



Location: 102 Sunset Lane, Shalimar, FL 32579
Date: February 14, 2020
Time: 7:30 AM
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, Renasant Bank, Vice-Chair – by phone
Louis Svehla, Walton County Commissioner's Appointee

Committee Members Absent:

Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer
Michele Burns, CareerSource Okaloosa Walton

Coalition Staff Present

Renea Black, Executive Director
Alma Solano, Executive Assistant
Ann Leaf, Finance Director

Public Present:

Quorum:

Quorum confirmed 7:30 AM

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 7:30 AM

II. Agenda*

- Beth requested a motion to approve the agenda as presented

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

III. Minutes

- January 10, 15, and 31st, 2020*



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Beth requested a motion to approve the Executive Committee minutes as presented for January 10, 15, and 31, 2020.

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

IV. Treasurer's Report

- December 2019 Financial Statement *

The Finance & Accounting Director presented to the Executive Committee the monthly financial statement for December 2019. She gave an overview of the organization's monthly financial targets and stated that childcare needs were met. However, the ELC's infant & toddler funds were underspent. She continued to report the Statement of Financial position which currently has a total receivable of \$13,045, which the agency will start to give back gradually. The director stated that the organization currently cannot predict the impact of said cash flow will have on the organization. The Director is also currently working on proposing a new provider rate increase and will present to the Board on the next meeting.

Beth requested a motion to approve the December 2019 Financial Statement as presented

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|----------------|--|
| MOTION/RESULT: | APPROVE DECEMBER 2019 FINANCIAL STATEMENT AS PRESENTED (UNANIMOUS) |
| MOVER: | BEV SANDLIN |
| SECONDER: | LOUIS SVEHLA |

V. New Business

- Whistleblower and Compliant Policy *

Beth requested a motion to approve the Whistleblower policy as amended

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|----------------|--|
| MOTION/RESULT: | APPROVE WHISTLEBLOWER POLICY AS AMENDED (UNANIMOUS) |
| MOVER: | LOUIS SVEHLA |
| SECONDER: | BEV SANDLIN |

Beth requested a motion to approve draft one of the Complaint policy as amended



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MOTION/RESULT: APPROVE COMPLAINT POLICY AS AMENDED
(UNANIMOUS)
MOVER: LOUIS SVEHLA
SECONDER: BEV SANDLIN

- Pay Grade Chart*

The Executive Director presented an updated Pay Grade Chart to the Executive Committee, Beth requested a motion to approve the Pay Grade Chart as presented.

MOTION/RESULT: APPROVE PAY GRADE CHART AS PRESENTED
(UNANIMOUS)
MOVER: LOUIS SVEHLA
SECONDER: BEV SANDLIN

- Agency Vehicle*

The Executive Director reported to the Executive Committee that the agency vehicle, a 2010 Honda Odyssey, is in need of repair but said repair would cost more than the current value of the van. Louis will be checking with Walton County to see if they have vehicles that can be donated to the ELC as a gift.

Beth requested a motion to dispose of the vehicle and return to proceeds to the State

MOTION/RESULT: APPROVE DISPOSAL OF AGENCY VEHICLE
(UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: LOUIS SVHELA

- HR Procurement*

The Executive Director presented to the Executive Committee three options for the recommended HR services as a result of the employee complaint investigation. The Executive committee recommended adding an option for auto-renewal to the Krizner Group proposal.

Beth requested a motion to select the Krizner Group proposal with the added two one-year renewal options.



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MOTION/RESULT: APPROVE KRIZNER GROUP PROPOSAL WITH ADDED RENEWAL OPTIONS (UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: LOUIS SVEHLA

• PDG – Support New Curriculum*

The Executive Director stated that the agency currently does not have many providers using the three approved tools for the Pre-school Development Grant. The organization is currently using part of those funds to ensure our staff are reliable in all three tools. Based on the report from the Early Education Director, the agency currently does not have any providers to give stipends to. The Executive Director proposed giving funds to providers to purchase the new curriculum. She expressed that giving providers funds based on the number of classrooms, rather than the number of children would ensure that the funds are more evenly distributed.

Beth requested a motion to support the new curriculum based on the number of classrooms

MOTION/RESULT: APPROVE PDG FUNDS FOR THE NEW CURRICULUM BASED ON THE NUMBER OF CLASSROOMS (UNANIMOUS)
MOVER: BEV SANDLIN
SECONDER: LOUIS SVEHLA

VI. Public Comment

- No public comment.

VII. Adjournment – Beth Brant, Chair

- Board Chair adjourned the meeting at

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.