



COALITION BOARD MEETING

February 9, 2018

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)
Beverly Sandlin, Northwest Florida State College President's Appointee
Michele Burns, Workforce Development Board
Tracey Dickey, School District of Walton County Superintendent's Appointee – by phone
Brittney Hay, Private Provider (First Steps Learning Academy)
Louis Svehla, Walton County Commissioner's Appointee
Paul Sirmans, Esq., Private Sector
Kim Gillis, Walton County Head Start Director – 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)

Members Absent:

Allyson Oury, Private Sector (Saltmarsh, Cleveland & Gund)
Justin Tate, Private Sector (BBVA Compass)
Kathryn Barley (Walton County Health Department)
Christine Jackson, Faith Based Provider (New Harmony Baptist Church Preschool)
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 8:19 a.m.

Tracey Dickey joined call by phone.

Approval of Agenda

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

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

Approval of Minutes

Minutes - Motion to approve December 6, 2017 Coalition Board Meeting with minor grammatical corrections.

MOTION/RESULT:	APPROVAL OF MINUTES AS INDICATED– December 6, 2017 (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	LOUIS SVEHLA

Treasurer's Report

Presentation of FYE 2017 Audited Financial Statements

Chad Hamilton from Warren Averett presented the completed FYE2017 Audited Financial Statement. Chad noted that the agency is now a low-risk auditee.

Financial Reports

The Board of Directors reviewed the November and December 2017 Financial Statements, including the Dashboard.

Renea noted that we are still not raising the required local match funding and there is discussion in legislation to increase the match requirement to 8%.

Discussed spending quality funds. Renea noted that there is a plan in place to ensure quality funds are expended, including one staff member becoming certified as a CLASS Train the Trainer.

Discussed VPK earnings and Renea noted that Rocky Bayou Christian School has expressed interest in participation again, although we do not have a contract yet.

Louis noted that he requested a report detailing the costs associated with staff development. The report is included and Louis expressed his appreciation for the report. He noted that he believes staff development is extremely important.

Motion made to accept the FYE 2017 Audit Report and to approve November and December 2017 financial statements as presented.

MOTION/RESULT:	ACCEPTANCE OF FYE 2017 AUDIT REPORT AND APPROVAL OF NOVEMBER AND DECEMBER 2017 FINANCIAL STATEMENTS. (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	JOHN ROPER

Agency Report

Proposed Organizational Chart

Update to Organizational Chart reflects the Performance Analyst directly reporting to the Chief Operations Officer (COO) rather than the IT Director. Based on experience with the position, the duties performed are a better fit with the COO. Renea shared that ELC-EC's Performance Analyst, Ili Mansfield, has been named the regional Tableau ELC Representative. This is a great achievement for our Coalition.

Motion made to approve Organizational Chart as presented.

MOTION/RESULT:	APPROVAL OF ORGANIZATIONAL CHART AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	BRITTNEY HAY

COOP

The COOP has been updated to reflect employment changes. The updates reflect changes in board membership and employee information. Louis noted that local Emergency Management personnel may be required to sign off on our COOP as well. He suggested we move forward with obtaining a review in preparation for the requirement.

Motion made to approve COOP as presented.

MOTION/RESULT:	APPROVAL OF COOP AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

Bylaws

The Bylaws have been updated to provide the Executive Committee position currently required to be filled by a past chair may be filled by a past chair or a member at large from the private sector board membership.

Motion made to approve Bylaws as presented.

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

Board Membership Roster

Past Chair, Paul Sirmans, requested he be removed from the roster effective January 1, 2018.

Motion made to approve Board Membership Roster as presented.

MOTION/RESULT:	APPROVAL OF ROSTER AS PRESENTED (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	JOHN ROPER

Name Change

Discussed proposed name change as indicted in our January 2018 Strategic Planning Session. Two names were provided: The Early Learning Coalition of the Emerald Coast or The Early Learning Coalition of Florida's Emerald Coast. Renea indicated this will be reflected as DBA only and will not change the EIN or legal name of the entity.

Renea noted that the name change and office relocation will occur at the same time. Discussed need for new logo. Discussed asking NWFSC Graphic Design Department for assistance with logo design.

Motion made to change coalition name to: The Early Learning Coalition of the Emerald Coast, DBA.

MOTION/RESULT:	MOTION MADE TO CHANGE ELC NAME TO ELC OF THE EMERALD COAST
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

FY 17-18 Annual Budget Amendment

The current budget is being amended to reflect the change in Performance Funding Project funds.

Motion made to approve proposed Budget Amendment.

MOTION/RESULT:	APPROVAL OF BUDGET AMENDMENT (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	MICHELE BURNS

Mission and Vision Statement

Discussed proposed VISION and MISSION Statements resulting from the Board Strategic Planning Session in January 2018.

VISION - To be a community in which every child enters school prepared to succeed.

MISSION - Our mission is to support the success of every child and their family through quality early education and care.

Motion made to approve the Mission and Vision Statements as presented.

MOTION/RESULT:	APPROVAL OF MISSION AND VISION STATEMENTS AS PRESENTED (UNANIMOUS)
MOVER:	JOHN ROPER
SECONDER:	MICHELE BURNS

Rural Match Waiver

Renea presented the approval letter of the Rural Match Waiver.

Committee Reports

Executive Committee

Following discussion of committee minutes approval process, the board agreed that each committee will be responsible for approval of the committee minutes. Committees should present the approved minutes and add items requiring board votes to the agenda.

Finance Committee

Minutes attached; no discussion.

Program Policy and Strategy Committee

Minutes attached; no discussion.

Advocacy, Resource and Development Committee

Minutes attached.

Louis noted the importance of cash match within our two counties as something we continuously struggle to achieve.

Board members discussed the implementation of a Dragon Boat Race and Festival modeled by the Fuse Project's festival. Discussed creating a staff position for public relations and fund raising to bring in funds and create a volunteer base for the festival.

Renea noted that we need to establish an Ad Hoc Committee for the Dragon Board Race and Festival. Beth asked to be chair of the committee.

Bev shared that two students from NWFSC Early Education were recently awarded Gold and Silver at SKILLS USA regional competition.

Public Comment

No public comment was requested.

Adjournment

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

Respectfully submitted,

Jennifer Via
Executive Assistant / HR Manager