



Location: 102 Sunset Ln, Shalimar, FL 32579

Date: June 28, 2019

Time: 7:30 a.m.

Approved

Executive Committee Meeting Minutes

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair
Bev Sandlin, Northwest Florida State College President's Appointee – by phone
Don Edwards, Private Sector (Trustmark Bank), Vice-Chair
Michele Burns, CareerSource Okaloosa Walton
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer

Committee Members Absent:

Louis Svehla, Walton County Commissioner's Appointee

Coalition Staff Present:

Renea Black, Executive Director
Alma Solano, Executive Assistant

Public Present:

Janna Carroll

Quorum:

- Quorum confirmed 7:34 a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 7:36 a.m.

II. Agenda*

- Beth requested a motion to approve the agenda as presented. Renea requested that New Business be moved ahead on the agenda before Treasurer's report to ensure we maintain quorum for voting purposes.

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



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- Beth requested a motion to approve the Executive Committee minutes for May 24, 2019

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

III. New Business

- SR Client Appeal*

Renea noted the ELC received a Request for Appeal from parent, C. Johnson. (Copy of client appeal form provided in meeting packet). Parent's complaint was investigated by Executive Director and the notes with the timeline are included in the meeting packet for review. Following review and discussion, the Executive Committee determined there was some liability for the delay in redetermination by the ELC staff and by the parent.

Beth requested a motion to approve SR client appeal, with the condition of reaching out to the provider to ask if they will accept one-half of the expense incurred by the client. Once amount is verified with provider, send a response letter to the client stating that this will be a one-time only occurrence.

MOTION/RESULT:	APPROVE SR CLIENT APPEAL AS INDICATED (UNANIMOUS)
MOVER:	ROBIN DONLON
SECONDER:	DON EDWARDS

- Provider Request for Review Hearing

The director of the Happy Days Child Care has requested a hearing based on the ELC's determination to decline an SR or VPK contract beginning July 1, 2019. Renea noted the decision was made based on new rule providing the ELC the authority to contract or not with providers having Class I violations within 24 months prior to the contract start date. Committee members discussed the rule and noted that the Executive Director has the authority to make the decision.

- ELC Record Retention Policy*

In response to the Accountability Review Management Addendum, our ELC Record Retention Policy and Employee handbook need revisions to reflect changes in rule. The proposed policy and handbook include the requirement for employees to notify the ELC within 48 hours of being arrested for any criminal offense. It also provides for the ELC to have up to 48 hours to



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review the alleged offense and determine if the employee should be removed from work based on the offense. Provides guidance if the 48-hour review period falls on a weekend or Federal holiday, to make the determination on the next business day.

Beth requested a motion to approve the changes to the ELC Record Retention Policy

MOTION/RESULT:	APPROVE PROPOSED CHANGES TO THE POLICY (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	DON EDWARDS

- Employee Handbook Background Screening Policy*

Beth requested a motion to approve the Employee Handbook Background Screening Policy

MOTION/RESULT:	APPROVE HANDBOOK BACKGROUND SCREENING POLICY (UNANIMOUS)
MOVER:	ROBIN DONLON
SECONDER:	DON EDWARDS

- Incentive Pay*

Renea presented an incentive pay chart that illustrates a one percent, two percent, and three percent of proposed FY 2018-19 earnings for one-time pay for all employees. Michele commented that incentives can be a big issue if not tied to the difficulty of the job. Beth commented that due to the issues with EFS Mod and the diligence of staff working to counteract said issues, the incentive can be tied to the difficulty EFS Mod has created.

Beth requested a motion to approve incentive pay up to 3% percent based on funding availability.

MOTION/RESULT:	APPROVE UP TO 3% INCENTIVE PAY BASED ON FUNDING AVAILABILITY (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	ROBIN DONLON



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- July 5th, 2019 Holiday*

Renea requested the board to consider granting July 5th as an additional holiday since it falls on a Friday following the 4th of July holiday. She noted that staff have been working diligently trying to meet OEL timelines for attendance submission by July 3rd. She noted that she accompanied three staff to Tallahassee to work on pending EFS Mod tickets. Some were fixable with tools provided by OEL, others required OEL intervention. OEL has approved ELC staff to enter attendance for providers granting us authority. This gives us the opportunity to identify challenges and work out resolutions locally when possible. She noted staff has been working long hours to meet the deadline and Katie Looney, the Director of Compliance and Reimbursement, believes that we are right on track to meet the July 3rd deadline. Michele objected, stating the committee already approved employees to keep their excess PTO and does not approve adding another paid day on which PTO could be used.

Beth requested a motion to approve July 5th, 2019 Holiday

MOTION/RESULT:	APPROVE JULY 5 TH , 2019 HOLIDAY (TWO AYES AND ONE NAY)
MOVER:	ROBIN DONLON
SECONDER:	DON EDWARDS

IV. Treasurer’s Report

- April and May 2019 Financial Statement Report*

Robin reviewed the financial statements. Robin stated that we are over budget in SR contracted slots. Renea shared the reason is because we did not originally budget for the SR contracted slots but decided to move some funding to this line item following a decrease in enrollments. Robin also mentioned that the Outreach materials and consumer education is over budget. Renea explained that Baby Home Books were purchased to be distributed to new parents at local hospitals following delivery. The ELC logo and information are on the front inside cover reminding parents to contact us for childcare needs. Renea noted our OEL Grant Manager has confirmed there is enough funding remaining in the grant. Renea also noted a budget amendment is needed to align revenue and expense lines more appropriately.

Beth requested a motion to approve the Financial Report as presented.

MOTION/RESULT:	APPROVE APRIL 2019 AND MAY 2019 DRAFT FINANCIAL REPORT AS PRESENTED (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	MICHELE BURNS



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V. Executive Director's Report – Renea Black

- Preschool Development Grant

Renea noted that the PDG grant funds will provide funding to assist with implementation of child assessments. Discussion on the requirements associated with funding for providers to receive payments to complete child assessments. Renea noted that no currently contracted providers meet the minimum requirements for these incentive payments.

Equity training is also funded through the PDG grant. Up to five ELC staff and board members have been invited to regional training events.

VI. Public Comment

- No public comment.

VII. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 8:50 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.