



Location: Zoom and 1130 N Eglin Pkwy,
Shalimar FL 32579
Date: May 8, 2020
Time: 8:00 a.m.
Approved 7/10/2020

Board Meeting Minutes

Board Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair
Bev Sandlin, Northwest Florida State College President's Appointee – Zoom
Scot B. Copeland, Private Sector – Emmanuel, Sheppard & Condon, P.A – Zoom
Kim Gillis, Walton County Head Start Director – 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
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer – 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)
Don Edwards, Private Sector (Renasant Bank), Vice-Chair
Susan Blumenthal, Retired, Private Sector
Caroline FitzGerald, Private Sector – Gubernatorial Appointee

Coalition Staff Present:

Renea Black, Executive Director
Alma Solano, Executive Assistant
Ann Leaf, Finance Director – Zoom
Danita Brown, EE Specialist – Zoom

Public Present:

Quorum:

- Quorum confirmed 8:06 a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 8:06 a.m.



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II. Agenda*

- Beth requested a motion to approve the agenda as presented

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	AMANDA NEGRON
SECONDER:	BEV SANDLIN

III. Minutes*

- Beth requested a motion to approve the minutes for March 13, March 20, and March 27, 2020 meetings as presented.

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

IV. Treasurer's Report

- Financial Statement*
Finance and Accounting Director and Board Treasurer shared the Coalition's financial statements for the months of February and March 2020. Board Treasurer reported that the Coalition is in line with all spending limits, with the exception of the administrative expense. She further noted that current enrollments are up as the Coalition is focusing on serving first responders and healthcare essential workers. The agency has a projected surplus of \$113,000. Renea noted that some future expenses, i.e. staff overtime, communications intern contract extension, Facebook ads, and laptops for all staff purchased for the Work from Home will decrease the surplus. Ann is currently working on an RFP for a new accounting software; however, this expense is not projected to begin until FY20-21. The Coalition will also spend around \$180,000 on the new curriculum using Preschool Development and some School Readiness Quality funding and is included in the forecast.
- The Finance Director reviewed match revenue and expense and noted the Coalition is forecasted to expend all local match funds available by June 30, 2020 to maximize the drawdown of state matching funds.
- Budget Summary Projection
The approved provider rate increase has been modified to reflect OEL approval of April 1, 2020 begin date. Due to Covid-19 closures the Coalition is not conducting any child assessments or



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onsite monitoring. Renea would like to redirect the cost of staff time to future training events and other activities needed to meet agency needs during the pandemic.

Beth requested a motion to approve the February – March 2020 financial statements as presented.

MOTION/RESULT:	APPROVE THE FEBRUARY-MARCH 2020 FINANCIAL STATEMENTS (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	AMANDA NEGRON

Beth requested a motion to approve the reallocation of the PDG and Quality Funds as presented to revise the PDG Plan for purchase of new curriculum and child assessments.

MOTION/RESULT:	APPROVE THE REALLOCATION OF PDG AND QUALITY FUNDS (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BRITTNEY HAY

- **PPP***

Renea thanked the Board Treasurer, Robin, for guiding the Coalition through the application process and her assistance with getting the PPP Loan approved. The Coalition received a loan of \$230,256. 73. Robin reported that up to 75% of the loan needs to be spent on payroll, the other 25% can be spent on utilities and rent in order to qualify for the loan to be converted into a grant. This loan will allow the ELC to redirect budget to expand the mini-grant programs for Health and Safety Supplies and Infrastructure costs.

Beth requested a motion to accept the loan when it is received.

MOTION/RESULT:	ACCEPT THE LOAN (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	LOUIS SVEHLA

V. New Business

- **PTO Balances***



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Renea noted the Coalition’s PTO policy allows for up to 240 hours of carryover PTO at June 30th. Renea has worked with Directors to ensure that staff are able to take as much PTO as possible before the fiscal year end (June 30, 2020). After working with staff and discussing agency needs during the pandemic, two employees will potentially have an excess of 240 PTO hours at fiscal year-end. Renea requested the Board to consider allowing the two employees to retain PTO hours over 240 at June 30, 2020 if they have been unable to use them due to Covid-19.

She also noted that a buddy system has been implemented to minimize the risk of excess PTO in the future. Renea also noted that we will work to decrease PTO balances of the two employees to the extent possible before June 30, 2020.

Beth requested a motion to allow Joyce and Renea carryover all of their unused PTO hours into the next fiscal year.

MOTION/RESULT:	APPROVE THE CARRYOVER OF UNUSED PTO (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	PAM JONES

- Group Health Insurance*

Employees reported high satisfaction with the Coalition’s current group health insurance. Renea reported that the renewal rates went down for the upcoming fiscal year.

Beth requested a motion to accept the renewal of the Group Health Insurance

MOTION/RESULT:	ACCEPT GROUP HEALTH INSURANCE RENEWAL (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

- Provider Rate Increase

Renea reported that OEL approved the provider rate increase the Coalition requested with an effective date of April 1, 2020.

- COOP Update*

The Coalition’s COOP has been updated to reflect staff address changes.

Beth requested a motion to approve the COOP as presented.



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MOTION/RESULT:	APPROVE COOP AS PRESENTED (UNANIMOUS)
MOVER:	BRITTNEY HAY
SECONDER:	BEV SANDLIN

VI. Executive Director’s Report – Renea Black

- Covid-19 Update
Renea reported to the Board that the Coalition has around 50 to 60 first responders and healthcare essential workers enrollments. Financial assistance for child care is being provided through CARES funding. Referrals are for up to 90 days and do not require family income verification.
- Mini Grants and Financial Support Program*
Renea reported that each provider location can potentially get up to \$4,000 in mini grants for Infrastructure and Health and Safety supplies. These mini-grants are provided through CARES funding and reallocation of expense covered by the PPP loan. The Coalition requests to further help providers by reallocating up to \$100,000 of the ELC-EC budget to pay Okaloosa and Walton SR providers \$75 a day beginning March 23, 2020 for a maximum of 18 days or until the \$100,000 has been utilized for each day the provider was open and operating.

Beth requested a motion to approve the provider Financial Support Program as presented

MOTION/RESULT:	APPROVE FINANCIAL SUPPORT PROGRAM (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	LOUIS SVEHLA

- Supplemental Mini Grants*
Renea requested to the Board the re-allocation of funds for payroll and related benefits up to \$230,256.73 to expand Infrastructure and the Health and Safety mini-grant program to child care providers. She would like to establish a Supplemental Mini-Grant program mirroring OEL approved mini-grant program. And also, adopt the Office of Early Learning Revised Tracking Costs for Disasters for Health and Safety Cleaning Supplies and Infrastructure Mini-grants for Early Learning Providers Program Guidance 240.20 Appendix B and Appendix C.



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MOTION/RESULT:	APPROVE SUPPLEMENTAL MINI GRANTS (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

- HSU Education Foundation
Renea gave a special thanks to Board member and Executive Director of the HSU foundation, Amanda Negron. The HSU Education Foundation donated face shields for the Coalition to distribute to childcare providers. Amanda Negron accepted the gratitude and reported the construction of the new HSU Innovation Institute in South Okaloosa is on track to be completed in June. She explained airmen are using the facilities to print the face shields using 3-D printers and donations of supplies from local businesses.

VII. Department Updates

- Department Updates
The Board received a written report from each director which included accomplishments and goals they have achieved for the months of March and April. In the future, the directors will be presenting their reports to the Board in person once CDC guidelines allow.

VIII. Public Comment

- No public comment.

IX. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 9:48 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.