



COALITION BOARD MEETING

May 11, 2018
8:15 a.m.

The meeting of the Board of Directors of the Early Learning Coalition of the Emerald Coast (ELC) was held at 1130 N. Eglin Parkway, Shalimar, FL 32579.

Coalition Members Present:

- Beth Brant, Private Sector – Gubernatorial Appointee Chair (Poly, Inc.)
- Don Edwards, Private Sector (Trustmark Bank) – by phone
- Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund) – by phone
- Beverly Sandlin, Northwest Florida State College President’s Appointee
- Michele Burns, Career Source
- Brittney Hay, Private Provider (First Steps Learning Academy) – by phone
- Louis Svehla, Walton County Commissioner’s Appointee – by phone
- 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)
- Christine Jackson, Faith Based Provider (New Harmony Baptist Church Preschool) – by phone

Members Absent:

- Tracey Dickey, School District of Walton County Superintendent’s Appointee
- Kim Gillis, Walton County Head Start Director
- Justin Tate, Private Sector (Techfarms Capital)
- Kathryn Barley (Walton County Health Department)
- Scot Copeland, Private Sector – Emmanuel, Sheppard & Condon, P.A.
- Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman’s Office)

ELC-OW Staff:

- Renea Black, Executive Director
- Tanicka Moore, Admin. Assistant (Temp)

Call to Order

Beth Brant called the meeting to order at 8:16 a.m.

Approval of Agenda

Agenda – Motion made to move all items requiring a vote to the top of the agenda, correct the meeting minutes date on the agenda from 2017 to 2018, and approve.

MOTION/RESULT:	APPROVAL OF DRAFT AGENDA WITH NOTED CHANGES (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	JOHN ROPER

Approval of Minutes

Minutes - Motion to approve February 9, 2018 Coalition Board Meeting with minor grammatical corrections.

MOTION/RESULT:	APPROVAL OF MINUTES – February 9, 2018 (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	MICHELE BURNS

Treasurer's Report

Financial Reports

Renea discussed the monthly Financial Statements for January, February, and March 2018. She noted the Financial Dashboard captures the thresholds and summarizes the monthly and YTD figures for easier review.

Motion made to approve January, February, and March 2018 financial statements as presented.

MOTION/RESULT:	APPROVAL OF JANUARY, FEBRUARY, & MARCH 2018 FINANCIAL STATEMENTS. (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	BEV SANDLIN

Agency Report

Tupelo Property Sale Update

Renea directed the members to the information included in their Board packets. She explained that we have worked with OEL staff and would like to work with Scot Copeland to complete the sale of the Tupelo property. The items included in the board package are required by OEL to conduct business with Scot since he's a board member. Scot has completed the documents required by OEL also. Each member present and on the phone were asked to vote individually. Roll was called by the Board Chair and each member voted "yes".

MOTION/RESULT:	APPROVAL TO CONTACT WITH SCOT COPELAND TO COMPLETE TUPELO PROPERTY SALE AND AUTHORIZATION TO SIGN REQUIRED DOCUMENTS (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	ANGIE STRUMEYER

Sliding Fee Scale

The updated Sliding Fee Scale was presented based on changed in the recognized Federal Poverty Level as provided by OEL.

Motion made to approve Sliding Fee Scale as presented.

MOTION/RESULT:	APPROVAL OF SLIDING FEE SCALE AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	JOHN ROPER

Agency Vehicle Policy

The proposed policy was reviewed by the Board. Renea explained that it is put in place to ensure we provide guidance for staff use of the agency vehicles.

Motion made to approve the Agency Vehicle Policy as presented.

MOTION/RESULT:	APPROVAL OF AGENCY VEHICLE POLICY AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

Anti-Fraud Plan

The Anti-Fraud Plan has been revised to include language needed by OEL and to reflect the process we currently use.

Motion made to approve the Anti-Fraud Plan as presented.

MOTION/RESULT:	MOTION MADE TO APPROVE THE ANTI-FRAUD PLAN (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	ANGIE STRUMEYER

SR On-Boarding Policy

We recently received our final audit report from OEL's Inspector General Office on the process we use for provider onboarding. The policy is a result of the recommendations from the audit. Noted that the policy needs to incorporate the new logo.

Motion made to approve the SR On-Boarding Policy with the new logo.

MOTION/RESULT:	APPROVAL SR On-Boarding Policy with new logo. (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	LOUIS SVEHLA

COLA

Renea asked the board to review documents provided that include the costs for a 2%, a 3%, and a 5% Cost of Living Allowance (COLA) permanent increase effective July 1, 2017. She also indicated that there is a calculation included for a one-time salary adjustment based on employee performance for all employees and the overall agency accomplishments during this fiscal year. This one-time salary adjustment would be available to employees who have retained employment at June 30, 2018. This calculation is based on 2% of the estimated earnings for each employee from July 1, 2017-June 30, 2018.

Motion made to approve the 3% COLA (permanent) and a 2% one-time salary adjustment to each employee retaining employment at June 30, 2018 as presented.

MOTION/RESULT:	APPROVAL OF 3% COLA AND 2% ONE-TIME SALARY ADJUSTMENT AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	LOUIS SVEHLA

Copier Surplus Property

Renea noted that the copier shown on the document is the last copier located at the Tupelo building. Requested approval to surplus property. Renea noted that Career Source will take the copier once we have board approval for surplus.

