



COALITION BOARD MEETING

January 25, 2017

8:15 a.m.

The meeting of the Board of Directors of the Early Learning Coalition of Okaloosa and Walton Counties (ELC-OW) was held in Room 415 at 409 NE Racetrack Road, Fort Walton Beach, Florida 32547

Coalition Members Present:

Beth Brant, Private Sector – Gubernatorial Appointee Chair (Polyengineering, Inc.)
Susan Van Buren, Private Sector (CHELCO)-via phone
Kathy Curry, Faith-Based Provider (Trinity United Methodist Preschool)
Lisa Drake, Private Provider (Kid's Discovery)
Don Edwards, Private Sector (Trustmark Bank)
Jeanne Martin, Department of Children and Families (Licensing Office)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)
Debbie Riley-Broadnax (Okaloosa County Head Start)
John Roper-Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast)
Beverly Sandlin, Northwest Florida State College President's Appointee
Paul Sirmans, Esq., Private Sector -via phone
Louis Svehla, Walton County Commissioner's Appointee

Members Absent:

Ardell Bush – (Healthy Start Coalition)
Amanda Colwell (Okaloosa County Health Department)
Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman's Office)
Debbie Haan, School District of Okaloosa County Superintendent's Appointee
Linda Sumblin, Workforce Development Board
Alexis Walker, Private Sector (Jacobs Technologies, ASG Group)

ELC-OW Staff:

Renea Black, Executive Director
Shannon Brown, HR Director
Janna Carroll, Finance Director

Call to Order

Beth Brant called the meeting to order at 8:24 a.m.
Quorum established at 8:24 a.m.

Motion to approve Board members, Allyson Oury and Susan Van Buren to new terms, and John Roper, of the Arc of the Emerald Coast, to an initial term. (See January 25, 2017 Membership Voting document attached).

MOTION/RESULT: APPROVAL OF BOARD MEMBER TERMS (UNANIMOUS)	
MOVER:	JEANNE MARTIN
SECONDER:	LISA DRAKE

Paul Sirmans left meeting 8:26 a.m. Quorum maintained.

Agenda – Motion made to approve the draft agenda.

MOTION/RESULT: APPROVAL OF DRAFT AGENDA (UNANIMOUS)
MOVER: LOUIS SVEHLA
SECONDER: BEV SANDLIN

Minutes - Motion to approve the December 16, 2016, Executive Committee meeting minutes.

MOTION/RESULT: APPROVAL OF MINUTES W/ CORRECTIONS (UNANIMOUS)
MOVER: JEANNE MARTIN
SECONDER: LOUIS SVEHLA

Corrections to minutes included correction of spelling errors for board member’s name (Louis Svehla) and board member (Allyson Oury’s) business affiliation (Saltmarsh, Cleaveland & Gund).

Jeanne Martin asked for clarification on the Resource Center closure noted in the December 16, 2017 meeting minutes. Discussion held on how to proceed with the closure, including allowing current members to purchase items first, then continue with allowing contracted Family Child Care Homes, then contracted Centers, etc.

Treasurer’s Report

Chad Hamilton, CPA, with Warren Averett, reviewed the FYE 2016 Audit. He noted there were no deficiencies or instances of non-compliance. He noted that based on previous year’s findings, the ELC-OW cannot be qualified as a low-risk auditee, however next year the ELC-OW should qualify for this designation pending no findings from that audit.

Allyson Oury questioned the threshold amount for the audit (see page 19 of the Audit). Allyson commented this would not change the outcome of the audit. Chad Hamilton said he would check on the threshold and have the document revised before it was sent to the State.

A motion was made to accept the FYE 2016 Audit with the correction noted by Allyson Oury on page 19.

MOTION/RESULT: ADOPTION OF FYE 2016 AUDIT WITH CORRECTION
MOVER: KATHY CURRY
SECONDER: ALLYSON OURY

Financials* - Janna Carroll presented the November and December 2016 Financial Statements. Motion made to approve the financials as presented.

MOTION/RESULT: NOVEMBER/DECEMBER FINANCIAL STATEMENTS APPROVAL
MOVER: BEV SANDLIN
SECONDER: LISA DRAKE

Janna reported the administrative cap on School Readiness (SR) is 5%. As of December, 2016, we were below at 4.13%. She reported the administrative cap on VPK is 4%. Currently we are above the 4% and staff are working on decreasing the percentage. Renea reported the VPMNI OCA (State’s Cost Coding) has not

been properly coded and revisions to coding for this OCA should result in a less than 4% administrative rate in VPK.

