



Location: Zoom and 1130 N Eglin Pkwy,
Shalimar FL 32579
Date: December 11, 2020
Time: 8:00 a.m.

Board Meeting Minutes

Board Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair – In person
Bev Sandlin, Northwest Florida State College President’s Appointee – Zoom
Darrell Taylor, Private Sector – Zoom
Amanda Negron, Private Sector – Zoom
Michele Burns, CareerSource Okaloosa Walton – Zoom
Pam Jones, School District of Walton County Superintendent’s Appointee – Zoom
Darrell Taylor, Private Sector (Gulf Coast Electric) – Zoom
Brittney Hay, Private Provider (First Steps Learning Academy) – Zoom
Louis Svehla, Walton County Commissioner’s Appointee, Secretary – Zoom
Angie Strumeyer, DCF Circuit Administrator Appointee– Zoom
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer – Zoom
Kim Gillis, Walton County Head Start Director – Zoom
Don Edwards, Private Sector (Renasant Bank), Vice-Chair - Zoom

Board Members Absent:

Kathryn Barley, Walton County Health Department
Ashley Thomas, Representative of Faith based Childcare Providers
John Roper, Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast)
Caroline FitzGerald, Private Sector – Gubernatorial Appointee
Scot B. Copeland, Private Sector – Emmanuel, Sheppard & Condon, P.A
Susan Blumenthal, Retired, Private Sector

Coalition Staff Present:

Renea Black, Executive Director – Zoom
Jerry Ann Chancellor, Executive Assistant – Zoom
Ann Leaf, Finance Director – Zoom
Dana Crupi, Early Education Director - Zoom
Katie Looney, Director of Operations – Zoom
Kathy Houchins, Community Relations & Development Consult - Zoom

Public Present:

Dr. Sandra Arteaga, Director, Teacher Education, NWFSC
Michelle Peacock
Debbie Smith, Childcare Provider



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Quorum:

- Quorum confirmed 8:04 a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 8:04 a.m.

II. Agenda*

- Beth Brant requested a motion to approve the agenda as presented

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

III. Nominating Committee*

- Renea Black requested a motion to approve the Slate of Officers as presented.

MOTION/RESULT:	APPROVE THE SLATE OF OFFICERS AS PRESENTED (UNANIMOUS)
MOVER:	ANGIE STRUMEYER
SECONDER:	AMANDA NEGRON

IV. Minutes*

- Beth Brant requested a motion to approve the minutes for July 10, 2020 meeting as presented. Renea stated that the Executive Committee Minutes would be approved at the next Executive Committee.

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

V. Treasurer's Report

- Financial Statements*

Ann Leaf, Finance and Accounting Director shared the Coalition's financial statements for the months July through October 2020 to include the COVID-19 Expenditures and Local SR Match reports. Louis Svehla asked for a status update on the CARES ACT award deadline. Ann Leaf responded June 30, 2021. Renea Black thanked Robin Donlon for her assistance in obtaining the PPP Loan that gives an additional \$230,000 for childcare programs.



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Beth requested a motion to approve the July through October 2020 Financial Statements as presented.

MOTION/RESULT:	APPROVE THE JULY THROUGH OCTOBER 2020 FINANCIAL STATEMENTS (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	ANGIE STRUMEYER

VI. New Business

a. Complaint Policy*

Renea stated that there were additional changes to reflect the line of communication on the complaint policy that was originally voted on based on suggestions from Joyce Chastain, Krizner Group.

MOTION/RESULT:	ACCEPT THE CHANGES AS RECOMMENDED. (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

b. MidBay Rotary Grant Award

Dana Crupi stated they assembled and distributed Calm Down Kits to approximately 400 children.

c. Internal Control Questionnaire

OEL provides the annual Internal Control Questionnaire as the ELC has to complete testing and monitoring on a continuing basis. Warren Everett Audit.

d. VPK Kits Purchase

An audit with OEL showed a finding with our purchasing policies in regards to the spending limits when items were purchased with the VPK kits. During COVID-19 lockdown, we compiled kits for children and their families to have activities at home. 235 kits were assembled and distributed. A total cost of \$250,000 was needed for approval by the Board but not obtained.

e. United Way COVID-19 Grant \$4,100 – Child Care Teacher Relief Committee

Renea Black asked for a committee to be developed within the Board to review Teacher Applications for the United Way COVID-19 Grant of \$4,100. The timeframe for the review and implementation would be 90 days. Bev Sandlin, Don Edwards and Angie Strumeyer volunteered to be a part of the committee.

f. OEL Emerald Coast Audit Requests



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Renea Black stated that the Auditor General is continuing their audit. We are in the process of five audits. The Finance and Administration teams have been overwhelmed with providing the documents for their additional questions. These have not been a typical audit with ten day turnarounds. We have asked for one extension. The questions have not been typical as in general questions.

VII. Senior Leadership Presentations

- a. Board Member Membership Description – Renea Black
 - Reviewed the Membership Descriptions. Renea stated her thanks for the members participation in the Early Learning Coalition Board. Truly grateful for this Board’s time and talents.
- b. Sunshine Law and Robert’s Rules Training Overview – Jerry Ann Chancellor
 - Presented an overview of the Florida Sunshine Law, and Robert’s Rules for the Board.
- c. Finance & Accounting – Ann Leaf
 - Reviewed the Finance and Accounting Department
- d. Program Operations – Katie Looney
 - Reviewed the Operations Department
- e. Early Education – Dana Crupi
 - Reviewed the Early Education Department

VIII. Executive Director’s Report

- a. OEL Update – Renea Black

IX. Public Comment

- Louis Svelha stated he appreciates everyone, and welcome to the new team members at the ELC. He appreciates the enthusiasm with the reports, and looks forward to working with the team. Thank you to everyone’s hard work especially during COVID-19. Renea Black thanked Louis, especially noting the cell phone donations and the van.
- No other public comments.

X. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 9:37 a.m.

Respectfully Submitted,
Jerry Ann Chancellor
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.