



Location: Conference Line 319-527-9176 access code 717-974  
Date: March 27, 2020  
Time: 7:30 a.m.  
Approved

## Emergency Executive Committee Meeting Minutes

### Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector, Poly Inc., Chair – by phone  
Bev Sandlin, Northwest Florida State College President’s Appointee – by phone  
Don Edwards, Private Sector, Renasant Bank, Vice-Chair – by phone  
Louis Svehla, Walton County Commissioner’s Appointee – by phone  
Michele Burns, CareerSource Okaloosa Walton – by phone  
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer – by phone

### Committee Members Absent:

### Coalition Staff Present:

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

### Public Present:

Adam Nelson, Warren Averett – by phone  
Chad Hamilton, Warren Averett – by phone

### Quorum:

- Quorum confirmed 7:32 a.m.

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

- Beth Brant, Chair called the meeting to order at 7:32 a.m.

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

- Beth requested a motion to approve the agenda as presented

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	ROBIN DONLON
SECONDER:	MICHELE BURNS



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### III. New Business

- Audit by Warren Averett\*
  - Adam Nelson and Chad Hamilton from Warren Averett were present via conference call and reported to the Executive Committee their audit conclusions. Adam stated that they found no instances of noncompliance or other matters relative to internal controls over the agency's financial reporting assessed during the audit. The organization complied in all material respects with compliance requirements and no instances of fraud or illegal acts were found.

Beth requested a motion to accept the audit with requested change of wording by Executive Director.

MOTION/RESULT:	ACCEPT AUDIT WITH CHANGE (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

- Sliding Fee Scale\*
  - The Sliding Fee Scale establishes parent copays. Renea stated that the Sliding Fee Scale changes to match the federal poverty level guidelines.

Beth requested a motion to approve the Sliding Fee Scale as presented

MOTION/RESULT:	APPROVE SLIDING FEE SCALE AS PRESENTED (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	MICHELE BURNS

- Provider Incentive Pay\*
  - Renea would like to create an incentive for providers to remain open during the Covid-19 pandemic. The action sheet presented to the Executive Committee mirrors what other coalitions have done to incentivize providers to remain open.



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Beth requested a motion to approve implementing incentive package for SR programs that have stayed operational beginning March 23<sup>rd</sup> to April 15, 2020.

MOTION/RESULT:	APPROVE PROVIDER INCENTIVE PAY AS PRESENTED (UNANIMOUS)
MOVER:	ROBIN DONLON
SECONDER:	BEV SANDLIN

- New Curriculum\*
  - Renea reported that there's a high level of uncertainty regarding the coalition's contracts beginning July 1, 2020, whether the agency is getting a new contract or if OEL is extending the current contract. Renea would like the Executive Committee to vote to not do allocation for the new curriculum until the organization receives more information from OEL.

Beth requested a motion to hold allocation until OEL sends more information

MOTION/RESULT:	APPROVE HOLDING ALLOCATION OF THE NEW CURRICULUM (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	DON EDWARDS

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

- Renea reported the implementation of the Work from Home policy and agreement, which will be expanded for another week if necessary. Renea has concerns about the Education team, as they do not have 40 hours of work per week to do at home. Other coalitions are having their education teams' help in other areas. The Executive Committee stated that they will support any decision the Executive Director decides to implement.

#### V. Public Comment

- No public comment.

#### VI. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 8:39 a.m.

Respectfully Submitted,  
Alma Solano



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*\*Vote is required*

*MISSION STATEMENT*

*Our mission is to support the success of every child and their family through quality education and care.*