



Location: 102 Sunset Lane, Shalimar, FL 32579
Date: September 28, 2018
Time: 7:30 a.m.
Approved November 9, 2018

Meeting Minutes Executive Committee Meeting

The meeting of the Executive Directors of the Early Learning Coalition of the Emerald Coast (ELC) was held at 102 Sunset Lane, Shalimar, FL 32579.

Committee Members Present:

Don Edwards, Private Sector (Trustmark Bank)
Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)
Louis Svehla, Walton County Commissioner’s Appointee
Michele Burns, Workforce Development Board

Committee Members Absent:

Bev Sandlin, Northwest Florida State College President’s Appointee

Coalition Members Present:

Renea Black, Executive Director
Jennifer Daigneau, Executive Assistant

I. Call to order – Beth Brant, Chair

Beth Brant, Chair called the meeting to order at 7:40 a.m.

- a) Approval of Agenda*
Beth requested a motion to approve the agenda as presented.

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

II. Approval of Minutes & Financial Reports – Beth Brant, Chair

- a) Coalition Annual Board Meeting – August 10, 2018*
Beth requested a motion to approve the Coalition Annual Board Meeting minutes as presented.

MOTION/RESULT:	APPROVE MINUTES AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS



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b) Financial Report – July 2018*

Renea reviewed the financial statement dashboard. She noted the numbers are not actual due to transition of data systems on June 28, 2018. She explained the data transition performed by the Office of Early Learning (OEL) has not gone well. The percent of inaccuracy in data is unknown. Due to inaccurate enrollment records, payment to the providers for July and August reimbursement to the providers was based on June reimbursement as indicated in our accounting system.

Louis Svehla suggested that the committee table approval of the financial statement report until we have the actual numbers. All were in favor.

III. Open issues – Beth Brant, Chair & Renea Black, Executive Director

a) Board Membership Applications*

Beth suggested that we vote once for both Private Sector Memberships. All were in favor.

- i) Robin Donlon
- ii) Susan Blumenthal

MOTION/RESULT:	APPROVE APPLICATIONS AS PRESENTED (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	LOUIS SVEHLA

b) Election of Treasurer*

- i) Robin Donlon

Louis Svehla made a motion to vote Robin Donlon as Treasurer of the Coalition Board of Directors.

MOTION/RESULT:	APPROVE TREASURER (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

c) Work Comp. Study

- i) Krizner Group – Draft Compensation Document

Renea directed the committee to the sample Work Comp. Study provided by Krizner Group. Jennifer advised the members that three quotes were obtained for the Coalition each starting



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at \$5000.00 and up depending on the depth of the study. Renea informed the members that she and Michele met at CareerSource and discussed a wage study completed by Kelly (Michele's staff). Michele discussed the process further.

Michele then presented the possible downsides to the wage study. She explained that you can have 30 employers report wages, but one high salary could skew the results. In other words, you might have a similar job description but an employer who over pays for the position which could be a result of tenure/length of time in the position. Michele noted currently in our area it comes down to supply and demand. There are more jobs than people. The market is good for applicants. And the Coalition entry level jobs are at a low wage. She also noted that it all comes down to: Can we afford to pay more?

Louis stated that we could have new governor soon and we don't know where that could put us with funding.

The group discussed alternative compensation outside permanent raises, i.e. incentives. Further discussion was held regarding the possible use of incentives.

Louis suggested we table the wage survey until we know our actual financial position. Renea added that she would like to have the opportunity to update job descriptions based on use of the EFS Mod System.

- d) Match Development
 - i) Dragon Boat Festival

Louis suggested that we not participate in the April 2019 Dragon Boat Festival since any funds raised would have to be spent prior to June 30, 2019. If not, all funds were not expended by fiscal year end, we would not get full credit for match development. This could potentially create bad relationships with those donors. All agreed.

This prompted additional discussion in the need of finding a Community Resource Manager to assist in fund raising efforts such as the Dragon Boat Festival. Renea advised that the search is not an easy one and the Coalition has had no luck in recruiting the right candidate. Further discussion held on potential resolutions.

