



Location: 1130 N Eglin, Shalimar, FL 32579

Date: January 31, 2020

Time: 12:30 PM

Approved

## Executive Committee Meeting Minutes

### **Committee and Board 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 Bank, Vice-Chair

Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer

Louis Svehla, Walton County Commissioner's Appointee

Michele Burns, CareerSource Okaloosa Walton

John Roper, Representative of program under Federal Individuals with Disabilities Education Act, The Arc of the Emerald Coast

### **Committee Members Absent:**

### **Coalition Staff Present**

Renea Black, Executive Director

Alma Solano, Executive Assistant – By phone

Marlee Tucker, Community Resource Development Director – By phone

Adicia Williams, Community Liaison

Ann Leaf, Finance Director

Danita Brown, Early Education Specialist

Arlene Christian, Compliance Specialist

Lisa Dailey, Early Education Specialist

Hailey Dutton, Early Education Specialist

Deanna Hernandez, Procurement Specialist

Angelica Hobbs, Family Service Specialist I

Katie Looney, Compliance & Reimbursement Director

Jennifer Mitchell, Early Education Specialist

Glenna Mitre, Family Services Director

Lori Monson, Family Services Specialist II

Angelia Odom, Compliance Specialist

Joyce Packer, Family Services Assistant

Sharon Pierce, Family Services Coordinator

Ana Pollard, Performance Analyst

Denise Rumpf, Compliance Specialist



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Heather Sasser, Compliance Specialist  
Lena Webb, Early Education Specialist  
Jennifer Wilhelm, Early Education Director – By phone  
Rachel Williams, Early Education Specialist

**Coalition Staff Absent**

Bruce Keesee, Senior Accountant

**Public Present:**

**Quorum:**

- Quorum confirmed 12:30 PM

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

- Beth Brant, Chair called the meeting to order at 12:37 PM

**II. Agenda\***

- Beth requested a motion to approve the agenda with rearrangement of new business items

MOTION/RESULT:	APPROVE AGENDA WITH REQUESTED REVISION (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	MICHELE BURNS

**III. New Business**

- Provider Eligibility Policy \*

The Provider Eligibility policy was modified to allow the Executive Director to provide for a designee to approve School Readiness and VPK contracts for providers.

MOTION/RESULT:	APPROVE PROVIDER ELIGIBILITY POLICY (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	JOHN ROPER

- Employee Complaint

The Board Chair, Beth Brant, addressed staff regarding the conclusion of the employee complaint investigation and read the Executive Committee response to all staff. The Chair



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noted that if an employee has concerns, they should not be made in the form of anonymous letters to the board members. The Chair also reviewed the Coalition's current Whistleblower policy and Complaint policy as outlined in the Employee Handbook with revisions to include the changes as detailed in the response letter. The Executive Director commented that a Human Resources Consultant will be on-site monthly for 4 hours. When the consultant is on-site, he/she will address employee complaints only related to the Whistleblower policy as it pertains to the Executive Director or conducting trainings if there are no complaints. All complaints related to supervisors or other personnel will be handled according to the Complaint policy.

Board members also addressed staff and shared the importance each position plays in the Coalition's mission to serve the community. They highlighted the impact a negative attitude has in the workplace and how each employee is responsible for conducting themselves professionally and respectfully.

Staff were dismissed at 1:35 PM

- **Timeline Review**  
The Executive Committee did not review this timeline and gave the Executive Director the full authority to make decisions related to personnel retention or termination.
- **Pay Grade Scale**  
The Executive Director will revise the pay grade scale based on information obtained from other local employers and non-profits. The revised scale will be presented at the Feb. 14, 2020 Executive Committee meeting for consideration.

#### **IV. Public Comment**

- No public comment.

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

- Board Chair adjourned the meeting at 2:10 p.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.*