



## COALITION BOARD MEETING

July 26, 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 (Poly, Inc.)  
Don Edwards, Private Sector (Trustmark Bank)  
Jeanne Martin, Department of Children and Families (Licensing Office)  
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund) – by phone  
Beverly Sandlin, Northwest Florida State College President’s Appointee  
Tracey Dickey, School District of Walton County Superintendent’s Appointee  
John Roper-Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast)  
Christine Jackson, Faith Based Provider (New Harmony Baptist Church Preschool) – by phone  
Michele Burns, Workforce Development Board  
Justin Tate, Private Sector (BBVA Compass)

### **Members Absent:**

Paul Sirmans, Esq., Private Sector  
Kim Gillis, Walton County Head Start Director  
Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman’s Office)  
Kathryn Barley (Walton County Health Department)  
Brittney Hay, Private Provider (First Steps Learning Academy)  
Louis Svehla, Walton County Commissioner’s Appointee

### **ELC-OW Staff:**

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

### **Presentations**

Camel, Bikers Against Child Abuse  
Penny Behling, Dynamic Dragon Boat Racing

### **Call to Order**

Beth Brant called the meeting to order at 8:16 a.m.  
Quorum established at 8:16 a.m.

### **Approval of Agenda**

Renea Black asked for an amendment to the agenda to include voting Michele Burns onto the Executive Committee to replace the previous member, Linda Sumblin (retired Career Source).

Agenda – Motion made to approve the draft agenda as amended.

MOTION/RESULT:	APPROVAL OF DRAFT AGENDA AS AMENDED(UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	JEANNE MARTIN

Approval of Minutes

Minutes - Motion to approve the March 22, 2017 Coalition Board Meeting and the April 20, 2017 and June 9, 2017, Executive Committee meeting minutes.

MOTION/RESULT: APPROVAL OF ALL MINUTES (UNANIMOUS)  
MOVER: BEV SANDLIN  
SECONDER: DON EDWARDS

Renea requested a motion be made to add Michele Burns to the Executive Committee in place of her predecessor, Linda Sumblin as our Executive Committee.

MOTION/RESULT: ELECT MICHELE BURNS TO EXEC. COMM. (UNANIMOUS)  
MOVER: BEV SANDLIN  
SECONDER: DON EDWARDS

**Treasurer's Report**

Financial Reports

Renea presented the May and June 2017 financial statements and the corresponding Financial Dashboard reports. Review of the Dashboard indicates that through June preliminary closing (prior to 13<sup>th</sup> invoice) we have surplus funds. However, the State has granted permission to use fund balances as of June 30, 2017, for July 2017 expense. Also, noted is that all thresholds, excluding match have been met or exceeded. Generating matching funds has been a challenge, but efforts by staff and the board are being developed to obtain additional match for the 2017-18 fiscal year.

Renea explained that we are currently experiencing a decline in contracted SR providers. At June 30, 2017 we had 113 contracts, on July 1<sup>st</sup> we had 82 contracted SR providers. Children on our waitlists who are also on childcare centers waitlists. Enrollments continue to the extent placement is available within our contracted programs.

Jeannie Martin explained the new DCF regulations are really impacting contracted childcare centers and supporting the decline in contracted providers, she anticipates we will continue to see decline.

Financials - Renea requested a motion to approve the May and June 2017 (preliminary prior to 13<sup>th</sup> invoice) Financial Statements. Motion made to approve the financials as presented.

MOTION/RESULT: APPROVAL OF MAY AND JUNE 2017 FINANCIAL STATEMENTS AS REQUESTED (UNANIMOUS)  
MOVER: DON EDWARDS  
SECONDER: JOHN ROPER

Proposed 2017-18 Budget

Renea requested a motion to approve the proposed 2017-18 Budget as presented.

MOTION/RESULT: APPROVAL OF PROPOSED 2017-18 FISCAL BUDGET (UNANIMOUS)  
MOVER: JEANNE MARTINE  
SECONDER: JUSTIN TATE

Surplus Property Disposal

Renea requested a motion to dispose of the surplus property as indicated on the Surplus Property Form.

MOTION/RESULT:	APPROVAL DISPOSE OF SURPLUS PROPERTY AS MENTIONED ON LIST (UNANIMOUS)
MOVER:	ALLYSON OURY
SECONDER:	JOHN ROPER

### **Executive Director's Report**

#### Monitoring Policy and Plan 2017-18

#### School Readiness Application and Waitlist Policy and Procedure

#### Background Check and Records Retention Policy

Renea explained that the coalition's recent monitoring results and corrective action plan required us to revise the policies/procedures for:

- Monitoring Policy and Plan 2017-2018;
- School Readiness Application and Waitlist Policy and Procedure; and
- Background Check and Records Retention Policy.

Motion made to adopt all policies as presented as presented.

MOTION/RESULT:	ADOPT ALL POLICIES AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

#### OEL Financial Management Assurance Section Monitoring (FMSAS)

Renea shared that OEL will alternate monitoring FMSAS and Accountability monitoring visits annually. We have been notified by OEL that following evaluation of our most recent FMSAS monitoring, OEL will not conduct a FMSAS monitoring in the upcoming fiscal year.

#### OEL Accountability Review update

We recently received our courtesy report and responded to the report timely. The response resulted in two of the 21 findings being removed from the report. All remaining Findings have been addressed and OEL has accepted our Corrective Action, although the findings will remain in the report.

#### Annual Board Meeting & Strategic Planning

Renea shared that our upcoming September Board meeting is also our Annual Coalition Board meeting. She explained that we also need to conduct a Strategic Planning Workshop. Members were asked to consider conducting both on the same date or to establish another date for Strategic Planning. Members determined the events should be on different dates. A Doodle Poll will be set to Board members, management staff, and the Consultant to establish the Strategic Planning date. A location will be secured and the invitation will be sent to all Board Members.

*Michele Burns left meeting 9:00 a.m. Quorum maintained.*

Other information:

We successfully submitted our grant to IMPACT 100 of NW Florida. The idea we presented for our grant proposal is a Mobile STEAM Lab. We piloted our STEAM Lab at a contracted childcare program which was a great success. A photo from this event can be seen in our article in the NWF Daily News published on July 23, 2017.

### **Presentations**

#### Bikers Against Child Abuse

Camel, a member of Bikers Against Child Abuse on behalf of Bikers Against Child Abuse, Northwest Florida Chapter, Hurricane Alley. Members were provided a brochure

Presentation: Penny Behling, President of Dynamic Dragon Boat Racing, LLC. Discussion on bringing this event to the Okaloosa/Walton area was held. Renea noted that we would need a Title Sponsor to cover the initial expense of the contract with Dynamic Dragon Board Racing, LLC. Penny answered various questions and the members requested more information on location and dates we obtained and brought to the next Executive Committee meeting.

Renea noted there is still one gubernatorial appointee position available on our Board.

**Public Comment**

Bev Sandlin shared that the new professor Early Childhood Education at NWFSC will start August 6, 2017. She also announced the Early Childhood Bachelors Program is also going fully online. She noted that even prior to the launch of the online program, enrollment in this bachelor's program has increased.

**Adjournment**

This meeting adjourned at 10:12 a.m.

Respectfully submitted,

Jennifer Via  
Executive Assistant / HR Manager