



Location: 1130 N Eglin Pkwy, Shalimar FL 32579  
Date: March 13, 2020  
Time: 8:00 a.m.  
Approved

## Board Meeting Minutes

### **Board Members Present:**

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair  
Bev Sandlin, Northwest Florida State College President's Appointee – by phone  
Don Edwards, Private Sector (Renasant Bank), Vice-Chair  
Caroline FitzGerald, Private Sector – Gubernatorial Appointee – by phone  
Scot B. Copeland, Private Sector – Emmanuel, Sheppard & Condon, P.A – by phone  
Kim Gillis, Walton County Head Start Director – by phone  
Susan Blumenthal, Retired, Private Sector – by phone  
Darrell Taylor, Private Sector – by phone  
Amanda Negron, Private Sector  
Michele Burns, CareerSource Okaloosa Walton  
Pam Jones, School District of Walton County Superintendent's Appointee  
Darrell Taylor, Private Sector (Gulf Coast Electric) – By phone

### **Board Members Absent:**

Louis Svehla, Walton County Commissioner's Appointee, Secretary  
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer  
Kathryn Barley, Walton County Health Department  
Ashley Thomas, Representative of Faith based Childcare Providers  
Brittney Hay, Private Provider (First Steps Learning Academy)  
John Roper, Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast)

### **Coalition Staff Present:**

Renea Black, Executive Director  
Alma Solano, Executive Assistant  
Katie Looney, Director of Operations  
Ann Leaf, Finance Director

### **Public Present:**

Christina Morris

### **Quorum:**

- Quorum confirmed 8:08 a.m.

### **I. Call to order – Beth Brant, Chair**

- Beth Brant, Chair called the meeting to order at 8:08 a.m.



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## II. Agenda\*

- Beth requested a motion to approve the agenda with the removal of new business item PDG assessment to be tabled to the next Executive Committee meeting on March 27, 2020.

MOTION/RESULT:	APPROVE AGENDA WITH MODIFICATIONS (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	MICHELE BURNS

- OEL EFS Mod Update  
Shan Goff join the Coalition's Board meeting to give an overall overview related to EFS Mod activities. She reported the major issues regarding the migration of data in 2018 and the system wide data corrections for provider rates that were doubled in the system. She informed the Board that OEL has brought in an IT team to do a system wide check on EFS Mod.

## III. Minutes\*

- Beth requested a motion to approve the Executive Committee minutes for February 14, 2020

MOTION/RESULT:	APPROVE THE MINUTES AS PRESENTED (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	DON EDWARDS

## IV. Treasurer's Report

- Financial Statement\*  
Ann, Finance and Accounting Director, explained to the Board the coalitions expenses for the month of January. She reported that the coalition managed to hit all of their targets for 2018-2019 reconciliation. The agency is currently serving 2298 children under VPK for January. The agency also spent funds on staff development for Excel training.

MOTION/RESULT:	APPROVE THE JANUARY 2020 FINANCIAL STATEMENT (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	AMANDA NEGRON

- Match Funds



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The Director continued by reporting the total grant awards that the agency has received and the match funds.

#### V. New Business

- Bylaws Update\*

The Bylaws were updated with the coalition's new business name and location of the agency's office, as well as the number of committees and nomination process.

Beth requested a motion to approve the updated bylaws with corrections to the agency's DBA name.

MOTION/RESULT:	APPROVE THE REVISED BYLAWS (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	BRITTNEY HAY

- VPK Readiness Rates

Renea reported that in order to compensate for the years that low performing providers were not placed on probation, programs scoring below 60 in 2012-2013 would have been in year 1 of probation. If the providers is still on probation based on 2018-2019 scores, they would be in year 2. Improvement plans can begin when the Fall 2020 VPK program starts. All providers in our coalition now on probation will be in year 1 of probation exempt Hurlburt CDC East. They will be in year 2 (SR score of 58 in 2012-2013).

- Provider Reimbursement Rates\*

Beth requested a motion to approve the provider rate increase with typographic corrections

MOTION/RESULT:	APPROVE PROVIDER RATE INCREASE WITH CORRECTIONS (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	MICHELE BURNS

- April 10, 2020 Executive Committee meeting has been rescheduled for March 27, 2020 at 7:30 AM in 102 Sunset Lane, Shalimar FL 32579.

#### VI. Executive Director's Report – Renea Black

- The Executive Director reported to the Board that she reached out to a patent attorney that agreed to provide pro-bono services for our Directors Conference, Teacher of the Month, and



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VPK-Kindergarten transition logos. Renea was invited to Mid-way Rotary club to give a presentation to the club. She also gave a presentation to the United Way Board of Directors. Marlee attended the Impact 100 workshop program.

Lost Quorum at 9:35 AM

Renea continued by stating that she plans to screen the No Small Matter movie in Walton County as the screening in Okaloosa proved a success. She also attended the Gulf Power Symposium. The coalition was one of five coalitions selected for an audit by the office of the Auditor General.

#### **VII. Department Updates**

- Operations: Katie Looney has been promoted to Director of Operations and is currently working on learning the processes of the Family Services Department.
- Education: Jennifer Wilhelm, Early Education Director, is currently working on setting up trainings for program assessments.
- Community Resources: She recently transitioned the ELC from buddylist to Constant Contact and since then has completed campaigns relative to parent and provider trainings, Teacher of the Month, the No Small Matter event, and advising providers how to protect against Coronavirus.

#### **VIII. Public Comment**

- No public comment.

#### **IX. Adjournment – Beth Brant, Chair**

- Beth adjourned the meeting at 9:49 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.*