



Location: 102 Sunset Lane, Shalimar FL 32579
and via Zoom
Conference Line 319-527-9176 access code
717-974
Date: June 12, 2020
Time: 7:30 a.m.
Approved 7/10/2020

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
Louis Svehla, Walton County Commission Appointee – via Zoom
Michele Burns, CareerSource Okaloosa Walton – via Zoom
Robin Donlon, Private Sector, BBVA Compass Bank, Treasurer – via Zoom

Committee Members Absent:

Coalition Staff Present:

Renea Black, Executive Director
Alma Solano, Executive Assistant
Ann Leaf, Finance Director – via Zoom

Public Present:

Joyce Chastain, Krizner Group – via Zoom

Quorum:

- Quorum confirmed 7:42 a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 7:42 a.m.

II. Agenda*

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

MOTION/RESULT:	APPROVE AGENDA AS PRESENTED (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	LOUIS SVEHLA

III. Treasurer's Report

- Financial Statements*



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- The Board Treasurer, Robin Donlon provided a summary of the financial statements for the month of April. She noted in the receivables are \$200,000.00 that the organization requested from OEL as additional advance for the mini-grants, provider payments based on enrollments, and payment of parent co-pays. Robin reported an increase in equipment expense due to the purchases of the agency laptops for staff and new agency copiers. The agency also purchased additional Zoom licenses for senior leadership due to tele-work requirements during COVID-19.

- Finance Director, Ann Leaf projected the agency’s match usage and reported that all available match funds will be expended by end of June, 2020. Ann also noted that for the agency has paid out mini-grants to 53 providers. The Coalition has a projected surplus of \$378,295.85.

Beth requested a motion to approve the April 2020 Financial Statement as presented.

MOTION/RESULT:	APPROVE APRIL 2020 FINANCIAL STATEMENTS AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN

- Employee Pay*
 - Renea discussed the forecasted agency surplus and requested the board consider approval of a one-time 5% incentive pay for staff employed as on June 30, 2020. Louis shared that he appreciates when Renea brings employee pay increase recommendations to the Executive Committee.

Beth requested a motion to approve the Employee Pay as presented.

MOTION/RESULT:	APPROVE EMPLOYEE PAY AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	ROBIN DONLON

IV. New Business

- Returning to the Workplace*
 - Joyce Chastain from The Krizner Group joined the Executive Committee meeting to discuss the Return to the Workplace Plan beginning July 6, 2020. Renea noted several of the staff have doctor’s notes recommending to continue working from home. Joyce



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stated that the agency should approve the notes in 30 day increments. Joyce continued on by sharing the Return to Work Plan was developed by The Krizner Group in collaboration with the Department of Labor, OSHA, and the CDC. Joyce stated that by following CDC guidelines, the agency will provide a safer work environment. Renea commented that staff have been doing a great job working from home, holding provider meetings via Zoom, and conducting bi-weekly management team meetings.

Beth requested a motion to approve the Return to the Workplace plan as presented.

MOTION/RESULT:	APPROVE THE RETURN TO THE WORKPLACE PLAN (UNANIMOUS)
MOVER:	BEV SANDLIN
SECONDER:	LOUIS SVEHLA

- PTO Policy*

Renea presented the revised policy to clarify the use of PTO when working less than 40 hours per week. The revised policy explains utilization of PTO when working less than 40 hours in the work week.

Beth requested a motion to approve the PTO policy as presented.

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

- Employee Status*

- The Employee Status policy have been updated to require a minimum work week of 40 hours for full-time status employees.

Beth requested a motion to approve the Employee Status policy update as presented.

MOTION/RESULT:	APPROVE EMPLOYEE STATUS AS PRESENTED (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	LOUIS SVEHLA



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- Crestview Lease
 - Renea reported that the agency will renew the Crestview location lease for July 2020-June 2021. The ELC will sublease the space to CareerSource for 3 days per week. The ELC will continue to use the space two days a week for onsite meetings with clients/providers as needed. The lease cost increase was pro-rated and incorporated into the sublease.

- Anti-Fraud Plan*
 - The Anti-Fraud Plan is part of the agency's SR plan with OEL that is updated annually. Renea shared that staff did an outstanding job updating the plan to ensure all rule modifications and revised agency processes were incorporated.

