



## ANNUAL COALITION BOARD MEETING

September 28, 2016

8:15 a.m.

The Annual meeting of the Board of Directors of the Early Learning Coalition of Okaloosa and Walton Counties (ELC) was held in room 415 at 409 NE Racetrack Road, Fort Walton Beach, Florida 32547

### **Coalition Members Present:**

Beth Brant, Private Sector – Gubernatorial Appointee Chair (Polyengineering, Inc.)  
Beverly Sandlin, Northwest Florida State College President's Appointee  
Louis Svehla, Walton County Commissioner's Appointee  
Amanda Colwell (Okaloosa County Health Department)  
Don Edwards, Private Sector (Trustmark Bank)  
Debbie Riley-Broadnax (Okaloosa County Head Start)  
Jeanne Martin, Department of Children and Families (Licensing Office)  
Kathy Curry, Faith-Based Provider (Trinity United Methodist Preschool)  
Caroline FitzGerald – Gubernatorial Appointee (Dr. Mauri Lunderman's Office)  
Paul Sirmans, Private Sector (Emerald Coast Title Services)-via teleconferencing  
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)  
Susan Van Buren, Private Sector (CHELCO)

### **Members Absent:**

Linda Sumblin, Workforce Development Board's Appointee  
Debbie Haan, School District of Okaloosa County Superintendent's Appointee  
Lisa Drake, Private Provider (Kid's Discovery)  
Alexis Walker, Private Sector (Jacobs Technologies, ASG Group)

### **ELC Staff:**

Renea Black, Executive Director  
Janna Carroll, Finance Director  
Carrie Brewer, Executive Assistant  
Jennifer Langston, Early Childhood Education Coordinator

### **Others Present**

Cynthia Blackwell, BlackRain Partners  
Carl Hunter, BlackRain Partners

### **Call to Order**

Beth Brant called the meeting to order at 8:22 a.m.

### **Treasurer's Report**

Financials\* - Janna Carroll presented the August 2016 Financial Statements. Motion made to approve the financials as presented.

MOTION/RESULT: AUGUST FINANCIAL STATEMENTS ADOPTED	
MOVER:	ALLYSON OURY
SECONDER:	BEV SANDLIN

Janna reported the ELC received Contracted Slot Dollars in the amount of \$133,200 as part of the 2016-17 Grant Award from OEL.

Bev Sandlin inquired about the waitlist process and Renea explained that parents are contacted and given 10 days to respond. However, Renea noted that the 10 days will be reduced to 5 business days going forward. She also indicated that we need to serve around 1630 to ensure full utilization of funding by June 30, 2017.

Slot Utilization – School Readiness in August 2016, the ELC served 1,472 children in School Readiness (SR) with an administrative rate of 3.69%. Janna noted that the cost per child rates typically decrease in August and September which reduces the administrative percentage rate. The ELC is placing from the SR Waitlist at this time.

VPK-Janna reported 1,927 children were enrolled in August 2016.

Match – Janna reported cash match and In-kind totaled \$155,678.00 at the end of the fiscal year and noted the ELC has a waiver for Walton County.

Janna reported Okaloosa County Commission is expected to contribute the same amount as last year (\$36,450.00). We have asked Walton County for \$1,000.00 and The City of Niceville for \$2,000.00 and the City of Mary Esther for \$1,000.00. The City of DeFuniak Springs funded has granted \$1,000, the same level of funding as last year.

### **Presentations**

Barnes & Noble- Renea Introduced Jennifer Langston, Early Childhood Education Coordinator for the ELC. Jennifer reported that the ELC will be partnering up with Barnes & Noble Booksellers of Destin for a Book Fair and Community Outreach event. This event will take place Black Friday weekend. Jennifer discussed the event and the need for volunteers for various activities at the event. In conjunction with the Book Fair, the ELC will be wrapping gifts for donations. All donations will be used for match funding requirements. A signup sheet was shared with the Board to volunteer for activities at the Book Fair.

Renea reported that staff will be invited to a bow making and tag stamping social to make supplies for the gift wrapping activities. Barnes & Noble supplies wrapping paper and tape.

Bev Sandlin noted that the North West Florida State College Early Childhood Student Association will volunteer at the event.

Allyson Oury reported that she will share the event details with the Crestview High School Interact Club for potential volunteers.

