



Location: 102 Sunset Lane, Shalimar, FL 32579
Telephone Conference Line: 319-527-9176
Access Code: 717-974
Date: November 9, 2018
Time: 8:00 a.m.
Approved December 21, 2018

Board Meeting Minutes

Board Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)
Don Edwards, Private Sector (Trustmark Bank)
Louis Svehla, Walton County Commissioner's Appointee
Michele Burns, Workforce Development Board
Robin Donlon, BBVA Compass Bank, Private Sector
Scot B. Copeland, Private Sector – Emmanuel, Sheppard & Condon, P.A.
Kathryn Barley (Walton County Health Department) – by phone
Brittney Hay, Private Provider (First Steps Learning Academy) – by phone
Angie Strumeyer, Department of Children and Families (Licensing Office)
Kim Gillis, Walton County Head Start Director – by phone
Susan Blumenthal, Retired, Private Sector
Bev Sandlin, Northwest Florida State College President's Appointee

Board Members Absent:

John Roper, Representative of program under Federal individuals with Disabilities Education Act (Arc of the Emerald Coast)
Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman's Office)
Tracey Dickey, School District of Walton County Superintendent's Appointee
Christine Jackson, Faith Based Provider (New Harmony Baptist Church Preschool)

Coalition Members Present:

Renea Black, Executive Director
Jennifer Daigneau, Executive Assistant

Public Present:

Inger McGee
Lynn Stephens

Quorum:

Quorum confirmed 8:02 a.m.

I. Call to order – Beth Brant, Chair

Beth Brant, Chair called the meeting to order at 8:02 a.m.



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- a) Renea noted each Board packet will include the Board Calendar, Board Attendance Summary, Summary of Executed Contracts, Membership Form, and the Committees Membership list.

II. Consent Agenda – Beth Brant, Chair

- a) Approval of the minutes from September 28, 2018 and October 18, 2018. Beth requested a motion to approve the minutes as presented.

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| MOTION/RESULT: | APPROVE THE MINUTES AS PRESENTED (UNANIMOUS) |
| MOVER: | DON EDWARDS |
| SECONDER: | ROBIN DONLON |

- b) Beth requested a motion to approve the consent agenda as presented.

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| MOTION/RESULT: | APPROVE THE CONSENT AGENDA AS PRESENTED (UNANIMOUS) |
| MOVER: | DON EDWARDS |
| SECONDER: | BEV SANDLIN |

III. Treasurer’s Report – Robin Donlon, Treasurer

- a) Robin discussed the financial statements and thresholds reflected on the Dashboard. She further asked the members to note page 32, forecast for match resources. She referenced the awards of \$13,900 from Walton County Commission and \$16,300 from Gulf Power Foundation. The Coalition needs approximately \$161,000 to achieve forecasted match for the fiscal year. She advised everyone that the estimates on this page are conservative. Robin then asked the Board members to inquire at their bank about bank grants that can be applied for by the Coalition. Discussion continued about In-Kind donations of office and room rental space.

Louis arrived at 8:17 a.m. He commented that donations and giving are down because of relief efforts going to the October Hurricane victims in the panhandle.

Discussion of the financial statements continued. At this time Beth explained to the Board that the Portal is not working properly which means we do not have accurate direct service expense for June, July, and August. As a result, providers have not been paid correctly for these three months. Renea advised everyone that we have staffed our team with three clerical temps to reconcile the attendance for these three months and to calculate October and future months manually until the State’s online Portal is functioning.



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Robin continued and noted that the budget will be adjusted as additional funding has come from the Federal government to the State of Florida and to the Coalition.

Renea explained that the vote on the financials for August 2018 and September 2018 will be to vote as submitted, in draft, with the understanding they will be amended for future vote once final numbers are available.

Beth requested a motion to approve the financials as presented.

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| MOTION/RESULT: | APPROVE THE FINANCIALS AS PRESENTED (UNANIMOUS) |
| MOVER: | BEV SANDLIN |
| SECONDER: | ANGIE STRUMEYER |

IV. New Business – Renea Black, Executive Director

- a) Annual Report FY 2017-2018

Renea noted for the Board members that the first page is an At-A-Glance/snapshot of the Annual Report. Pages 52-57 are the actual report submitted to the OEL.

