



EXECUTIVE COMMITTEE MEETING

October 23, 2015

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties was held in the conference room at 102 Sunset Lane in Shalimar, Florida.

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)
Bev Sandlin, Northwest Florida State College President's Appointee
Louis Svehla, Walton County Commissioner's Appointee
Linda Sumblin, Private Sector (Workforce Development Board) – *via teleconference*

Committee Members Absent:

Paul Sirmans, Private Sector (Emerald Coast Title Services)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)

Coalition Staff:

Gloria Mayo, Executive Director
Janna Carroll, Finance Director
Connie Watson, Executive Assistant

Call to Order

Beth Brant called the meeting to order at 7:45 a.m.

Agenda – Bev Sandlin made a motion to approve the Agenda, Louis Svehla seconded the motion and the motion carried.

Minutes – Bev made a motion to approve the minutes from the September 25, 2015 meeting, Louis seconded the motion and the motion carried.

Financials – Janna Carroll reported the July 31, 2015 Balance Sheet shows the Operating Account at \$1,274,689.48, Accounts Receivable at \$821,330.42. The Income Statement reflects Total Revenues of \$767,408.47 and Total Expenses of \$769,950.11. Over-spending was due to the conference speaker fee of \$2500. The SR Spending Plan shows 1,746 children were served in August and 1,651 in September. Admin for VPK during the summer months is higher due to smaller number of children being served while VPK registrations and VPK provider certifications are occurring. Discussion on taking payroll in-house followed. Louis made a motion to approve financials, Bev seconded the motion and the motion carried.

Utilization – Gloria Mayo reported the Coalition is currently over-utilized for SLOTS but projects this will decrease before the end of the fiscal year.

Nuclear Moisture Scan – Gloria shared the results of the Nuclear Moisture Scan which was done by Tremco, Inc. on the Tupelo roof. The scan showed water damage to three areas of the building (approx. 12% of the roof). These sections could be repaired but that would not resolve all water issues.

Bid Request Proposal from Consultant for Tupelo Roof – Gloria reported the Coalition has \$56,000 in the budget to repair or replace the roof. Louis made a motion to move forward to obtain bids for the repair or replacement of the roof. Bev seconded the motion and the motion carried.

United Way Chili Competition – The Chili Competition which was scheduled for Saturday, October 31st has been re-scheduled for February 2016.

Search for Executive Director – Gloria handed out a new Executive Director job description. The deadline for applications is November 13th. Bev made a motion that the Executive Board serve as the selection committee for the new Executive Director. Louis seconded the motion and the motion carried.

The quorum ended at 8:37 a.m.

Meeting Dates – The ELC Board Meeting will be held November 4th. The Executive Committee will meet on November 20, December 2nd and December 11th for the Executive Director selection process.

5K Fun Run and Children's Parade – Connie Watson reported the 5K Fun Run was held on Saturday, October 17th. Proceeds from the 5K before expenses were \$7,915.00.

Facility Updates – The Tupelo Office was on lockdown due to a murder a couple blocks from the office. The DeFuniak Springs Office had a break-in and police have made an arrest in the case. The Tupelo Office has been in close contact with the police due to drug deals/drug drops in the vicinity of Coalition property. Gloria met with the City of Fort Walton Engineers about the flooding issue at the Tupelo site. She was advised the only recourse would be to dig out the two (2) retention ponds and remove the hedges to create a ditch on the side of the building.

Personnel Updates – Sherry Hollingsworth's last day will be October 30th. Tammy Theriault is on medical leave, and Christina Allen's last day will be December 31st.

Early Childhood Professional Honors – Reception is November 8th at 2 p.m. in the Student Services Center room 301. Gloria requested a representative from the Coalition speak on behalf of the Coalition.

Other Items and Public Comment – Belk Charity Sale is November 7th and Gloria has tickets for sale.

Announcements – Bev is going to request the Interim President of Northwest Florida State College to appoint a new representative to the ELC Board.

Dismissal

The meeting adjourned at 9:12 AM

Respectfully submitted,

Connie Watson
Executive Assistant