Louis noted that the Walton County Board of County Commissioners has approved \$8,000 in funding for this year's budget, more than doubling their funding from the previous year. Renea noted that Okaloosa County Commission increased their funding by 5%.



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- e) Individual Board Member Fund Development Plan
Renea advised that the Coalition has not received all the signed forms from the Board Members.

IV. New business

- a) Quality Initiative 2018-19*

Renea provided an overview of the proposed Quality Initiative for CLASS assessments. She noted that this proposal will provide for 3 CLASS assessments prior to FY2019-20 contracting period. The first assessment will provide a base-line and guide training event topics. The second assessment will provide information on the impact of training and the final assessment will be used for contracting purposes. Renea noted, this proposal is for stipends for teachers who are willing to commit to 24 hours of classroom work and 20-24 hours of coaching. Renea noted this funding will replace scholarships for Florida Child Care Professional Credentials (FCCPC). Michele stated CareerSource may be able to provide some funds for training.

Louis Svehla made a motion to approve the Quality Initiative 2018-2019.

MOTION/RESULT:	APPROVE QUALITY INITIATIVE (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	MICHELE BURNS

- b) Match Development
Gulf Power Foundation Award

The Gulf Power Foundation has awarded \$60,000 annually for a 5-year commitment to the four coalitions located in the panhandle. The Foundation asked that we make a proposal of how these funds would be divided and expended. The Executive Directors for ELC Northwest, ELC Santa Rosa, ELC Escambia and Renea met at our office, 1130 N Eglin Pkwy, Shalimar, FL. It was unanimously decided that the funds should go to Teachstone products which includes online access for providers to view videos and on professional development for our ELC staff. Division of funding was recommended as follows:

ELC NORTHWEST:	\$16,000
ELC SANTA ROSA:	\$8,000
ELC ESCAMBIA:	\$16,000
ELC EMERALD COAST:	\$16,000

The percent of funds was determined based on the number of contracted providers.



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V. Executive Director Report

a) Personnel Update

Renea advised that we have new staff in the Education Department, Jennifer Wilhelm and Danita Brown. The Coalition has a new Director of Operations Glenna Mitre. And Elizabeth Morgan is our new Performance Analyst replacing Ili. Until Ili's move she is working casual hours to help transition Elizabeth into her role with the Coalition.

b) Florida VPK 2016-17 Program Year STAR Literacy Comparison Data available

These documents show where our Coalition scored and where other counties scored on STAR Literacy. Okaloosa scored 67% ready and Walton scored 72% ready.

c) CLASS 101 – 11 Trainings; 222 participants

Intro to Class training was hosted by the ELC Education Director providing 11 training dates/times and was attended by 222 participants.

d) Hurlburt Field Honorary Commander Program

Renea advised the Committee that she has been selected as a participant in the Hurlburt Field Honorary Commander Program.

e) Parent Magazine Publication

Renea informed the Committee that we have a regular column in Emerald Coast Parent Magazine. This column provides reading suggestions and activities by age group. This is no cost to the ELC and provides community connections for the ELC.

f) Upcoming Audits

Renea advised the group of the following upcoming audits:

- i) Financial and Administrative Management Systems – OEL; Oct. 29-Nov. 2, 2018
- ii) Financial Statement Audit – Warren Averett; Oct. 1-Oct. 5, 2018
- iii) Accountability Review – OEL; March 18-22, 2019; tentative.

g) Upcoming Events



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Renea informed the Committee of the upcoming agency and staff events.

Jennifer advised that the Coalition now has a Spirit Squad who is scheduling events for the staff to support moral. Suggestions were shared by board members.

VI. Public Comment

Beth expressed her thanks to the Coalition staff that volunteered for the Home and Boat Show. She added that many bags were given out to the children who were present.

No additional public comment.

VII. Adjournment – Beth Brant, Chair

Beth adjourned the meeting at 9:06 am.

Respectfully Submitted,

Jennifer Daigneau
Executive Assistant

MISSION STATEMENT

Our mission is to support the success of every child and their family through quality education and care.