



Location: 1130 N Eglin Pkwy, Shalimar, FL
32579
Conference Line: 319-527-9176
Access Code: 717-974
Date: February 15, 2019
Time: 8:00 a.m.
Approved

Coalition Board Meeting Minutes

Board Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair
Don Edwards, Private Sector (Trustmark Bank), Vice-Chair
Louis Svehla, Walton County Commissioner's Appointee, Secretary
Bev Sandlin, Northwest Florida State College President's Appointee
Michele Burns, CareerSource Okaloosa Walton
John Roper, Representative of program under Federal individuals with Disabilities Education Act (Arc of the Emerald Coast)
Kathryn Barley (Walton County Health Department)
Brittney Hay, Private Provider (First Steps Learning Academy)
Angie Strumeyer, Department of Children and Families (Licensing Office)
Ashley Thomas, Faith Based Provider (TLC Kids Care, Director)
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer
Susan Blumenthal, Retired, Private Sector

Board Members Absent:

Scot B. Copeland, Private Sector – Emmanuel, Sheppard & Condon, P.A.
Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman's Office)
Tracey Dickey, School District of Walton County Superintendent's Appointee
Kim Gillis, Walton County Head Start Director

Coalition Members Present:

Renea Black, Executive Director
Deanna Hernandez, Executive Assistant

Public Present:

Lisa Drake

Quorum:

Quorum confirmed 8:00 a.m.



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I. Call to order – Beth Brant, Chair

Beth Brant, Chair called the meeting to order at 8:05 a.m.

a) Approval of Agenda*

Beth requested a motion to approve the agenda as presented.

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	John Roper
SECONDER:	Lou Svehla

Renea invited the Board members to the Annual United Way meeting. Flyers were handed out. Renea spoke about the Provider meeting in Clearwater. Discussing things that both the Executive Director and Provider Reps could do to help create a better working relationship. There was further discussion regarding a collaboration between the ELC-EC and several agencies throughout the state that focus on Children’s issues coming together to form a consortium to help the Legislative delegates focus on what is important for children in the State of Florida. Also, in talking to the OEL they have not appropriated in this budget, what OEL has asked for but it still does great things for the Education budget.

II. Agenda

a) Executive Committee Meeting Minutes- December 21, 2018*

Beth requested a motion to approve the Executive Committee meeting minutes from December 21, 2018.

MOTION/RESULT:	APPROVE EXECUTIVE COMMITTEE MEETING MINUTES-December 21, 2018. (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	ROBIN DONLON

b) Summary of Executed Contracts

Report was presented. Renea advised Board members that if they see an organization or company that they may have a relationship with, they should make the Coalition aware as they will have to fill out a Conflict of Interest Statement.

c) Contract and Audit Monitoring Status

Report was presented.



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III. Treasurer’s Report– Robin Donlon, Treasurer

a) Financial Statements*

Robin states that as of February, the EFS MOD is still not working properly so we are continuing to work by estimates. Everything is within the minimums and maximums except for our Local Match as well as the SR infant and toddler program, but these are just estimates.

Renea details how the SR infant and toddler provider payments are calculated to include the slot dollars spent on infants and toddlers that make Gold Seal payments. A portion of it is direct dollars that we are spending, so the amount is known. Some of it is based off the portal right now, so it is an estimate. More discussion of the Local Match not being where it should be.

Robin is currently working on gathering more supporters and/or identify Grant opportunities that can be applied for to contribute to this category. There are Grants that come in throughout the year or that post monthly, giving a total of \$77,028.61 in forecasted Grants, but if no additional Grants are received, that will put us at - \$165,747 for the year, so the Board needs to focus on donors for the SR program or identify Grant opportunities through local churches, organizations, and the various cities to try to get more allocations from that aspect. Robin emphasized that this needs to be the main focus of the Board. Discussions of different local businesses that contribute a percentage of their sales with presentation of a flyer to organizations ensued.

Renea went on to discuss the United Way Grant being a challenge this time around due to previously applying and having been funded under education. Last year they cut the \$50,000 we applied for in half and only gave ELC \$25,000. This year based on feedback received from the staff, we shifted our focus to Financial Stability hoping to create additional funding.

i) November 2018
Report discussed.

ii) December 2018
Report discussed.

