



EXECUTIVE COMMITTEE  
MEETING  
February 28, 2018  
7:30 a.m.

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties (ELC) was held via conference call.

**Committee Members Present:**

- Don Edwards, Private Sector (Trustmark Bank)
- Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)
- Louis Svehla, Walton County Commissioner's Appointee
- Bev Sandlin, Northwest Florida State College President's Appointee
- Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund)
- Michele Burns, Executive Director; Workforce Development Board

**Committee Members Absent:**

**ELC Staff Attending:**

- Renea Black, Executive Director
- Jennifer Via, Executive Assistant / HR Manager
- Cindy Herrington, COO

**Call to Order**

Beth Brant, Chair called the meeting to order at 7:30 a.m.

Motion to approve agenda as presented

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	ALLYSON OURY

Motion to approve January 26, 2018 as presented and January 30, 2018 meeting minutes with minor grammatical corrections.

MOTION/RESULT:	APPROVE JANUARY 26, 2018 AND JANUARY 30, 2018 MINUTES (UNANIMOUS)
MOVER:	ALLYSON OURY
SECONDER:	DON EDWARDS

**Agency Report**

**Provider Rate Increases**

Four options for School Readiness rate increases presented to the Finance Committee. The option selected by the Finance Committee will have an estimated fiscal impact of \$19,105.20 for the remainder of FY 17-18. The projected fiscal impact for FY 18-19 will be \$57,215.60. The recommended option will affect Infant and Toddler reimbursement rates for centers, gold seal providers, and registered family child care homes.

Allyson mentioned that she would like to see more of an increase in the future. However, this recommended increase will help bring our rates in line with current rates of neighboring counties.

Motion made to accept the Provider Rate Increase as presented by the Finance Committee

MOTION/RESULT:	APPROVE PROVIDER RATE INCREASE AS PRESENTED (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	BEV SANDLIN

Retirement Plan

Currently American Funds is our records keeper, Dyatech is our Third-Party Administrator (TPA), and Cash and Associates is our Wealth Management firm. Renea's recommendation is that we continue working with American Funds, but we change our wealth management firm from Cash and Associates to Northwestern Mutual. Renea explained that the current plan document is proprietary to Dyatech and our new TPA will assist us with creating a new plan document.

Michele raised the question if we would need to request bids for this change, Renea stated due to the cost being under \$35,000 we are not required to request bids, but noted we reached out to several financial advisors, however only one other responded and we believe it's due to the small size of our current 401k Plan. Hopefully that will change over time and we can obtain more bids in the future.

Motion made to move forward with Renea's recommendation for changing our retirement plan, including the wealth manager and TPA.

MOTION/RESULT:	APPOVE CHANGING ELC-OW's RETIREMENT PLAN (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	ALLYSON OURY

Moving Update

Beth provided the committee an update regarding the status of the lease. Beth shared that the owner of Meigs Executive Park has decided not to move forward with replacing any of the HVAC units until the unit is no longer in working condition. However, the owner will incur all repair and replacement costs as long we maintain a maintenance agreement.

Renea noted her concern for the proposed length of the lease which was originally 10 years. She asked for the committee's input and suggested a 5-year term with the option to renew for 5 additional years. Beth noted this is more favorable for future negotiating power. The lease presented has a 3% increase annually and with the 5-year clause we have an opportunity to renegotiate that after the initial 5 years.

Motion made to allow Renea to sign the lease for Meigs Executive Plaza for 5 years with an option to renew the lease for another 5-year term.

MOTION/RESULT:	APPOVE RENEAS SIGNING AS MENTIONED ABOVE (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

Membership update

Due to Paul no longer being a member of our board we are missing a private sector member on the Executive Committee. Currently, the only board member qualified as a private-sector member is Justin Tate. Renea recommends that the committee add Justin Tate to the Executive Committee as he has shown great initiative and interest in the ELC-OW.

Motion made to approve Justin Tate to the ELC-OW Executive Committee

MOTION/RESULT:	APPOVE JUSTIN TATE TO EXECUTIVE COMMITTEE (UNANIMOUS)
MOVER:	ALLYSON OURY
SECONDER:	MICHELE BURNS

Renea presented the application of Scot Copeland for board membership. Scot is an attorney from Walton County and would serve as a private sector member. Scot's board application shows he is very interested in participating on our board. Additionally, he has offered to lend his legal expertise to the board and ELC within his scope of work.

Motion to Scot Copeland as a member of the ELC-OW Board of Directors.

MOTION/RESULT:	APPROVE SCOT COPELAND AS A MEMBER OF THE BOARD (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

Bev would like to take a moment to recognize one of our local Family Child Care Home providers, Twanda Brown. Twanda has received a gold and silver awards in SkillsUSA and has received an all-expense paid trip to Philadelphia being recognized as a finalist for Child Care Provider of the year.

**Public Comment**

None

**Dismissal**

The meeting adjourned at 8:05  
Respectfully submitted,

Jennifer Via  
Executive Assistant/HR Manager