Motion made to approve the surplus of copier as presented.

MOTION/RESULT:	APPROVAL OF SURPLUS COPIER AS PRESENTED (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	ANGIE STRUMEYER

Michele Burns left the meeting. Retained quorum.

Legislative Update

Renea provided a brief update on House Bill 1091. OEL rule promulgation will begin soon. HB 1091 requires CLASS Assessment on all providers to contract for School Readiness beginning with FY2019-20. Based on the new law, we will need to increase the Education staff to assist with ensuring the assessments are completed and the resulting work is accomplished. Provider reimbursement rates will depend on CLASS scores. The minimum score for contracting is also being established in rule development. Additionally, providers may choose to complete individual child assessments and receive payment for each assessment. Renea explained that the majority of the ELC Education staff are certified in CLASS Observations in each domain (Infant, Toddler, Preschool). She also noted Tammy Theriault is certified as a Train the Trainer for Preschool CLASS and will be receiving certification in Toddler CLASS Train the Trainer in June 2018.

Renea also noted that HB 7055 passed which allows ELC’s to refuse contracts with providers with Class 1 violations. She explained that prior to this bill, ELC’s were not allowed to refuse initial contracts with providers wishing to obtain an SR contract.

Renea noted that all rule promulgation will be posted on the OEL website and encouraged members to participate.

Renea discussed the following with the members:

- VPK Standards website should be completed soon. This website is for providers and parents use.
- Performance Funding Project – we are asking providers to join the Performance Funding Project (PFP) this FY2018-19 to prepare for the upcoming assessment requirement. Allyson noted that the PFP will be a short-lived project when the assessment is a requirement.
- School Readiness curriculum list to be released in May 2018. Hasn’t been released to-date.
- DCF Licensing invited ELC staff to attend their upcoming Statewide meeting. Renea noted that the meeting dates conflict with OEL Portal User Acceptance Testing that our staff will attend in Tallahassee.
- Renea announced that the Chief Operations Officer, Cindy Herrington has resigned. She noted that many of the staff have really grown under Cindy’s leadership.
- OEL announced that rules with the CCDF require the ELC to pay SR providers an annual registration/materials fee beginning October 2018. OEL is working to establish the maximum fee amount.

Committee Reports

Executive Committee

* Note – this agenda item was moved up on the agenda to ensure quorum prior to Michele Burns departure. Draft minutes of the Executive Committee meetings held February 28, 2018; March 9, 2018; and March 30, 2018 were presented for approval.

Motion made to approve the Executive Committee meeting minutes for February 28, March 9, and March 30, 2018 as presented.

MOTION/RESULT:	APPROVAL OF EXECUTIVE COMMITTEE MEETING MINUTES AS PRESENTED (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	BEV SANDLIN

Finance Committee

Allyson is Chair. Renea noted that the Finance Committee has not met since the last Board meeting. She noted that it will be the responsibility of the Finance Committee to review and approve the proposed budget for FY 2018-19.

Program Policy and Strategy Committee

Bev is Chair. Renea will discuss scheduling the next meeting with Bev when she returns from vacation.

Advocacy Resource & Development Committee

Justin Tate is Chair. Kristin Rochelle, Community Resource Director has been in touch with Justin and a committee meeting is scheduled.

Ad Hoc Committee

Dragon Boat Race and Festival

Beth is Chair. Committee members and staff will be attending the Dragon Boat Festival in Mobile on June 7th and 8th to learn more about conducting the event. Our festival date is scheduled for April 27, 2019 at the Fort Walton Beach Landing. John Roper noted the date is likely in conflict with the Destin Charity Wine Auction. Renea noted that she will check for other dates to hold the event at the Landing. Renea shared that Kristin has secured a fee logo design for our festival. She also noted that we need to obtain the title sponsor to allow us to sign the contract with Dynamic Dragon Boats.

Briefly discussed the requirements associated with being a recipient of the Destin Charity Wine Auction. John Roper shared that he would meet with Kristin and myself to share more detailed information.

Renea requested that all members provide updated information, i.e. address, business and titles, phone numbers, including cells to Tanicka (Temp).

Renea shared that she will be attending the Association of Early Learning Coalition Annual meeting in central Florida on May 16-18, 2018.

Beth shared that she will be attending the ELAC meeting in Tampa on July 17th. She also noted that the ELAC meeting for October 18th or 19th is scheduled for Miami. She has another commitment and asked if another board member could attend. Don stated he may be able to attend.

Bev announced that the Early Childhood team from NWFSC took Gold in the recent Skills USA competition. She also discussed the enrollments in early learning programs at NWFSC.

Louis asked about contributions to our 401k. Renea explained that the agency matches up to 3% of the employee's contribution. No agency contribution is made without employee contribution.

Renea shared that we will continue with staff development for all staff and leadership classes for coordinator, manager, and director level positions. She noted that she recently graduated from Leadership Walton and has applied to become a mentor through Mentoring the Emerald Coast.

Public Comment

No public comment was requested.

Adjournment

Meeting adjourned by Board Chair at 9:18 a.m.

Respectfully submitted,

Renea Black
Executive Director