- b) Rural County Match Waiver Request for Walton County FY 2018-2019

Robin noted that the funding amount shown on the Match Waiver Request was backed out of the match forecast. Renea explained this letter will go to OEL requesting a waiver of match funds because Walton County is considered a rural county. This document will be signed by the Board Chair and submitted with the Board’s vote of approval.

Beth requested a motion for approval to submit the Match Waiver Request.

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| MOTION/RESULT: | APPROVE THE MATCH WAIVER REQUEST AS PRESENTED (UNANIMOUS) |
| MOVER: | LOUIS SVEHLA |
| SECONDER: | KATHERYN BARLEY |

- c) EFS Mod Update

- i) Waiver Request 2018-2019

Due to the portal problems and not having the correct attendance numbers Renea requested the Coalition request a waiver from certain monitoring activities. Renea noted that we need a vote to approve prior to submitting the request.



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Beth requested a motion for approval of the Request for Waiver of certain grant monitoring requirements.

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| MOTION/RESULT: | APPROVE THE WAIVER SUBMISSION AS PRESENTED (UNANIMOUS) |
| MOVER: | ROBIN DONLON |
| SECONDER: | MICHELE BURNS |

- ii) Reconciliation July through September 2018
Renea noted the provider payments will be reconciled once the attendance numbers are corrected for these three months.

V. Executive Director Report – Renea Black, Executive Director

- a) Evaluation of wage ranges for Coalition Education Specialist
Renea noted the new job description for the Early Education Specialist now includes specific certification requirements. Implementation of House Bill 1091 created the need for CLASS Observer Certifications of the education staff. Renea explained the job description minimum and preferred requirements have been updated as a result. Based on the new requirements the Coalition is proposing the re-classification of the job into a higher pay grade. Louis opened discussion regarding one employee’s current wage not being equal to her peers. Renea explained the difference is due to longevity of service. Proposed adjustments shown bring the employee to the entry level pay along with her peers. The Board agreed that longevity should be honored, and the pay adjusted accordingly. Discussion on the start date of new pay-grade was held and the Board agreed to begin in current pay period.

Beth requested a motion to approve the proposed pay-grade revisions and salary adjustments with revision for longevity.

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| MOTION/RESULT: | APPROVE THE PROPOSED PAY GRADE REVISION & SALARY ADJUSTMENTS EFFECTIVE IN THE CURRENT PAY PERIOD (UNANIMOUS) |
| MOVER: | LOUIS SVEHLA |
| SECONDER: | DON EDWARDS |



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- b) Personnel Update
 - i) Open positions
Renea noted that the Coalition has some open positions. The Community Resource Manager position has been difficult to fill. Louis opened discussion regarding the salary range and how the salary is posted with the job. The Board recommended adjusting the salary based on budget as needed to fill the position.
- c) 2019 Legislative Session
Renea opened discussion regarding the legislative session for 2019. Advising that we need to take our Coalitions Legislative Proprieties to our legislators. This needs to be a focus this year. Discussion continued with the members sharing connections to our legislators and who can arrange meetings.
- d) Upcoming Events
 - i) Cookies with Santa
The Coalition is having a free event for family engagement on Saturday, December 8th - Cookies and Cocoa with Santa. Open discussion among the members regarding potential individuals to read the Polar Express. Jennifer noted that staff has reached out to Sam's for the cookies and cocoa however, paper products are still needed. Bev noted that she has volunteers for the event.
 - ii) Toy Drive
Currently the Coalition is collecting toys benefitting children served by The Early Learning Coalition of Northwest Florida impacted by Hurricane Michael.
 - iii) Gulf Power Foundation Check
Renea noted that the Gulf Power Foundation check presentation is Wednesday, November 14, 2018 in Chipley at the Early Learning Coalition of Northwest Florida.

VI. Public Comment

Bev noted the upcoming graduating Early Childhood Education students.

VII. Adjournment – Beth Brant, Chair

Beth adjourned the meeting at 9:22 a.m.

Respectfully Submitted,

Jennifer Daigneau
Executive Assistant