Janna reported we have received a match waiver for Walton County. However, the match for Okaloosa County is still outstanding. Janna also commented for program year 2015-2016 the entire State of Florida collected enough match to cover the ELC's deficit in match funding, but this may change in the future.

Local match on the ELC-OW's books as of November was \$5,540, as of December was \$6,336. We are still \$80,409 short. It was noted the Barnes and Noble Outreach event brought in \$906 toward match in December.

Renea reported that the City of DeFuniak Springs and the City of Niceville each pledged \$1,000 toward match. This is the same amount historically awarded.

Utilization: In December, the ELC-OW served 1,588 SR children. As of yesterday (January 24, 2016), 1692 children are enrolled in SR services. This number includes 24 children enrolled in Contracted Slot Funding.

In November and December providers were paid within three days of receiving money from the Office of Early Learning (OEL).

Lisa Drake raised the question of administration of the Florida Wages Program. Board members discussed and explained that we do not have a local taxing entity such as a Children's Services Council in either Okaloosa nor Walton Counties and do not qualify to administer that program as a result.

Other Items Requiring Vote

Organizational Chart - Motion made to adopt the Organizational Chart as presented removing the Program Service Assistant position.

MOTION/RESULT: ADOPT ORGANIZATIONAL CHART (UNANIMOUS) MOVER: LISA DRAKE SECONDER: JEANNE MARTIN

Pay Grade Scale - Motion made to approve the Pay Grade Scale as presented compensating for the increase in minimum wage.

MOTION/RESULT: APPROVE PAY GRADE SCALE (UNANIMOUS) MOVER: BEV SANDLIN SECONDER: LOUIS SVEHLA
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By-Laws - Motion made to adopt the revised By-Laws as presented.

MOTION/RESULT: ADOPT REVISED BY-LAWS (UNANIMOUS) MOVER: DON EDWARDS SECONDER: ALLYSON OURY
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Susan Van Buren left meeting 9:48 a.m.

Executive Director's Updates

- A. United Way Application - the application has been submitted. We have requested \$30,000 for SR and an additional \$28,000 for the proposed EHS-CCP grant. Last year we received \$28,000 from United Way.
- B. United Way 80's Gala -The United Way is hosting the Annual Gala with an 80's theme. Renea extended an invitation to all Board members to attend and/or sponsor the event.
- C. Celebrating Literacy Week - Board members were invited to schedule a time to read to children in our contracted SR and VPK child care centers and family child care homes.
- D. New School Readiness Health & Safety Checklist Update-
Jeanne Martin presented a draft Non-Licensed Provider Inspection Form for review. She stated DCF now has the responsibility to inspect all public, private, registered family care homes, and license-exempt child care facilities. DCF has 170 new cases to manage in this district. If DCF finds a non-compliance issue in a non-licensed facility, contracted with the ELC for SR, the ELC will be responsible for taking action regarding the SR contract. DCF will be responsible for re-inspection for any facility that receives a violation.
- E. Florida Sunshine Law Training - Mr. Hamby was unable to attend and the training will be rescheduled.

Upcoming Meeting Dates

Executive Committee Meeting: Thursday, February 16, 2017

Board of Directors Meeting: Wednesday, March 22, 2017

Bev Sandlin will invite students from NWFSC to attend the next Board meeting.

Renea Black noted that the Office of Early Learning (OEL) Program monitors will begin their onsite work on March 21, 2017 and plan to attend the March 22nd Board meeting.

Bev Sandlin gave an update on NWFSC students and Skills USA, and invited the Board to the Honors Reception honoring FCCPC and Director Credential recipients on Sunday, March 5, 2017.

Dismissal

This meeting adjourned at 10:09 a.m.

Respectfully submitted,

Shannon Brown
HR Director

Early Learning Coalition of Okaloosa & Walton Counties

Board of Directors Meeting
January 25, 2017
Membership Voting

Designation in F.S. 1002.83(3) and (4)	Voting	Gubernatorial Appointee	Name	Affiliation or Employment	County Representation	Term Start	Term End	Term
Private Sector	Yes	No	Allyson Oury	Saltmarsh, Cleaveland & Gund	Okaloosa	January 2017	December 2021	2nd
Private Sector	Yes	No	Susan Van Buren	CHELCO	Walton	January 2017	December 2021	2nd
Representative of program under Federal Individuals with Disabilities Education Act	Yes	No	John Roper	The Arc of the Emerald Coast	Okaloosa & Walton	January 2017	December 2021	1 st