



COALITION BOARD MEETING

November 4, 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
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
Amanda Stevens (Okaloosa County Health Department)
Don Edwards, Private Sector (Trustmark Bank)
Debbie Riley-Broadnax (Okaloosa County Head Start)
Jeanne Martin, Department of Children and Families (Licensing Office)
Kathy Curry, Faith-Based Provider (Trinity United Methodist Preschool)
Phyllis Gonzalez, Department of Children and Families

Members Absent:

Alexis Walker, Private Sector (Jacobs Technologies, ASG Group)
Caroline FitzGerald – Gubernatorial Appointee (Dr. Mauri Lunderman's Office)
Paul Sirmans, Private Sector (Emerald Coast Title Services)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland, and Gund)
Linda Sumblin, Workforce Development Board's Appointee
Debbie Haan, School District of Okaloosa County Superintendent's Appointee
Dr. Susan Van Buren, Private Sector (CHELCO)
Evie Fox, Healthy Start Community Coalition

Coalition Staff:

Gloria Mayo, Executive Director
Janna Carroll, Finance Director
Michael Yeager, Client Services Director
Connie Watson, Executive Secretary

Other:

Bill Robinson, Okaloosa Walton Child Care Services
Lynn Stephens, Okaloosa Walton Child Care Services

Call to Order

Beth Brant called the meeting to order at 8:16 a.m. Introductions followed.

Agenda

Louis Svelha made a motion to approve the agenda as amended, Julia McNabb seconded the motion and the motion carried.

Presentation

Lynn Stephens reported Okaloosa Walton Child Care Services (OWCCS) Board voted on October 13th to present the remaining funds to the Early Learning Coalition of Okaloosa and Walton Counties. They presented a check for unrestricted revenue in the amount of \$35,500 to Beth Brant, Chair. Bill Robinson stated this presentation is with a caveat that should a bill be received by OWCCS, the Coalition would need to pay it from these funds, as OWCCS is completing dissolution of operations.

Minutes

Phyllis Gonzalez made a motion to approve the minutes of the September 9, 2015 meeting as amended. Louis Svehla seconded the motion. The motion carried.

Financials

Janna Carroll reported on the Balance Sheet and Income Statement as of July 2015. The Balance Sheet reflects \$1,274,689.48 in the Operating Account. Over-spending, due to prepayment of the conference speaker fee in the amount of \$2,500, will be corrected when posted to the current fiscal year. Quality materials reflects \$10,697.40 which carried over from June due to the de-obligation by OEL of \$100,000. The Spending Plans from September 2015 reflects VPK admin at 3.61% (under the 4% cap), and SR admin at 2.85% (under the 5% cap). Bev Sandlin made a motion to accept the financials and spending plans, Kathy Curry seconded the motion and the motion carried.

Tupelo Roof

Gloria shared the report from Tremco with results of the nuclear moisture scan. The scan shows 12% of the substrate on the roof is wet. Gloria is working with OEL and Patrick Williamson to determine if the Coalition can get assistance from the State and the Feds to replace the roof. Gloria has requested an emergency waiver for roof replacement and should hear by Friday if OEL will pursue the waiver request with the Feds. The Coalition has limited funds available to repair or replace the roof (approximately \$60,000). Bev made a motion to give Gloria authority to proceed with repairs and if we receive approval from OEL on the waiver, she will contact the Executive Committee to obtain approval for replacement. Kathy Curry seconded the motion and the motion carried.

Utilization

Gloria shared the Utilization Report. The Coalition is currently live placing and the wait list has been cleared. Michael reported we have 1,678 children in care (this includes at-risk children). Gloria stated we are under-utilized and the report shows \$5,098,000 SR SLOTS for children, not including monies from OWCCS which OEL designated as SLOTS for children.

Fiscal Year Single Audit

The auditors for Okaloosa Walton Child Care Services were on-site in October. Once that audit field work was complete, the audit for the Coalition can begin. Gloria anticipates the auditors will want to meet with the Executive Committee in January or February to provide the results of the Coalition's audit.

Fall Early Childhood Conference

Gloria reported the Fall Early Childhood Conference was held at Shalimar United Methodist Church in the Family Life Center on September 19, 2015. The conference featured key-note speaker, Jeff Johnson. There were 192 attendees from 4 counties with 35 participants purchasing CEU's at the event.

StoryWalk Project at Wee Care Park (September 19, 2015)

Michael Yeager reported the Coalition had a booth at the StoryWalk in Wee Care Park, DeFuniak Springs. The Coalition handed out brochures and books to families. The walk featured Rosemary Pendery's book "A Home for Hopper." Louis Svehla added comments on Walton County's role in supporting the event and noted that Ms. Pendery is a local author.

5K and Children's Ride-on Toy Parade (October 17, 2015)

Connie Watson reported the inaugural 5K R.E.E.L. Fun Run and Children's Ride-on Toy Parade were successful. Volunteers from the Fire Academy and other entities along with Coalition Staff turned out to work at the event. The Coalition received \$6,850 in sponsorships and \$9,437.75 through in-kind contributions.

Staff Travel

Gloria reported four members of the quality team will be attending the NAEYC National Conference in Orlando.

Belk Charity Sale (November 7, 2015)

Gloria has tickets (\$5) to the Belk Charity Sale (11-7-2015) if Board Members would like to purchase them. All proceeds go directly to cash match for Coalition funded children.

Early Childhood Professional Honors Reception (11-8-2015 @ 2:00 PM)

Bev reported the Early Childhood Professional Honors Reception will be Sunday at 2:00 p.m. at Northwest Florida State College. The reception will honor students who have achieved their FCCPC or Director's Credential. The Coalition provides lapel pins to these students. Gloria is planning to attend the reception and congratulate the honorees on behalf of the Coalition.

Executive Director Search

Beth shared the timeline provided by Linda Sumblin at CareerSource, which listed the processes in the search for an Executive Director. CareerSource has received 21 applications to date. The last date to accept applications is November 13, 2015. The Executive Committee will be meeting November 20th, December 2nd and December 11th to review applications and interview candidates.

Personnel Updates

Gloria reported Sherry Hollingsworth, Program Assessor, resigned her position to accept a position as director of a new childcare facility in Crestview. Christina Allen tendered her resignation effective December 31, 2015 as her family is relocating to Germany. Gloria reminded the group her last day of employment as Executive Director will be December 31, 2015.

Other

Debi Riley-Broadnax shared Head Start will be hosting a garage sale on November 14th from 7 a.m. to Noon. The cost for a booth is \$20 outside and \$30 inside of the building at McGriff. Agencies keep all the proceeds from their sales. She also stated Head Start has openings for enrollment at McGriff in Fort Walton and Niceville.

Gloria reported the Coalition looked at some potential office space in Crestview, but after speaking with Janna, there are concerns as to whether the budget will support the cost. Jeanne Martin stated Crestview has grown and an office in Crestview is needed to serve those families.

With no other business, the meeting was adjourned at 9:22 a.m.

Respectfully submitted,

Connie Watson
Executive Secretary