



**EXECUTIVE COMMITTEE
MEETING**
April 20, 2017
7:30 a.m.

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties (ELC) was held in the Conference Room at 102 Sunset Lane, Shalimar, FL.

Committee Members Present:

Don Edwards, Private Sector (Trustmark Bank)
Beth Brant, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)
Bev Sandlin, Northwest Florida State College President's Appointee
Linda Sumblin, Private Sector (Workforce Development Board)

Committee Members Absent:

Paul Sirmans, Private Sector
Louis Svehla, Walton County Commissioner's Appointee

ELC Staff:

Renea Black, Executive Director
Jennifer Via, Executive Assistant / HR Manager

Call to Order

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

Agenda

A motion was made to approve the Agenda.

MOTION/RESULT:	AGENDA APPROVED (UNANIMOUS)
MOVER:	ALLYSON OURY
SECONDER:	BEV SANDLIN

Minutes

A motion was made to revise the April 2016 Board Meeting minutes to correct the language within the Personnel Section.

MOTION/RESULT:	MINUTES APPROVED WITH CHANGES (UNANIMOUS)
MOVER:	ALLYSON OURY
SECONDER:	BEV SANDLIN

Membership Update

This meeting will serve as Linda Sumblin's last meeting as she will be retiring. Her successor, Michelle Burns, will be appointed to the board for the next meeting. Linda suggested that Michelle might also be a great fit for the Executive Committee position that will be opening due to her retirement.

Treasurer's Report

As of March, we have served 1,767 children. Funds utilization report: all thresholds are within their specified limits, i.e. SR and VPK administration and quality. However, VPK slot utilization is lower than expected.

The waitlist is currently at 123. The Executive Committee agrees that we should not advertise openings to pack the wait list, but instead let families apply through the portal.

Walton County School District is struggling with VPK for the Summer Sessions.

There is a need for more SR and VPK providers.

Bev Sandlin mentioned that although underutilized, NWFSC can serve children of families not connected to the college. You do not have to be a student, faculty, or a staff member to utilize the child care facility on campus. Renea noted that she will make sure our CCR&R staff are aware of this.

MOTION/RESULT: ACCEPT FINANCIALS AS THEY ARE PRESENTED (UNANIMOUS)	
MOVER:	DON EDWARDS
SECONDER:	BEV SANDLIN

Agency Report

Renea presented the coalition’s organizational chart.

A motion was made to approve the organizational chart as presented.

MOTION/RESULT: APPROVAL OF ORGANIZATIONAL CHART AS PRESENTED (UNANIMOUS)	
MOVER:	BEV SANDLIN
SECONDER:	ALLYSON OURY

Renea showed the difference in the proposed staff performance award options, the exec. Committee agreed up to a 7% staff performance award was in the best interest of all involved.

A motion was made to approve staff performance award as presented.

MOTION/RESULT: APPROVAL OF STAFF PERFORMANCE AWARD AS PRESENTED (UNANIMOUS)	
MOVER:	BEV SANDLIN
SECONDER:	ALLYSON OURY

Renea presented proposed pay grade chart.

A motion was made to approve pay grade chart award as presented.

MOTION/RESULT: APPROVAL OF PAY GRADE CHART AS PRESENTED
(UNANIMOUS)
MOVER: ALLYSON OURY
SECONDER: LINDA SUMBLIN

Renea presented the Executive Committee with Shannon Brown's request for her additional paid time off (PTO) pay out request.

A motion was made to approve Shannon Brown's PTO pay out request as presented.

MOTION/RESULT: APPROVAL OF SHANNON BROWN'S PTO PAYOUT
REQUEST AS PRESENTED (UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: LINDA SUMBLIN

Renea presented two options for retaining legal needs of the ELC-OW. The contract with our current legal representation is up for renewal. At the recommendation of Renea the Executive Committee has declined renewal with The Krizner Group and will select to retain Odom & Barlow, P.A. as needed, paying an hourly rate rather than an annual retainer fee, plus expense.

A motion was made to no longer retain the Krizner Group and retain Odom & Barlow, P.A., on an as needed basis.

MOTION/RESULT: APPROVAL TO RETAIN ODOM & BARLOW, P.A. ON AN AS
NEEDED ONLY BASIS FOR ALL LEGAL REPRESENTATION NEEDS (UNANIMOUS)
MOVER: ALLYSON OURY
SECONDER: LINDA SUMBLIN

Renea presented a Coalition Plan revision which has been updated to remove the information regarding ELC-OW having a nurse on staff.

A motion was made to approve the Coalition Plan update as presented.

MOTION/RESULT: APPROVAL COALITION PLAN UPDATE AS PRESENTED
(UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: DON EDWARDS

Renea discuss current legislative matters, including the proviso language in legislation regarding a maximum of 25 Coalitions and a statewide QRIS system. Beth and Renea will be in Tallahassee next week to attend OEL and ELAC meetings on behalf of the ELC-OW and should learn more about where legislative language is at that time.

Renea reported we are expecting several proposals for our RFP Audit Request.

Linda Sumblin suggested that when Renea goes to the Walton County Commissioners that she and Michelle Burns appear together to show joint services support. This will reinforce that although we no longer have a permanent presence in Walton, we are still actively involved in supporting the community.

Oxana Solovieva, the ELC's real estate agent, discussed the options regarding 107 Tupelo Ave and new office space. She noted the we have seen several properties, including properties on Racetrack Blvd which offer good central access as well as public transportation availability.

Renea noted that we also have an option on the table to update the current building via the offer from Mr. Nathan Head. Beth and Renea will discuss this option with OEL while in Tallahassee.

Dismissal

The meeting adjourned at 9:08 a.m.

Respectfully submitted,

Jennifer Via
Executive Assistant / HR Manager