



Location: Zoom and 102 Sunset Lane, Shalimar
FL 32579
Conference Line 319-527-9176 access code
717-974
Date: Friday, August 14, 2020
Time: 7:30 AM

Executive Committee Meeting Minutes

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector, Poly Inc., Chair
Bev Sandlin, Northwest Florida State College President's Appointee – via Zoom
Don Edwards, Private Sector, Renasant Bank, Vice-Chair – via Zoom
Michele Burns, CareerSource Okaloosa Walton – via Zoom
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer – via Zoom

Committee Members Absent:

Louis Svehla, Walton County Commission Appointee

Coalition Staff Present:

Renea Black, Executive Director
Alma Solano, Executive Assistant
Danita Brown, Early Education Specialist – via Zoom

Public Present:

Quorum:

- Quorum confirmed 7:35 a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Board Chair called the meeting to order at 7:35 a.m.

II. Agenda*

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

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	DON EDWARDS



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III. Treasurer's Report

- Financial Statements for June 2020
 - Renea reported that the Financial Statements for June 2020 do not reflect the complete and final activities for the fiscal year 2019-2020, as there are upcoming expenditures in July that will be part of the 13th invoice of fiscal year ending June 30, 2020. The receivables from OEL include outstanding invoices for June SR, VPK, OAMI and CARES program and the CARES cash advance.

- Budget Report Fiscal Year 2020-2021*
 - Renea presented to the Board the 2020-2021 Budget Report. She stated that there are 3 additional revenue streams not included in the budget as they came in the night before this meeting. Ann included the preliminary budget with last year's expenses and required agency Directors to review the budget and add expenses for their respective departments for the upcoming year. The budget also includes the salaries for staff and the projected performance based salary increases.

Beth requested a motion to approve the Budget Report for Fiscal Year 2020-2021 as presented.

MOTION/RESULT:	APPROVE THE BUDGET REPORT FY 2020-2021 AS PRESENTED (UNANIMOUS)
MOVER:	ROBIN DONLON
SECONDER:	BEV SANDLIN

IV. New Business

- Promotions or Transfers Policy*
 - The Coalition is currently working closely with Joyce Chastain from the Krizner Group to revise staff job descriptions and create a pay grade for the new descriptions. During her review of the job descriptions, Renea noted the current employee handbook does not include a policy that accurately outlines a procedure for promotions and transfers. Renea drafted a proposed policy for consideration and requested approval.

Beth requested a motion to approve the Promotions or Transfers policy as presented.

MOTION/RESULT:	APPROVE THE PROMOTIONS OR TRANSFERS POLICY AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	MICHELE BURNS



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- Family Engagement Plan*
 - Renea explained that the Family Engagement Plan is part of our SR Plan. She noted the team worked on it together, with a special mention to Katie Looney and Danita Brown for stepping in and ensuring the plan was completed timely. The plan formalizes the services the Coalition currently provides in the community.

Beth requested a motion to approve the Family Engagement Plan as presented.

MOTION/RESULT:	APPROVE THE FAMILY ENGAGEMENT PLAN AS PRESENTED (UNANIMOUS)
MOVER:	DON EDWARDS
SECONDER:	ROBIN DONLON

- Performance Review
 - Renea noted for the record that she felt uncomfortable discussing her performance review with staff members present. Danita, a staff member who was present during the meeting, agreed and dismissed herself from the meeting at that point. Bev began the discussion by noting that the Executive Director has made great efforts to ensure staff are up to date on their needed certifications and commended the Executive Director for those efforts, as others may not know how significant this work has been.
 - The Executive Committee help Renea outlined her next steps.
 1. Ensure supervisors hold their staff accountable.
 2. Help supervisors attained supervisory training, Joyce Chastain will be providing training to all Directors.
 - Robin continued discussion by stating that she is in favor of a salary increase for the Executive Director for meeting and exceeding her performance appraisal. Renea explained that staff pay increases were included in the budget for those that met and partially met their goals. Employees who met their performance goals will receive a 3% pay increase and those that partially met their goals will receive a 2% pay increase. Robin recommend a 5% pay increase for the Executive Director and a one-time \$5000 incentive pay. Renea explained that incentive pay for employees was not budgeted in the new fiscal year budget. Renea will confirm if the Coalition can do performance incentives and implement a performance incentive policy, if necessary and obtain OEL prior approval.



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Beth requested a motion to approve 3% pay increases for staff attaining performance goals and a 3% pay increase for staff partially attaining performance goals and for the Executive Director a 5% pay increase and a one-time \$5,000 performance incentive pay, dependent on coalition policy and OEL requirements.

MOTION/RESULT:	APPROVE THE PERFORMANCE PAY AND INCENTIVE PAY FOR STAFF AND EXECUTIVE DIRECTOR (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	ROBIN DONLON

- Audit Engagement Letter
 - The Audit Engagement letter was presented to the Executive Committee by the Executive Director. The Executive Committee approved the letter.

Beth requested a motion to approve Renea to sign the Letter of Engagement.

MOTION/RESULT:	APPROVE THE AUDIT LETTER OF ENGAGEMENT (UNANIMOUS)
MOVER:	ROBIN DONLON
SECONDER:	BEV SANDLIN

- Distribution of School Readiness kits
 - Renea reported to the Executive Committee that the kits have been well received with many child care programs coming to the office to pick them up and distributing to children previously enrolled in their VPK program.
- OEL Updates
 - The Coalition is no longer taking referrals for first responders, the cut off time was July 31, 2020 and will expire 3 months from July 31.
 - The Coalition has money in the budget for the Rising K program, but Okaloosa and Walton School districts are not participating.
 - Phase 1 and Phase 3 grants are being processed. However, the date to qualify for the grant requires that providers must be open at August 31, 2020.
 - The State has developed a virtual VPK program, however to qualify each school must have at least one brick and mortar classroom.



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- Brevard County
 - The Early Learning Coalition of Brevard County has asked Renea travel there and assist them with their Finance Department. Renea asked the Executive Committee to approve travel to Brevard. Brevard ELC will pay for travel and lodging. The Executive Committee had no objections.

V. Public Comment

- Bev Sandlin announced that the Northwest Florida State College hired a new Director for the Early Education Department, Dr. Artega. Bev hopes that she will be attending a Coalition Board meeting soon.

VI. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 8:53 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.