



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579
Conference Line: 319-527-9176
Access Code: 717-974
Date: December 21, 2018
Time: 10:00 a.m.
Approved February 15, 2019

Executive Committee Meeting Meeting Minutes

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair
Michele Burns, CareerSource Okaloosa Walton
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer
Bev Sandlin, Northwest Florida State College President’s Appointee

Committee Members Absent:

Louis Svehla, Walton County Commissioner’s Appointee, Secretary
Don Edwards, Private Sector (Trustmark Bank), Vice-Chair

Coalition Members Present:

Renea Black, Executive Director
Jennifer Daigneau, Executive Assistant
Deanna Hernandez, Executive Assistant (Temp/Trainee)

Public Present:

No Public Present

Quorum:

Quorum confirmed 10:00 a.m.

I. Call to order – Beth Brant, Chair

Beth Brant, Chair called the meeting to order at 10:02 a.m.

II. Approval of Consent Agenda*

- a) Beth requested a motion to approve the consent agenda as presented.
- b) Beth requested a motion to approve the Board meeting minutes from November 9, 2018.

MOTION/RESULT:	APPROVE BOARD MEETING MINUTES-November 9, 2018. (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	MICHELE BURNS



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III. Treasurer’s Report– Robin Donlon, Treasurer

- a) Beth advised the Committee that the Portal is still not fully functioning. Renea noted that the provider attendance for VPK and SR are reconciled to attendance submitted manually but are not reconciled to EFS Mod. She further noted that there is approximately \$144k in overpayments to SR and VPK providers through November 2018. Robin noted SR and VPK thresholds cannot be accurately calculated at this time, but estimates indicate that thresholds are on track. Local match deficits were discussed. Robin asked if other members are checking with the local banks for bank Grants available to ELC. February 1st, BBVA Grants will be open. Robin will be working with Renea to contact city municipalities for funding. Renea advised that we have a new Community Resource Development Manager starting January 7, 2019. She will research and write for additional grants. Bev mentioned there are grants that are not being applied for due to people not knowing about them and therefore they are not being used. Further discussion on potential match development followed.

MOTION/RESULT:	APPROVE OCT. 2018 DRAFT FINANCIAL REPORT AS PRESENTED (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	BEV SANDLIN

IV. New Business-Renea Black, Executive Director

- a) Renea spoke about the updates to the SR plan which has many components and an extension has been granted until March 1, 2019. However, the update will be completed prior to that date.
- b) Renea noted the board packet contains the proposed Provider Survey and asked if anyone would like to make changes to let her know.
- c) Renea noted that the board packet contains the Client Survey and asked members to contact her if revisions are requested.
- d) Renea shared the 2018-9 Financial Management Systems Final Report and noted there are no findings or observations. She shared her appreciation of the key staff responsibilities for receiving such a great report.
- e) Provider Contract Eligibility Policy-No contract approval due to Class I violation (Part of the SR Plan Amendment) *
Renea presented the Provider Contract Eligibility Policy. She noted this policy is necessary to ensure we are contracting with providers who are meeting minimum requirements as a result of House Bill 1091. She further explained that it’s needed because now the Coalition is not required to contract with providers with certain DCF violations. Renea requested review and approval of the proposed policy.



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MOTION/RESULT: APPROVE PROVIDER CONTRACT ELIGIBILITY POLICY REPORT AS PRESENTED (UNANIMOUS)
MOVER: ROBIN DONLON
SECONDER: BEV SANDLIN

- f) December 31, 2018 as a Holiday. *
Renea requested approval of additional holiday on December 31, 2018. She explained that the Governor has approved the additional holiday for state employees.

MOTION/RESULT: APPROVE ADDING DECEMBER 31, 2018 AS HOLIDAY AS PRESENTED (UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: ROBIN DONLON

V. Public Comment

No public comment.

VI. Adjournment – Beth Brant, Chair

Beth adjourned the meeting at 10:32 a.m.

Respectfully Submitted,

Deanna Hernandez
Executive Assistant

**Vote is required*

MISSION STATEMENT

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