



COALITION BOARD MEETING

September 9, 2015

The Early Learning Coalition of Okaloosa and Walton Counties (Coalition) held their board meeting in Fort Walton Beach, Florida in the CareerSource Conference Room.

Coalition Members Present:

Beth Brant, Private Sector – Gubernatorial Appointee Chair (Polyengineering, Inc.)
Beverly Sandlin, Northwest Florida State College President’s Appointee
Caroline FitzGerald – Gubernatorial Appointee (Dr. Mauri Lunderman’s Office)
Debbie Haan, School District of Okaloosa County Superintendent’s Appointee
Dr. Julia McNabb, Rep. of Agency Serving Children with Disabilities (Horizons of Okaloosa Co.)
Lisa Drake, Private Provider (Kid’s Discovery)
Louis Svelha, Walton County Commissioner’s Appointee
Dr. Susan Van Buren, Private Sector (CHELCO)
Amanda Stevens (Okaloosa County Health Department)
Don Edwards, Private Sector (Trustmark Bank)
Alexis Walker, Private Sector (Jacobs Technologies, ASG Group)
Debbie Riley-Broadnax (Okaloosa County Head Start)
Evie Fox, Healthy Start Community Coalition

Members Absent:

Paul Sirmans, Private Sector (Emerald Coast Title Services)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland, and Gund)
Jeanne Martin, Department of Children and Families (Licensing Office)
Kathy Curry, Faith-Based Provider (Trinity United Methodist Preschool)
Linda Sumblin, Workforce Development Board’s Appointee
Phyllis Gonzalez, Department of Children and Families

Coalition Staff:

Gloria Mayo, Executive Director
Janna Carroll, Finance Director
Dr. Monique O’Brien, Program Services and Training Director
Shannon Brown, Compliance Director

Call to Order

Beth Brant called the meeting to order at 8:19 a.m. Introductions were made.

Agenda

Louis Svehla made a motion to approve the revised agenda, Caroline Fitzgerald seconded the motion and the motion carried.

Minutes

Bev Sandlin made a motion to approve the minutes. Louis Svehla seconded the motion. The motion carried.

Financials

Janna Carroll reviewed the June financials. We have converted from Financial Edge to Blackbaud. June showed \$42,400 overspent due to de-obligation of money to the State. A refund was received from BCBS in the amount of \$1,300. Janna indicated that admin was high in July for VPK, and that it will drop in August. The 2014-15 Admin cost was 4.8% for the School Readiness Program.

Upon receipt of the Notice of Awards for 2015-2016, the ELC is receiving approximately \$60,000 more in funding than the prior fiscal year, which will account for the de-obligation beyond 2014-2015 grant funds, with an additional \$20,000 more for 15-16.

Payroll timing was mentioned as one of the reasons it is hard to project the end of the year invoices. Louis mentioned going to once monthly payroll versus our present bi-weekly. Janna stated most non-profits pay semi-monthly. Due to low wages staff live paycheck to paycheck. Bev Sandlin suggested researching other ELC's for their processes.

Gloria clarified that the ELC did not overspend. Rather, OEL took \$100,000 instead of taking the original de-obligation amount of \$48,000 which Gloria had indicated to OEL in an earlier email. The result was that OEL took \$52,000 more than what the ELC planned. The money was used to cover deficits in ELCs which had large over-expenditures.

Bev Sandlin made a motion to accept the financials and Alexis Walker seconded the motion. The motion carried.

Gloria Mayo presented the Utilization report.

Janna Carroll and Gloria Mayo reviewed the draft budget. It was noted \$27,000 was not included in this draft. The Executive Committee will decide on staff needs. Julie McNabb made a motion to approve the draft budget. Caroline Fitzgerald seconded the motion. The motion carried.

Gloria discussed the property disposal list. Julie McNabb made a motion to accept the proposed property disposal list and Louis Svehla seconded the motion. The motion carried.

The Annual Calendar with meetings and events was presented by Gloria Mayo. November 4 was mentioned as a possible meeting date in November; in order to avoid meeting on Veteran's Day. A request was made to avoid November 18th. Susan Van Buren made a motion to accept the Annual Calendar. Lisa Drake seconded the motion. The motion carried.

Gloria Mayo discussed the roof work. Testing will be done to determine moisture levels. OEL granted the use of \$60,000 in money from OWCCS designated for child care programs be used by the ELC for the roof repair. Gloria thinks a replacement cost would be in excess of \$120,000. The cost to conduct the moisture testing is \$4,000.

Beth Brant discussed the All Employee Staff meeting held on August 28th and identified attendees from the Executive Committee.

Gloria Mayo gave personnel updates indicating Shannon Brown and Michele Hooper were involved in a car accident where they were hit from behind on their way to visit a provider. Both are doing better.

Gloria Mayo discussed the 5K event and dispersed informational flyers.

Gloria Mayo discussed staff travel. Six member of the quality team will be attending NAEYC in Orlando. Michael Yeager and Christina Allen will be attending AELC in September. OEL TA with Exec. Directors and the ELAC Meeting will be held next week and attended by Gloria Mayo.

Monique O'Brien discussed the United Way Day of Caring scheduled for Friday, September 11, 2015. Indoor and outdoor projects have been identified for completion.

Monique O'Brien mentioned the Fall Conference is scheduled for Saturday, September 19th at the Shalimar United Methodist Church. There are 175 registered to attend.

Gloria Mayo spoke of the StoryWalk Event at the Wee Care Park in DeFuniak. Gloria will briefly attend and travel to make a limited appearance at the Fall Conference. The feature of the StoryWalk Project is "A Home for Hopper", a book by a DeFuniak Springs author.

Susan Van Buren asked about the Cryptowall Virus. Gloria and Janna explained. Beth stated the importance of backing up our files. Louis warned against the "unsubscribed" option. It reconfirms the email address is real and then the email is sold and more viruses can come through.

Beth Brant talked about Impact 100 Grant interview visit. The potential award would be \$107,000 grant, used for cash match. The full amount would be spread over three fiscal years, if earned.

Susan Van Buren asked if we had ever applied for money from the Bill & Melinda Gates Foundation. Gloria Mayo mentioned that many grants/foundations have certain criteria that agencies must meet in order to successfully apply, but that we would look into it.

Bev Sandlin mentioned the NWFSC Honors Reception on November 8 at 2 p.m. The reception will be located in SSC 302 and the ELC will provide Director Credential, CDA, and FCCPC lapel pins for the honorees for the occasion.

Other

With no other business, the meeting was adjourned at 9:29 a.m.

Respectfully submitted,

Monique O'Brien
Director, Program Services and Training

Shannon Brown
Director, Compliance and Monitoring