



Location: 102 Sunset Ln, Shalimar, FL 32579

Date: May 24, 2019

Time: 7:30 a.m.

Approved

Executive Committee Meeting Meeting Minutes

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair
Bev Sandlin, Northwest Florida State College President's Appointee
Don Edwards, Private Sector (Trustmark Bank), Vice-Chair
Michele Burns, CareerSource Okaloosa Walton
Louis Svehla, Walton County Commissioner's Appointee

Committee Members Absent:

Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer

Coalition Staff Present:

Renea Black, Executive Director
Alma Solano, Executive Assistant

Public Present:

No Public Present

Quorum:

- Quorum confirmed 7:37a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 7:40a.m.

II. Agenda*

- Beth requested a motion to approve the consent agenda as presented.

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



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III. Treasurer's Report

- February and March financial statement reports*
Renea noted she is traveling to Tallahassee with three ELC-EC staff and will go over the EFS Mod tickets with the OEL staff. Beth mentioned that the portal has been negatively impacting the providers, even though OEL has shared with the Legislature that the portal has been working. Renea also reported OEL is implementing a new match funding program for SR FY2019-20. Funding for the new state matching programs limited to approximately \$33 million and is a \$1 for \$1 match.

Beth requested a motion to approve the Financial Report as presented.

MOTION/RESULT:	APPROVE FEB. 2019 AND MARCH 2019 DRAFT FINANCIAL REPORT AS PRESENTED (UNANIMOUS)
MOVER:	LOU SVEHLA
SECONDER:	BEV SANDLIN

- 2019-2020 Proposed Funding
Renea presented the proposed funding amounts received from OEL. She noted providers need to be more vocal about our funding and Louis suggested sending letters to the Governor's office from the providers regarding the allocation methods. Renea further discussed the CLASS assessment implementation this year which will impact our budgets. She noted programs with CLASS scores below 2.51 are not eligible for contracts, scores 2.51 – 2.99 require a Quality Improvement Plan, and scores 3.00 and above quality for contracts. Scores at 4.00 and above quality for financial incentives. Renea noted all scores for our current providers are above 3.00.

IV. New Business

- Crestview Lease*
Renea presented the committee with a memo for the Crestview lease. Members discussed the request. Michele Burns abstained from the vote due to conflict of interest. (Documents on file).

Beth requested a motion to approve Crestview lease as presented.

MOTION/RESULT:	APPROVE CRESTVIEW LEASE AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS



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- Policy and Procedure Implementation*

Renea presented the committee with a memo to allow her to amend policy and procedure changes required by OEL after the Board has already approved.

Beth requested a motion to approve the Executive Director approval of changes required by OEL.

MOTION/RESULT:	APPROVE POLICY AND PROCEDURE APPROVAL PROCESS AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS

- 401k Withdrawal from Participation*

Renea explained that SimpleHR has requested former contracted employees participating in their 401k plan to withdraw funds or incur a fee. The SimpleHR plan was a multi-employer plan and requires board approval to complete closeout of the ELC's participation.

Beth requested a motion to approve the 401k withdrawal from participation

MOTION/RESULT:	APPROVE 401k WITHDRAWAL FROM PARTICIPATION (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	MICHELE BURNS

- Sliding Fee Scale

Beth motion to approve the sliding fee scale

MOTION/RESULT:	APPROVE SLIDING FEE SCALE SCHEDULE (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	MICHELE BURNS

- PTO Amendment and Estimate*

Technical issues with EFS Mod have resulted in four employees accruing PTO hours in excess of carryover balance policy at June 30, 2019. Renea requested the consideration of approving up to 6 months to use the excess PTO accruals after June 30, 2019.



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Discussion followed. The board noted that no additional approvals for PTO balances outside established policy will be granted in the future. Louis noted that supervisors and employees should manage PTO to ensure carryover balances at June 30 are not in excess of the allowable 240 hrs. Beth suggested employees should be given an additional 12 months to use PTO hours in excess of 240 at June 30, 2019 due to EFS Mod issues beyond the coalition's control. Louis suggested that due to EFS Mod issues employees with PTO balances in excess of 240 hrs. at June 30, 2019 be granted an additional 12 months (July 1, 2019-June 30, 2020) to use up to 70 additional hours. The board agreed to consider a motion for this year only due to EFS Mod issues.

Louis made the motion to allow employees with an excess of 240 hours of rollover PTO at June 30, 2019 to carry forward up to 70 additional hours to be used during FY 2019-2020 (ending June 30, 2020) only.

MOTION/RESULT:	APPROVE PTO EXCESS ROLLOVER AS NOTED. (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	MICHELE BURNS



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- Bylaws amendment*

Renea proposed a change in the bylaws for Board and Executive committee meetings to be held every other month on the second Friday of the month. Bev suggested excluding “second Friday” language in case meetings needed to be scheduled on a different day.

Beth requested a motion to approve the bylaws amendment as proposed with the omission of “second Friday” language.

MOTION/RESULT:	APPROVE AMENDMENT TO BYLAWS (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	MICHELE BURNS

V. Executive Director’s Report – Renea Black

- EFS Mod update

Renea noted that the update has been discussed earlier in the meeting. (See notes in Financial Report section).

- SR and VPK Contracts

Renea noted that under new rules, the ELC is no longer required to contract with providers with certain DCF violations. She shared that she will exercise that right in the upcoming contract year with at least one provider due to the number and nature of DCF licensing violations in FY2018-19.

VPK Readiness Rates

Renea shared that VPK rates are all over the news, however the press release included some inaccurate information. The 42% rate is reflective of the number of providers not achieving the threshold, not the percentage of children. Renea stated that OEL has proposed a new rule for a revised Readiness Rate formula, to include gains made between initial and final assessments currently conducted during the VPK program year.

- Executive Director Child Care Program Visits

Renea noted that she continues to visit contracted childcare programs, schedules permitting.



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- Staff Updates
 - Voluntary Terminations: Tammy Theriault, Early Education Director
 - New Hires: Hailey Reese, Early Education Specialist
Alma Solano, Executive Assistant/HR Specialist
 - Transfers: Deanna Hernandez – from Executive Assistant to Purchasing Specialist

VI. Public Comment

- No public comment.

VII. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 10:39 a.m.

Respectfully Submitted,
Alma Solano
Executive Assistant

**Vote is required*

MISSION STATEMENT

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