



COALITION BOARD MEETING
December 6, 2017
8:15 a.m.

The meeting of the Board of Directors of the Early Learning Coalition of Okaloosa and Walton Counties (ELC-OW) was held at 45 Eglin Pkwy NE #301, Fort Walton Beach, FL 32548

Coalition Members Present:

Beth Brant, Private Sector – Gubernatorial Appointee Chair (Poly, Inc.)
Don Edwards, Private Sector (Trustmark Bank)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund) – by phone
Beverly Sandlin, Northwest Florida State College President's Appointee
Tracey Dickey, School District of Walton County Superintendent's Appointee
Justin Tate, Private Sector (BBVA Compass)
Louis Svehla, Walton County Commissioner's Appointee
Paul Sirmans, Esq., Private Sector
Kim Gillis, Walton County Head Start Director

Members Absent:

Angie Strumeyer, Department of Children and Families (Licensing Office)
John Roper-Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast) Note: John attempted to join the meeting via phone and due to technical issues on our part was not able to join.
Michele Burns, Workforce Development Board
Kathryn Barley (Walton County Health Department)
Christine Jackson, Faith Based Provider (New Harmony Baptist Church Preschool)
Brittney Hay, Private Provider (First Steps Learning Academy)
Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman's Office)

ELC-OW Staff:

Renea Black, Executive Director
Jennifer Via, Executive Assistant / HR Manager

Call to Order

Beth Brant called the meeting to order at 8:24 a.m.

Approval of Agenda

Agenda – Motion made to approve the draft agenda as presented

MOTION/RESULT:	APPROVAL OF DRAFT AGENDA AS PRESENTED(UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

Approval of Minutes

Minutes - Motion to approve September 27, 2017 Coalition Board Meeting and the October 27, 2017, Executive Committee meeting minutes.

MOTION/RESULT:	APPROVAL OF MINUTES – Sept. 27, 2017 Board and Oct. 27, 2017 Executive Committee (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	JUSTIN TATE

Treasurer's Report

Financial Reports

Discussed the need to increase local match and ideas to do so. Renea indicated that we are currently looking for a partner for the Smoke on the Coast Event in July 2018.

Renea asked for review and approval of the Rural County Match Waiver.

Following discussion of the October 2017 Financial Statements and 2017-2018 Rural County Match Waiver - Renea requested a motion to approve the final October 2017 Financial Statements. Motion made to approve the October 2017 financials and the 2017-2018 Rural County Match Waiver as presented.

MOTION/RESULT:	APPROVAL OF OCTOBER 2017 FINANCIAL STATEMENTS AND RURAL COUNTY MATCH WAIVER. (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

Agency Report

Proposed Policies for SR Plan

Renea explained although we have brought the plan before the board recently, upon the request of OEL additional revisions have been made to the following policies:

Purchasing and Procurement Policy
Disbursement Policy

Motion made to adopt Purchasing and Procurement Policy and Disbursement Policy as presented.

MOTION/RESULT:	ADOPT POLICIES AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	LOUIS SVEHLA

Updates:

OEL Merger

Renea discussed the Proviso language passed in 2017 Legislation. The Legislature has requested that OEL submit a report recommending reduction of coalitions from 30 to not more than 25. OEL's Executive Director, contacted us at the ELC-OW and the ELC of Santa Rosa to inform us we are included in the report that recommends "defunding" Santa Rosa ELC and moving those funds to the ELC-OW.

Strategic Planning

Strategic Planning is currently scheduled for January 4, 2018 at Warren Averett from 8:30 – 4:00 p.m.

Office Location

Renea discussed the following options:

- Nathan Head's proposal to purchase the current Tupelo property and renovate. The lease rate for Mr. Head are based on the purchase price of the property.

- JG Plaza – conducted a site visit and learned the landlord is not open to having small children in the building. The landlord believes our clients might disturb other tenants.
- Racetrack – Build to suite, however the location is not easily accessible and parking is very limited.
- Valparaiso location (former Autism Center) is 14,000 sq. feet, space is not functional for our needs, building is older, and buildout costs would increase the lease rate.
- Meigs Executive Park location in Shalimar is turnkey. The cost is \$18 sq. ft. for 12,000 sq. feet.

Discussion was held regarding relocation of the main office building and sale of the current building and land. Renea noted that based on conversations with OEL, the proceeds from the sale of the Tupelo property would return to the ELC via grant award. Thresholds for administration, slots, quality, infant and toddler would remain the same as the current SR Grant Award. Renea further noted that OEL Executive Director has indicated it could be possible to grant the proceeds over a 3-year period to prevent over enrollment in one year resulting in disenrollment's in the subsequent years.

Paul made a motion to move forward with a Letter of Intent for the Meigs Executive Park space.

MOTION/RESULT:	MOVE FORWARD TO SIGN A LETTER OF INTENT TO LEASE SPACE AT MEIGS EXECUTIVE PARK. (UNANIMOUS)
MOVER:	PAUL SIRMANS
SECONDER:	LOUIS SVEHLA

ELC Pizza Luncheon

Renea reminded Board members of the Staff Christmas Party Luncheon on December 15th at the main office. Lunch is being provided by Board Member, Louis Svehla.

Public Comment

No public comment was requested.

Adjournment

Meeting adjourned by Board Chair at 9:17 a.m.

Respectfully submitted,

Jennifer Via
Executive Assistant / HR Manager