff. Renea will work with the HR Manager to bring a recommendation to the Board.

Cindy Herrington, Chief Operations Officer has been working with staff to improve accountability and is working to increase efficiencies in the Family and Program Service Departments.

### **Agency Report**

#### **2017-2018 Meeting Schedule**

The 2017-18 Meeting Calendar for the Board of Directors and Executive Committee meetings was presented for review and approval.

Meeting dates were discussed and the following revisions to the calendar were made:

- Coalition Board meeting scheduled for Wednesday, November 22, 2017 - moved to December 6, 2017 due to Thanksgiving Holiday.
- Executive Committee meeting scheduled for Friday, December 2017 – removed from calendar.

MOTION/RESULT: APPROVAL OF MEETING CALENDAR WITH REVISIONS  
(UNANIMOUS)  
MOVER: ALLYSON OURY  
SECONDER: BEV SANDLIN

Anti-Fraud Plan

Renea presented the anti-fraud plan.

A motion was made to approve anti-fraud plan as presented.

MOTION/RESULT: APPROVAL ANTI-FRAUD PLAN AS PRESENTED  
(UNANIMOUS)  
MOVER: LOUIS SVEHLA  
SECONDER: ALLYSON OURY

Sliding Fee Scale

Renea presented the sliding fee scale.

A motion was made to approve sliding fee plan as presented.

MOTION/RESULT: APPROVAL SLIDING FEE SCALE AS PRESENTED  
(UNANIMOUS)  
MOVER: BEV SANDLIN  
SECONDER: DON EDWARDS

Legislative Update

Renea provided the update. The current education bill is being returned to the House and Senate by the Governor’s Office. Proviso language requiring OEL to prepare and submit a proposal for no more than 25 Early Learning Coalition’s statewide remains. It has been reported that Rodney McKinnon, Executive Director of OEL, has shared various ideas on how this recommendation will be made. The Executive Director of the Santa Rosa ELC has shared that Rodney has already informed their ELC that they will be a part of the proposed merger plan.

Renea and the committee members discussed the potential of possibilities for voluntary merger with neighboring ELC’s. Following the discussion, the Executive Committee agreed to wait on the recommendation from OEL and see if the recommendations are upheld in next legislative session.

Accountability Monitoring

The Courtesy Review draft has been received and there are 21 potential findings. Staff are preparing responses and expect some findings will be removed before the final report is issued.

Grant Updates

Applications have been made to the following:

- Boeing: \$10k

- Lockheed: \$10k
- Okaloosa County Commission: \$50k

Upcoming Proposal Applications:

- Impact 100

We are proposing a STEAM Mobile Unit for this year’s IMPACT 100 grant application. The Program Service team will pilot the STEAM project with volunteer Child Care Centers. Plans are to request funds to purchase a vehicle, partner with Okaloosa Technical College (OTC) to customize the vehicle to conduct STEAM activities at School Readiness contracted sites throughout Okaloosa and Walton Counties.

Osceola STEAM Night Highlights

Bev Sandlin shared a presentation with the committee of ELC staff and herself attending the Family STEAM Night hosted by the ELC of Osceola County. This event included a VIP tour of the STEM Mobile Unit sponsored by the Osceola County School Board using Title 1 funds.

Our Impact 100 proposal for a STEAM Mobile Unit Program is being designed based on information obtained by staff and Bev at this event.

Office Location Updates

The Defuniak Springs location is now closed, The Resource Center has held the last sale and Crestview Office is still booked with appointments. All office relocations will be complete no later than June 30, 2017.

Other business

Beth requested a motion to amend the agenda to include authorizing Renea to sign the 2017-2018 OEL Notice of Awards (NOA’s) for School Readiness and Voluntary Prekindergarten.

Motion made to amend the agenda and to authorize Renea to sign the 17-18 OEL Notice of Awards for School Readiness and Voluntary Prekindergarten.

MOTION/RESULT: APPROVAL AUTHORIZING RENEA TO SIGN THE 17-18 OEL NOA’s (UNANIMOUS)  
 MOVER: ALLYSON OURY  
 SECONDER: LOUIS SVEHLA

**Dismissal**

The meeting adjourned at 9:38 a.m.

Respectfully submitted,

Jennifer Via  
 Executive Assistant / HR Manager