



Location: 1130 N Eglin Pkwy, Shalimar, FL  
32579  
Date: Wednesday January 15, 2020  
Time: 8:15 AM  
Approved

## Executive Committee Meeting Minutes

(Note: Executive Committee meeting to follow immediately after Board of Director's meeting. Board quorum not established. Executive Committee quorum established, and Board Agenda adopted by Executive Committee.)

### **Committee Members Present:**

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.), Chair  
Bev Sandlin, Northwest Florida State College President's Appointee  
Don Edwards, Private Sector (Renasant), Vice-Chair  
Michele Burns, CareerSource Okaloosa Walton

### **Committee Members Absent:**

Robin Donlon, Private Sector (BBVA Compass Bank), Treasurer  
Louis Svehla, Walton County Commissioner's Appointee

### **Coalition Staff Present:**

Alma Solano, Executive Assistant  
Ann Leaf, Finance Director  
Renea Black, Executive Director

### **Public Present:**

Chrissy Morris  
Belinda Antonson

### **Quorum:**

- Quorum confirmed at 8:35 a.m.

### **I. Call to order – Beth Brant, Chair**

- Beth Brant, Chair called the meeting to order at 8:35 a.m.

### **II. Agenda\***

- Beth requested a motion to move the Board agenda to the Executive Committee agenda and approve the modified agenda as there was not a quorum present for the Board of Directors.

MOTION/RESULT:	APPROVE MODIFIED AGENDA (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS



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### III. Minutes\*

- Beth requested a motion to approve Board minutes for November 8, 2019.

MOTION/RESULT:	APPROVE THE MINUTES AS PRESENTED FOR NOVEMBER 8, 2019 (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	MICHELE BURNS

### IV. Treasurer's Report

- October and November 2019 Financial Statements\*  
The Finance Director presented to the Executive Committee the October and November 2019 financials. The Director explained to the committee that local match is being under collected and the agency continues to be behind on enrollments. She reviewed the Coalition's funds with restrictions from the sale of the agency's previous office building and explained that the Coalition has until the year 2022 to spend those funds. The Finance Director is also currently working on lowering the Coalition's bank fees through an RFP for banking services.

Beth requested a motion to approve the October and November 2019 Financial Statements as presented.

MOTION/RESULT:	APPROVE OCTOBER AND NOVEMBER 2019 FINANCIAL STATEMENTS (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	DON EDWARDS

### V. New Business

- PDG Plan\*  
The PDG plan was modified to include stipends for providers in order to further utilize the funds.

Beth requested a motion to approve the PDG Plan as presented

MOTION/RESULT:	APPROVE PDG PLAN AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	MICHELE BURNS



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Beth requested a motion to approve the following policies: Use of Observation Based Child Assessment Policy, Child Screening Policy, Program Assessment Policy, Quality Improvement Strategies Policy, SR Application and Wait List Policy and Procedure, VPK Enrollment and Eligibility Policy, and Purchasing and Procurement Policy.

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

Beth requested a motion to approve the Procurement and Purchasing Policy as presented

MOTION/RESULT:	APPROVE THE PROCUREMENT & PURCHASING POLICY (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	DON EDWARDS

- Board Response to the Investigation Report  
The Board Chair will meet with the Executive Director to present to her a letter outlining their response to the employee complaint with a copy for the Executive Director's file.

A meeting will be scheduled for the Executive Committee to address the investigation report with all staff on January 31, 2020.

- PTO Dispute  
A former employee brought to the attention of the Executive Committee on January 10, 2020, allegations that she did not receive payment for all her PTO upon termination. The Executive Committee was presented with all the relevant documentation and it was proven that the former employee in question received all she was owed as outline in the Coalition's Employee policies. A letter from the Board Chair will be sent to the former employee.

#### **VI. Executive Director Report – Renea Black**

- The Joy of Giving event proved to be a success. The more the coalition continues to be involved with the community at large, the bigger the event will grow. The Executive Director and three Early Education specialists attended the NAEYC conference in Nashville. The Director reported that it was one of the best conferences for early education she has attended. The Coalition will



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also host a screening of No Small Matter on February 20, 2020 that the Board and members of the community are invited to attend.

- The Executive Director along with two board members, will be attending Children's Week events. (Notice of events per Sunshine requirements). The Cost of Quality event will be rescheduled, the Executive Director will notify the Board once she has all the details. The Executive Director has spoken with the Okaloosa School District for Transition to Kindergarten processes. Continues to work with district staff in Okaloosa and Walton on the transition processes in each county.

#### **VII. Public Comment**

- Childcare provider, Belinda Antonson, inquired about the incentives offered to providers for high class assessments scores. The Executive Director asked her to contact Katie Looney, Director of Compliance and Reimbursement for more information about the differentials.

#### **VIII. Adjournment – Beth Brant, Chair**

- Beth adjourned the meeting at 10:45 a.m.

Respectfully Submitted,  
Alma Solano  
Executive Assistant

*\*Vote is required*

#### **MISSION STATEMENT**

*Our mission is to support the success of every child and their family through quality education and care.*