



EXECUTIVE COMMITTEE MEETING

August 26, 2016
(Tim 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)
Louis Svehla, Walton County Commissioner's Appointee
Linda Sumblin, Private Sector (Workforce Development Board)
Bev Sandlin, Northwest Florida State College President's Appointee
Paul Sirmans, Private Sector (Emerald Coast Title Services)

Committee Members Absent:

None

ELC Staff:

Renea Black, Executive Director
Janna Carroll, Finance Director
Carrie Brewer, Executive Assistant

Others Present

Cynthia Blackwell, BlackRain Partners
Carl Hunter, BlackRain Partners

Call to Order

Beth Brant called the meeting to order at 7:40 a.m.

Consent Agenda

Minutes - Motion made to approve the minutes from July 13, 2016 meeting.

MOTION/RESULT: CONSENT AGENDA ADOPTED (UNANIMOUS)
MOVER: LOUIS SVEHLA
SECONDER: BETH BRANT

Financial Statements

Financials - Janna Carroll presented the June 2016 and July 2016 financials. Motion made to approve the financials as presented.

RESULT: JUNE AND JULY FINANCIAL STATEMENTS ADOPTED
MOVER: PAUL SIRMANS
SECONDER: LUIS SVEHLA

Janna reported the Teen Age Parent Program (TAPP) with Okaloosa County School District revenue is less than anticipated because participation is down. Renea Black noted that she expects increased participation due to changes in the program design. Discussion on changes to the program followed.

Janna also reported that all ELC insurances renewed at same rate as the previous year.

Louis Svehla noted he would like to see staff development funds exhausted. Beth noted BlackRain Partners will be receiving some of the staff development funds. Renea shared plans for staff to attend workshops. Janna noted the budget includes funds for the Executive and Finance Directors to attend OEL meetings/workshops.

Slot Utilization – In June 2016, the ELC served 1,662 children in School Readiness (SR) with an administrative rate of 3.91%. In July 2016, the ELC served 1,493 children in SR with the administrative rate of 4.82%. Janna noted that cost per child rates typically go down in August and September which will decrease the administrative percentage rate. The ELC is not placing from the SR Waitlist at this time, except as required for At-Risk referrals due to the change in eligibility requirements beginning July 1, 2016.

VPK-Janna reported 1,402 children were enrolled in June 2016 and only were 72 enrolled in July 2016.

Match – Janna reported cash match and In-kind totaled \$155,678.00 at the end of the fiscal year and noted the ELC has a waiver for Walton County.

BlackRain Partners

Renea introduced Cynthia Blackwell and Carl Hunter of BlackRain Partners. Cynthia shared information about BlackRain's background and its primary focus with the ELC. Cynthia reported BlackRain is focusing on gathering data and analyzing it to understand the ELC's challenges from every angle. Cynthia shared BlackRain has been conducting interviews and holding roundtable discussions with ELC staff and leadership in order to gather the needed data.

Renea shared the Board Committee structure recommended by BlackRain Partners, including the board members for each committee and the proposed number of staff for each committee. Renea discussed how the committees were developed and their purpose.

Bev Sandlin noted that the ELC's Service Delivery Committee should be included in the committee structure.

Carl Hunter noted the ELC's success is BlackRain Partners' highest priority. Carl also noted there will be a Strategic Planning session with the entire ELC team immediately following September's Coalition board meeting.

Chair's Report

- A. Renea reported the ELC was leasing an office space in Crestview for the assigned Family Service Specialist. Renea reported the lease for the Defuniak Springs location is expired and it is renewing on a month to month basis until a new lease can be procured.
- B. Renea shared the Audit Engagement Letter with the board.
- C. Anti-Fraud Plan* – Motion made for approval of the Anti-Fraud Plan

RESULT:	MOTION TO APPROVE ANTI-FRAUD PLAN (UNANIMOUS)
MOVER:	PAUL SIRMANS
SECONDER:	ALLYSON OURY

Executive Director's Report:

- Records, Retention, Policy and Procedures- Renea noted her concerns with the process of background screenings going through the DCF Clearinghouse. There is still confusion about Level II Screenings and the connection to the Clearinghouse. Renea also noted Shannon Brown, the Human Resource Director is now completing E-Verify on all new hires.

- Organizational chart- A copy of the ELC Organizational Chart was shared with the board. Renea reported the ELC is interviewing for a vacant Family Service Specialist position. Discussion concerning location of the Program Service Team and position transitions followed.
- Sale of Tupelo building- Renea shared her conversation with Rodney Mackinnon regarding sale of the building and a copy of an email from Rodney was shared with the committee members. Renea noted she will be reaching out to commercial realtors and searching for a new location.
- Renea reported the Provider Portal opened on July 1, 2016, and next year Providers will be required to use it for contracting with the ELC to provide SR and VPK services.
- Family Service staff are being cross-trained on eligibility and enrollment for SR and VPK clients, and Child Care Resource and Referral (CCR&R) services;
- Renea reported the Impact 100 Grant was rewritten to request funds to purchase computers and scanners for providers so they will be compliant and able to utilize the Provider Portal. Renea invited the Board members to join the ELC's Senior Management Team in welcoming the Impact 100 Review Committee to the ELC for a tour and presentation on September 7, 2016.
- Resource Development- The ELC will be wrapping gifts for donations and hosting a Book Fair at Barnes and Nobles in Destin on Black Friday and the following weekend. See schedule below. Bev Sandlin noted the NWFSC Early Childhood Student Association would like to volunteer for the event. Renea asked Bev to contact Jennifer Langston to make those arrangements.

Barnes & Noble Event Schedule		
Date	Time	Activity
November 25, 2016	9:00 a.m – 3:00 p.m.	Gift wrapping
November 26, 2016	11:00 a.m. – 4:00 p.m.	Book Fair
	11:00 a.m. – 6:00 p.m.	Gift wrapping
November 27, 2016	1:00 p.m. – 4:00 p.m.	Book Fair & Gift wrapping

- Classroom Assessment Scoring System (CLASS)-Renea reported the ELC is collaborating with Bay County Head Start, Manatee County ELC, and Santa Rosa County Elector CLASS Observation training (Toddler & PreK). Renea noted that CLASS Observation – Infant is being offered by OEL in October. The Program Service Director is working with OEL on registration for at least one ELC-OW staff member.

Public Comment

Allyson Oury suggests we should seek in-kind from Warren Averette related to the Annual Audit.

Louis suggested the ELC seek guidance from OEL on hiring a dedicated person for fundraising and marketing. Renea explained that the cost is allowable, however it does require use of the limited SR Administrative funds.

Dismissal

The meeting adjourned at 9:32 a.m.

Respectfully submitted,

Carrie Brewer
Executive Assistant