



COALITION BOARD MEETING

September 27, 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)
Jeanne Martin, Department of Children and Families (Licensing Office)
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
John Roper-Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast)
Michele Burns, Workforce Development Board
Kim Gillis, Walton County Head Start Director- by phone
Brittney Hay, Private Provider (First Steps Learning Academy)
Caroline FitzGerald, Private Sector – Gubernatorial Appointee (Dr. Mauri Lunderman’s Office)
Justin Tate, Private Sector (BBVA Compass)

Members Absent:

Paul Sirmans, Esq., Private Sector
Kathryn Barley (Walton County Health Department)
Louis Svehla, Walton County Commissioner’s Appointee
Christine Jackson, Faith Based Provider (New Harmony Baptist Church Preschool)

ELC-OW Staff:

Renea Black, Executive Director
Jennifer Via, Executive Assistant / HR Manager
Janna Carroll, Finance Director
Cindy Herrington, COO
Ili Mansfield, Performance Analyst
Chris Schwartz, IT Director

Presentations

ELC OW – Past, Present, Future

United Way – Contributions

Call to Order

Beth Brant called the meeting to order at 8:17 a.m.
Quorum established at 8:17 a.m.

Approval of Agenda

Agenda – Motion made to approve the draft agenda as amended.

MOTION/RESULT:	APPROVAL OF DRAFT AGENDA AS PRESENTED(UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	JEANNE MARTIN

Approval of Minutes

Minutes - Motion to approve the March 22, 2017 Coalition Board Meeting and the April 20, 2017 and June 9, 2017, Executive Committee meeting minutes.

MOTION/RESULT:	APPROVAL OF MINUTES WITH CORRECTION(UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

Renea requested a motion be made to approve Slate of Officers as presented.

MOTION/RESULT:	APPROVE SLATE OF OFFICERS AS PRESENTED. (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

Treasurer's Report

Financial Reports

We had two performance providers, only one finished out the year with us. We were able to spend all of the grant funds for 16-17. The delay on presenting June's financials is due to the state completing the calculation for the performance providers. This was just completed which resulted in the closing of June's books.

Our VPK enrollment numbers are lower than our notice of award numbers. Jeanne and Justin inquired regarding the optimum number of children to be served by our coalition. So far, this year we have served 2,300 children. The biggest challenge we face is the lack of SR providers.

Financials - Renea requested a motion to approve the final June 2017 Financial Statements. Motion made to approve the financials as presented.

MOTION/RESULT:	APPROVAL OF JUNE 2017 FINANCIAL STATEMENTS AS REQUESTED (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	JUSTIN TATE

We are currently below our allowable threshold for admin. We are on target for quality; this will continue to increase. Our VPK numbers are currently high due to the enrollment period that has just passed. This will even out throughout the year.

Quality dollars are spent on staff development, training, curriculum, CCR&R, provider technical assistance and scholarships. Bev shared that the coalition does a great job stretching those dollars.

Bev and Jeanne brought up VPK and online enrollment. Jeanne wanted to make a point that without a point of contact, parents get lost. The online system takes away from that personal touch. It is important to keep that in mind.

Renea stated that the Coalition will be examining the way we use our OMI grant. The newspaper may not be the best use of our money.

We are going to consider accepting marketable securities as donations going forward. This will open us up to more financial opportunities. The board will need to approve an investment policy if this is something we decide to pursue.

Financials - Renea requested a motion to approve the August 18 Financial Statements. Motion made to approve the financials as presented

MOTION/RESULT: APPROVAL OF AUGUST FINANCIAL STATEMENTS AS REQUESTED (UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: DON EDWARDS

Surplus Property Disposal

Renea requested a motion to dispose of the surplus property as indicated on the Surplus Property Forms.

MOTION/RESULT: APPROVE DISPOSSAL OF SURPLUS PROPERTY (UNANIMOUS)
MOVER: JEANNE MARTIN
SECONDER: CAROLINE FITZGERALD

Agency Report

Proposed Bylaws

The goal of updating the current Bylaws is to have a better representation of each county on our board at the same time. The way the Bylaws are currently drafted we have one term representing Okaloosa and the next would represent Walton. In order to correct this issue, we reached out to Big Bend who represents seven (7) counties to see how they achieved this mixed representation and adapted their Bylaws to suite our needs.

Michele brought up creating an annual conflict of interest document stating that in the event any board member has a conflict of interest it is their duty to alert the board and abstain from voting; we are going to look into and work on this form.

The board noted the Bylaws do not need to include language removing members for nonattendance. The Bylaws establish three additional subcommittees, each committee will have a staff member assigned to help the committee adhere to the Sunshine Law, take minutes, and coordinate each meeting.

Renea requested a motion to approve the Bylaws as proposed.

MOTION/RESULT: APPROVAL OF BYLAWS AS PROPOSED (UNANIMOUS)
MOVER: JEANNE MARTIN
SECONDER: BEV SANDLIN

Monitoring Policy and Plan

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

Motion made to adopt policy as presented.

MOTION/RESULT: ADOPT POLICY AS PRESENTED (UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: DON EDWARDS

Annual Report

Annual Report as an overview – It was surprising to see the low number of gold seal providers; this is not a good thing. It shows parents do not look for this and providers do not work harder to become gold seal certified.

Myflfamilies.com/childcare is a great resource. It provides lots of great information for parents and allows parents to see each inspection and violation, if any, in detail.

Most of the performance money for the coalition was paid out to Horizons. We have 7 providers who have signed up for this program this year. Class is worth the cost; Headstart has been working with class for years. This program pays for performance; you are paying to create quality interactions.

Childcare for Working Families Act

Renea reached out to Representative Murray regarding this bill. We believe this bill is aiming to pull Headstart and Early Headstart money into state funds rather than federally dispersed funds. Currently, Headstart funds do not require the families to be working families. At this point, it sounds like OEL supports the bill, but National Headstart is fighting this bill.

Kim Gillis shared that this bill loses what Headstart means. Headstart helps low-income families get out of that bracket and changing the terms of Headstart in term punishes the child.

Strategic Planning

The meeting will be planned for January pending the results of the upcoming Doodle Poll.

Office Location

Oxana is working to gather more information currently we are still looking at three models: the sale and remodel of our current building, JG Plaza location, and the build to suit location

We recently addressed a mold issue in the back office. The drywall was completely replaced and all mold has been treated and removed. The DeFuniak office and Resource Center are closed.

Presentations

Past, Present, Future of the ELC-OW

During these presentations compliance was discussed. Schools have an issue complying; most are no longer licensed and are no longer required to maintain a license. When the new DCF requirements including new background checks and required licensing passed to contract with us, they opted to no do so. This was an issue for them that was not worth the cost.

Michele Burns left meeting at 9:58 quorum maintained.

United Way

United Way has changed the way they provide their funding to the community partners. Children and Education fell to the bottom. It is Renea's understanding the grant away process will be very different and the majority of the funding will go to the highest priority area: financial stability. Last Friday, Renea sat down with United Way staff, they apologized and updated her that we will compete for a multiyear funding project.

Kim Gillis left the meeting at 10:37 am quorum maintained.

Public Comment

The SR plan draft for 2018-2019 was passed around to the board members while being introduced by Renea, public comments were requested at this time, none were given.

Bev Sandlin introduced the new Early Childhood Education Professor for NWFSC.

Adjournment

This meeting adjourned at 11:03 a.m.

Respectfully submitted,

Jennifer Via
Executive Assistant / HR Manager