



Location: 102 Sunset Ln, Shalimar, FL 32579

Date: October 11, 2019

Time: 7:30 a.m.

Approved

## 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  
Don Edwards, Private Sector, Trustmark Bank, Vice-Chair  
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer  
Louis Svehla, Walton County Commissioner's Appointee

### **Committee Members Absent:**

Michele Burns, CareerSource Okaloosa Walton

### **Coalition Staff Present:**

Renea Black, Executive Director  
Alma Solano, Executive Assistant

### **Public Present:**

Christina Morris, NWFSC  
Lisa Drake, Kids Discovery  
Kristen Lupola, Kids Discovery  
Adam Nelson, Warren Averett

### **Quorum:**

- Quorum confirmed 7:30 a.m.

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

- Beth Brant, Chair called the meeting to order at 7:30 a.m.

### **II. Agenda\***

- Beth requested a motion to approve the agenda with the addition of "Match" under the Treasurer's report.



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MOTION/RESULT:	APPROVE AGENDA WITH REQUESTED REVISION (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

### III. Treasurer's Report

- Match

Renea reported that the ELC received a notification from Okaloosa and Walton counties regarding the funding the agency is receiving. The agency will know whether we are receiving funding from the City of Niceville in January. Don commented that Trustmark might be able to sponsor an event for the ELC. Renea shared the ELC's upcoming parent engagement event in December will welcome sponsorships.

### IV. New Business

- Employee Complaint

An employee sent a written complaint to the Executive Director, their supervisor, and the HR department. In the complaint, she requested an investigation on to her harassment allegations. Renea gathered quotes and set interview times for witnesses. However, the employee later requested to have her complaint withdrawn due to their advisor being out of town. Due to the seriousness of the complaint, the Board has decided to continue with the investigation.

- Annual Report

The state provides the ELC with a template for our Annual Report during reconciliation. However, due to the inaccuracies of the system, the report may need to be modified in the future.

- Holiday December 23<sup>rd</sup>\*

December 25<sup>th</sup> will fall on a Wednesday this year, Renea requested for the Board to approve giving employees an extra day off on Monday December 23<sup>rd</sup>.

Beth requested a motion to approve giving employees December 23<sup>rd</sup> off

MOTION/RESULT:	APPROVE DECEMBER 23 <sup>RD</sup> DAY OFF (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN



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- Warren Averett

Adam from Warren Averett reported to the Board that no findings were found during the audit. Renea has put in place policies and procedures that allows the agency to minimize a risk for findings.

Renea stated that the agency has been using attendance sheets to accurately pay providers, with OEL providing the agency with free reign in order to ensure payment is submitted. In July and August, providers were paid the same as in June. However, from September forward, the agency will pay providers based off attendance sheets. In attendance were providers from Kids Discovery and they informed the Board they have been given inaccurate payments for their centers. Due to the portal not matching with the attendance sheets, payments are not matching. The Board encourage providers to talk to their legislatures regarding the issues with EFS Mod.

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

- Employee Performance Reviews

In July, Renea instructed Directors to set SMART goals for their staff. After working with Alma and Renea, those goals will be implemented to their staff on November 1<sup>st</sup> and meet quarterly to track progress. Renea will utilize the performance reviews to help the Board from determine employee raises. Louis stated that basing raises on performance will empower staff and take them to the next level. The Board will be working on Renea's performance review and send a template to Alma for distribution to all board members. Renea will provide the Board with a list of memberships that she'd like to join in order to adjust her salary accordingly.

- Preschool Development Grant

The PDG grant funds will provide funding to assist with implementation of child assessments. Renea and the Board discussed the requirements associated with funding for providers to receive payments to complete child assessments. Renea noted that no currently contracted providers meet the minimum requirements for these incentive payments. Therefore, the funding will be spent on training staff on all three tools and perhaps provide an extra stipend to providers that are doing the assessments.

- Wipfli Training

Wipfli winter conference is on December 2-6 in Orlando. The state will pay for two staff members or Board members to attend the conference. Renea, Ann, Katie, and Jennifer W will be attending the winter conference. There will be another Wipfli conference during the summer if the Board is unable to attend the winter conference.

- Impact 100



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Impact 100 announced their finalist on October 3<sup>rd</sup>. The agency was not a finalist this year, however, Renea and Marlee attended the finalists' event to support the winners. Renea would like her or a Board member to become a member of Impact 100.

- Upcoming events

The agency will be holding a parent engagement event on December 7, The Joy of Giving. Early Education specialist, Rachel, is taking the lead on organizing the event.

Renea will be attending NAECY in Nashville with three other staff in November. She has also joined a military taskforce to help with childcare capacity.

Kristen from Kids Discovery commented on "The Center of it All" event the ELC held for provider professional development. She would like to see more events like it as it was a clear success. She volunteers her centers for any provider trainings. Bev can work with Lena in order to coordinate possible trainings. Bev and Christina can coordinate financial aid and how to get into college trainings for providers starting in January. Louis volunteered to do communications training.

Alma and Marlee are currently participating in Leadership Walton and Leadership Okaloosa respectively.

## VI. Public Comment

- No public comment.

## VII. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 9:50 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.*