



**EXECUTIVE COMMITTEE
MEETING**

October 27, 2017
7:30 a.m.

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties (ELC) was held in the Poly, Inc. conference room at 102 Sunset Lane, Shalimar, FL.

Committee Members Present:

Don Edwards, Private Sector (Trustmark Bank)
Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)
Louis Svehla, Walton County Commissioner's Appointee – by phone
Bev Sandlin, Northwest Florida State College President's Appointee
Michele Burns, Executive Director; Workforce Development Board
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund) – by phone

Committee Members Absent:

Paul Sirmans, Private Sector

ELC Staff:

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

Call to Order

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

Consent Agenda

Motion made to approve the Agenda.

MOTION/RESULT:	AGENDA ADOPTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	MICHELE BURNS

Treasurer's Report

Financial Reports

- September 2017

Performance Funding Project (PFP) and other quality initiative expenses will increase as quality programs are implemented throughout the fiscal year.

We are currently enrolling and the waitlist just dropped below 100 within the past two days. Staff are beginning discussions on provider rate increases and will bring recommendations to the Board for approval. Beth shared that it has been awhile since the providers received a rate increase.

We currently have around 2,200 children enrolled in VPK; not much change is expected in this number.

Local match funding remains a struggle; however, staff are working on developing ideas for generating match funding. The City of DeFuniak Springs has just awarded us \$950 and we expect to hear from the City of Niceville in early 2018.

Louis Svehla added by phone, 7:57a.m.

Motion was made to approve the financials as presented.

MOTION/RESULT:	Approval of September 2017 Financial Statements (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

Agency Report

Surplus Property Disposal

Renea requested a motion to dispose of the surplus property as indicated on the Surplus Property Forms.

MOTION/RESULT:	APPROVE DISPOSSAL OF SURPLUS PROPERTY (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	LOUIS SVEHLA

Proposed Bylaws and School Readiness Policies

The Bylaws were changed by OEL to reflect the corrected statute. The School Readiness policies, Eligibility and Enrollment Policies and Procedures and Provider Payment Rates, were updated to meet the requests made by OEL.

Renea requested a motion to approve the Bylaws and School Readiness Policies as proposed.

MOTION/RESULT:	APPROVAL OF BYLAWS AND SCHOOL READINESS POLICIES AS PROPOSED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

Board Member Name Tags

The name tags should only reflect each board member’s name and the title of “Board Member” beneath their name. An email will be sent out to all board members to verify how they would like their name to appear.

Holiday Schedule

The staff will be given December 25 and December 26 off to celebrate the Christmas Holiday based on current agency policy.

Walton County Commissioner’s Board Reappointment

Walton County Commissioner has reappointed Louis Svehla as their representative.

As of October 31, 2017, Jeanne Martin has resigned from the board, this is due to her upcoming retirement. We will reach out to the Department of Children and Families Regional Administrator for a new appointment.

Updates

- BoardSource Conference
Beth and Renea recently attended The BoardSource Leadership Forum; specifically, to attend a track created especially for Board Chairs and Executive Directors to complete together. Renea and Beth discussed the strengths and weaknesses of the conference.
- Resource Van
The Resource Van buyer selection has been completed. Awaiting the buyer’s scheduled pick up for sale completion.

- United Way Update
Renea explained the new grant application, grant award, and grant reporting process for United Way Funding.

ELC-OW employees are at 100% participation with the United Way Campaign for this fiscal year.

Krizner Group

Committee members discussed the report provided by the Krizner Group following the investigation conducted regarding mail received on two separate occasions by the Executive Director. Members expressed the report reflected good management processes. Michele stated that she believes future correspondence of this nature will stop based on the investigation process and the recommendations.

Other Business

Institute for Senior Professionals (ISP)

ISP is a group of retired professionals who operate out of NWFSC and they donate their time, knowledge and expertise to local non-profits of their choice.

Louis has been contacted by an ISP member who expressed interest in providing support to the ELC. Renea and Louis will a ISP meeting to discuss a potential partnership.

Public Comment

None

Dismissal

The meeting adjourned at 8:55 a.m.

Respectfully submitted,

Jennifer Via
Executive Assistant/HR Manager