BlackRain Partners- Renea introduced Cynthia Blackwell and Carl Hunter of BlackRain Partners. Carl reported that he and Cynthia have witnessed a lot of progress within the ELC. BlackRain will continue to hold Round Table discussions and one-on-one meetings with the leadership team. **Items Requiring Vote**

Minutes - Motion made to approve the July 13, 2016 Board meeting minutes and the August 26, 2016 Executive Committee meeting minutes.

MOTION/RESULT: APPROVAL OF MINUTES (UNANIMOUS)	
MOVER:	BEV SANDLIN
SECONDER:	LUIS SVEHLA

Contracted Slot agreement- Renea reported we did not have any providers qualified for contracted slot funding and have received a Waiver from OEL to contract for the funding. Minimum requirements included: Participating in Performance Funding Project (PFP) – Tier 2 or 3; in good standing with School Readiness (SR) Contract. The ELC has two contracted providers participating in PFP; however, both are in Tier 1 and one is not currently in good standing with the SR Contract. Renea requested permission to contract with the remaining PFP provider for all contracted slot funding.  
Motion made to approve the Contracted Slot Agreement with Horizons Children’s Center.

MOTION/RESULT: APPROVE CONTRACT SLOT AGREEMENT (UNANIMOUS)  
MOVER: SUSAN VAN BUREN  
SECONDER: DON EDWARDS

Organizational Chart-Motion made to adopt the Organizational chart as presented.

MOTION/RESULT: ADOPT ORGANIZATIONAL CHART (UNANIMOUS)  
MOVER: LOUIS SVEHLA  
SECONDER: JEANNE MARTIN

COOP- Motion made to approve the COOP as presented.

MOTION/RESULT: APPROVE COOP (UNANIMOUS)  
MOVER: JEANNE MARTIN  
SECONDER: DON EDWARDS

ELC Registered Agent- Motion made to Approve L. Paul Sirmans as the ELC’s Registered Agent.

MOTION/RESULT: APPROVE L. PAUL SIRMANS AS REGISTERED  
AGENT OF ELC (UNANIMOUS)  
MOVER: JEANNE MARTIN  
SECONDER: DON EDWARDS

Quorum ended at 9:27 a.m.

**Executive Director’s Report**

- A. Renea shared the Summary of Executed Contracts with the Board Members. Renea noted she will only share them in the future if changes are made. Louis noted the Summary of Executed Contracts is a good place to find In Kind.
- B. Renea shared the Hiring Status Report. The ELC had an Early Childhood Education Specialist resign and has hired a Family Service Specialist. Discussion followed.
- C. Renea reported that the staff has been screened through VECHS and not the Clearinghouse. Staff cannot supervise kids while in the field, but they do not have to be rescreened.
- D. Renea reported that Joyce Chastain recently audited the ELC’s employee files. She noted 100% accuracy with I-9 forms and commended Shannon for her work in this area. She had a few suggestions, but no findings were noted.

- E. Renea shared that Mike Hambley is willing to provide Sunshine Law training at a Board meeting.
- F. Renea noted that members of the Executive Committee participated in the Impact 100 site visit and we are invited to the Finalist Reveal Reception. Renea reported she has attended Budget Workshops for the City of Niceville and City of DeFuniak. Preliminarily, the ELC has been awarded \$1,000 from the City of DeFuniak Springs. Renea noted that we have reached out to Destin's councilman, but he has not replied. Renea also noted that Walton County is looking for office space for the ELC to use as In Kind.

Jeanne Martin suggest the ELC-OW should approach the Cities of Crestview and Shalimar due to number children serviced from their cities.

Louis Svehla and Bev Sandlin noted we should reach out to the cities of Paxton and Valparaiso.

Renea reports she received information concerning funding from the All Sports Association from a contract provided by Paul Sirmans. We will make application for funding, but it does not appear our mission is the association's target for funding. **Public Comment**

Beth Brant reported that the Tupleo building can be sold. Renea shared that the ELC has done a walkthrough of the old DCF location near Uptown Stations as a possible relocation site. Discussion followed.

Louis inquired about the Public Records request and Renea reported the status.

**Dismissal**

This meeting adjourned at 9:54 a.m.

Respectfully submitted,

Carrie Brewer  
Executive Assistant