MOTION/RESULT:	APPROVE NOVEMBER AND DECEMBER 2018 DRAFT FINANCIAL REPORTS AS PRESENTED (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	BEV SANDLIN

b) Audit Report-Warren Averett*

Adam Nelson from Warren Averett gave a presentation of the Audit as outlined in the packet passed out to the Board. The report states that there were no findings and no non-compliance issues. Adam talked about the Tupelo property sale, discussing the letter sent by the State requesting that the net proceeds from the sale be restricted and are to be used as restricted funds within the next three fiscal years for operations. Further discussions of the Audit



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continued advising that there is a new accounting standard coming out next year (ASU) No. 2016-14 and the Accounting Pronouncements will be a little bit different but will not change the way we currently calculate our numbers. Adam reiterated that there were no findings, no deficiencies, no uncorrected mistakes and no disagreements with management.

MOTION/RESULT:	APPROVE AUDIT REPORT FY 2017-18 AS PRESENTED (UNANIMOUS)
MOVER:	LOU SVEHLA
SECONDER:	DON EDWARDS

c) Revised Budget FY18-19*

Renea discussed the various revisions to the budget which included the onboarding of several new staff members as well as additional trainings, newly scheduled meetings and unplanned agency vehicle repairs.

MOTION/RESULT:	APPROVE REVISED BUDGET FY 2018-19 AS PRESENTED (UNANIMOUS)
MOVER:	ROBIN DONLON
SECONDER:	DON EDWARDS

IV. New Business-Beth Brant, Chair

a) Community Needs Assessment*

Renea shared the steps taken in preparation of this policy.

MOTION/RESULT:	APPROVE COMMUNITY NEEDS ASSESSMENT AS PRESENTED (UNANIMOUS)
MOVER:	LOU SVEHLA
SECONDER:	BEV SANDLIN

b) SR Plan Amendments

Each policy was discussed amongst the board members. Renea advised the board that there is a new Rule being workshopped that will go to the State Board of Education in March that could change these policies.

i) ELIGIBILITY AND ENROLLMENT POLICIES AND PROCEDURES*

ii) CHILD SCREENING*

Renea explained that this policy deals with the Ages and Stages screenings that ELC conducts. The Providers are responsible for doing the questionnaires unless the parent



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protests. Now, through the portal, the parent can choose to do the questionnaire, elect not to have it done or can defer it. If they want to do it on their own, we send them the kit and they must turn it in within a certain number of days. The provider reserves the right to do one as well. Renea also shared that the Children’s Forum and OEL have entered into an MOU so that if there is a provider that is unhappy with the score that they received, they can contract the Forum to perform another assessment at the provider’s expense as a neutral party.

iii) PROGRAM ASSESSMENT*

Renea described the Program assessment procedures and requested feedback from the Board members. All Assessments must be completed before July 1, 2019.

iv) CONTRACTED SLOTS*

Renea details the contracted slots procedure. ELC will pay for these slots when vacant for up to 60 days while attempts are made to fill that slot.

v) QUALITY IMPROVEMENT STRATEGIES*

Renea stated that any provider that does not meet the Assessment threshold score of 3.0, will have to go into a Quality Improvement Plan which will include MMCI and coaching from our staff by going into the classroom to coach the teachers. To date, some of the providers have invited our team to their classrooms for coaching.

MOTION/RESULT:	APPROVE ALL SR PLAN AMENDMENTS REPORT AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	KATHRYN BARLEY

c) COOP*

MOTION/RESULT:	APPROVE COOP AS PRESENTED (UNANIMOUS)
MOVER:	LOU SVEHLA
SECONDER:	JOHN ROPER

V. Executive Director Report

a) EFS MOD Update

The VPK portal is working. Renea relayed that the State requested ELC have all attendance for the entire VPK program year into the portal by February 20, 2019 due to the estimating conference, for budget purposes. Renea shared that the team did meet that deadline. Further discussion of ease of portal use continued.

b) Personnel Update



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Renea announced the names and positions of all new staff members with a brief background on each. She also shared that Terry McDonald has given notice after 20 years of service.

- c) Board Member Update
 - i) Renea introduced new board member Ashley Thomas, our Faith-based Representative.
- d) Pre-CLASS Assessment Scores

Renea congratulated Board Member Brittney Hay for having one of the highest scores at her facility. Brittney revealed that her facility is expanding. Fellow Board members Ashley and Lisa also received high scores at their facilities.
- e) Legislative Session
 - i) 2019 Priorities

Renea conveyed that we need to increase funding for VPK.
 - ii) Legislative Delegate Visits

Renea announced that she and Robin will be speaking to some of the Legislators April 2-3, 2019.
- f) Upcoming Events
 - i) Renea communicated that we have an Accountability review coming in March. A board member will need to be present for the Review Exit.
 - ii) Gulf Power Symposium – April 17-18, 2019; 7:30 a.m.

VI. Public Comment

No public comment.

VII. Adjournment – Beth Brant, Chair

Beth adjourned the meeting at 9:50a.m.

Respectfully Submitted,
Deanna Hernandez
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.