



COALITION BOARD MEETING

January 13, 2016

The Early Learning Coalition of Okaloosa and Walton Counties (Coalition) held their board meeting in Fort Walton Beach, Florida in the CareerSource Conference Room.

Coalition Members Present:

Allyson Oury, Private Sector (Saltmarsh, Cleaveland, and Gund)
Amanda Stevens (Okaloosa County Health Department)
Beth Brant, Private Sector – Gubernatorial Appointee Chair (Polyengineering, Inc.)
Beverly Sandlin, Northwest Florida State College President's Appointee
Caroline FitzGerald – Gubernatorial Appointee (Dr. Mauri Lunderman's Office)
Debbie Riley-Broadnax (Okaloosa County Head Start)
Debbie Haan, School District of Okaloosa County Superintendent's Appointee
Don Edwards, Private Sector (Trustmark Bank)
Dr. Julia McNabb, Rep. of Agency Serving Children with Disabilities (Horizons of Okaloosa Co.)
Dr. Susan Van Buren, Private Sector (CHELCO)
Evie Fox, Healthy Start Community Coalition
Jeanne Martin, Department of Children and Families (Licensing Office)
Kathy Curry, Faith-Based Provider (Trinity United Methodist Preschool)
Linda Sumblin, Workforce Development Board's Appointee
Lisa Drake, Private Provider (Kid's Discovery)

Members Absent:

Alexis Walker, Private Sector (Jacobs Technologies, ASG Group)
Louis Svelha, Walton County Commissioner's Appointee
Paul Sirmans, Private Sector (Emerald Coast Title Services)
Phyllis Gonzalez, Department of Children and Families

Coalition Staff:

Renea Black, Executive Director
Gloria Mayo, Past Executive Director
Janna Carroll, Finance Director
Dr. Monique O'Brien, Program Services and Training Director
Shannon Brown, Compliance Director
Connie Watson, Executive Assistant

Call to Order

Beth Brant called the meeting to order at 8:20 a.m. Introductions were made.

Agenda

Bev Sandlin made a motion to approve the agenda, Susan Van Buren seconded the motion and the motion carried.

Presentation

Janet Greeno presented the Early Learning Coalition with a check, on behalf of the St. Joe Community Foundation, for \$7,000 to provide subsidized childcare for children and families in Walton County.

Minutes

Bev Sandlin made a motion to approve the minutes of the November 4, 2015 meeting. Kathy Curry seconded the motion. The motion carried.

Financials

Janna Carroll shared October 2015 Regions Operating Account balance was \$1,331,044.36, Accounts Receivable was \$1,089,860.57, Accounts Payable reflects \$1,062,754.87. Deferred revenue is due to restricted funds from OWCCS and advance payment from the State. Fixed assets are the assets held by the ELC prior to taking services in-house. Total Liabilities and Fund Balance is \$2,553,735.37. As of November, the ELC was over-utilized by \$55,000 (due to expending 79% on SR Child Care Slots). This number will need to be monitored closely as higher usage occurs in the final three (3) months of the fiscal year. October 2015 Income Statement shows \$500,815.18 in SR Child Care Slots with YTD \$2,099,614.63. The ELC received \$11,000 in donations in October. Expenses for salaries were \$80,705.42, the ELC payroll is biweekly and two months each year have three payrolls which causes a negative cash flow balance. The ELC needs \$240,000 - \$250,000 in cash match. The November 2015 ending cash match was \$34,229.34. The ELC received \$36,000 in cash donations and expended \$2,000 in expenses for the 5K.

School Readiness (SR) spending plan reflects administrative costs of 3.18% (under the 4% cap). Voluntary Pre-kindergarten (VPK) spending plan reflects 3.06% in administrative costs (under the 5% cap). Janna explained the cost of the audit is split between VPK and SR and will increase the administrative expense when final payment is made.

Linda Sumblin made a motion to accept the financials and Susan Van Buren seconded the motion. The motion carried.

Utilization

Gloria Mayo presented the Utilization report. The ELC was serving 1,671 SR children as of November 2015. Remaining funds for SR slots were \$3,300,889.48. The ELC is currently placing children. There is \$2,998,663.68 remaining in the VPK budget. Susan requested a breakdown of children being served by county on future reports.

Status of Match Procurement

Gloria reported the ELC has received \$60,375 in cash match donations (including the \$7,000 check received today). The ELC continues to write grant applications and appreciates Board support and buy-in by the Board of Directors.

Status of Fiscal Year Single Audit

The ELC is awaiting a draft report of the audit from Warren Averett. Gloria anticipates the report will be available by the Executive Committee meeting on January 22nd.

Tupelo Roof Status

Gloria reported repairs on the roof of the Tupelo building are currently underway. Tremco estimated it would take eight (8) days to complete the repairs. Patrick of Tremco recommended the ELC enter into a maintenance agreement wherein they would inspect the roof monthly. Gloria reported the cost for this agreement is huge and the ELC should consider having the roof inspected on a quarterly basis.

Personnel Updates

Gloria reported Christina Allen, IT Coordinator resigned her position and Christopher Schwartz was hired to fill this slot. The ELC was attacked by the CryptoWall virus his first week here, but the virus was quickly isolated and eliminated. Files were restored and the ELC only lost some staff time. The ELC is on schedule to have data stored in Tallahassee. Susan recommended the ELC conduct a "Security Audit". She could provide contact information for this audit.

The ELC has an Accounting Assistant position posted which closes on January 14th. Resumes are currently being received for this slot.

Monique O'Brien requested the ELC re-visit the Community Health Nurse position. Gloria reported the Board has eliminated that position.

Status of Website Redesign

Gloria stated the new website created by In10sity is online and the Board can review this website at: www.elc-ow.org.

Executive Director Report

Renea reported she is getting to know the Directors and will be working on several areas of concern including Utilization, Match, and Development. On Tuesday, January 19th at 3:00 p.m. representatives from the Boeing Employees Community Fund will be conducting a site visit at the Tupelo Office. Renea invited Board members to attend the meeting.

Other Items

Jeanne Martin shared the legislative Session began January 12th and encouraged Board members to watch bills that concern early education and the Department of Children and Families.

Announcements

Beth stated there would be a reception for Gloria after the Board meeting and invited everyone to attend.

Public Comment

Gloria is retiring after 15 years of service to the Early Learning Coalition and expressed her sincere thanks to the Board for allowing her this opportunity.

The meeting adjourned at 9:45 a.m.

Respectfully submitted,

Connie Watson
Executive Assistant