Beth requested a motion to approve the Anti-Fraud Plan as presented.

MOTION/RESULT:	APPROVE ANTI-FRAUD PLAN AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	MICHELE BURNS

- Addendum to the Grant Agreement*
 - Renea reported OEL has authorize the Executive Director to execute two Addendum to the 2019-20 Grant Agreement to address the 2018-19 reconciliation of School Readiness provider payments and attendance during the implementation of the modification to the Single Statewide Information System's Coalitions Service Portal (referred to as EFS Mod). Addendum two, includes OEL's modified special testing instructions to the Early Learning Coalition's (ELC) independent federal/state Single Audit firm during the implementation of the modification to the Single Statewide Information System's Coalitions Service Portal (referred to as EFS Mod).

Beth requested a motion to approve the Addendum to the Grant Agreement as presented.

MOTION/RESULT:	APPROVE ADDENDUM TO THE GRANT AGREEMENT AS PRESENTED (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	BEV SANDLIN



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- EDC Membership*
 - Renea requested consideration for ELC membership in the Economic Development Council (EDC), including if approved specification of the membership level. Michele Burns noted that as Executive Director of CareerSource she is a member at the Trustee level. She explained the level of membership depends on how much time Renea has to invest in the activities conducted by the EDC. She did note that Trustee level is required for participation in the quarterly business leadership meetings with the EDC. Renea noted that the membership requires prior approval from OEL and she will include that in the FY20-21 Prior Approval Requests.

Beth requested a motion to approve Renea join the EDC at the Trustee level.

MOTION/RESULT:	APPROVE RENEAS EDC MEMBERSHIP AT A TRUSTEE LEVEL (UNANIMOUS)
MOVER:	LOUIS SVEHLA
SECONDER:	MICHELE BURNS

- United Way
 - Renea reported that the agency received \$2500 from United Way. Renea would like to establish an Ad Hoc Committee to score the applications received from preschool teachers to assist with their own child care costs. She noted the funds should be distributed to both Okaloosa and Walton applicants. Bev Sandlin and Louis Svehla volunteered for committee and Beth appointed them to the Ad Hoc Committee for United Way COVID Relief award distribution.
- Curriculum Reimbursement for Providers*

The ELC approved use of Preschool Development Grant funds and Quality Initiative funds to purchase Creative Curriculum and TSG Assessments for contracted School Readiness programs. Renea requested approval to provide reimbursement for programs selecting an approved curriculum and assessment tool other than Creative and TSG, not to exceed the cost of Creative and TSG. Providers must provide proof of purchase for reimbursement requests.



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Beth requested a motion to approve curriculum and child assessment reimbursement for providers with proof of purchase as described above.

MOTION/RESULT:	APPROVE CURRICULUM REIMBURSEMENT FOR PROVIDER (UNANIMOUS)
MOVER:	MICHELE BURNS
SECONDER:	ROBIN DONLON

- Ad Hoc Quality Initiative Committee
 - Renea requested volunteers for an Ad Hoc Quality Initiative Committee to review possible quality initiative similar to one developed in Pinellas County. Michele Burns and Bev Sandlin volunteered for the committee and Beth appointed both. Renea noted the initial meeting is tentatively scheduled for Tuesday, June 16, 2020.

V. Public Comment

- Bev shared that the current Director of Early Education at NWFSC is leaving the area and has submitted her letter of resignation.
- Louis stated that Walton County School District plans to open summer child care programs and asked if Okaloosa County SD is opening. Renea stated that she talked to Diane Kelly from the School Board and they plan to resume their VPK program in the fall, however, it remains tentative. Renea reported that the Coalition is currently contracting with providers the Coalition previously did not contract with, as they are serving essential workers. Currently, Okaloosa and Walton County School Districts are in discussions regarding Summer VPK programs in their respective counties.
- Renea would also like to note, that the agency has have several employees that have been distraught with what has been going on in the country and would like for Renea to release a statement regarding the current social movement. Renea noted that it has been brought to her attention that one employee has been very vocal on social media regarding the matter. She noted that she wanted to make the Board aware of the matter in case there is a negative impact on the Coalition's financial resources. Robin inquired whether the Board can send a message to staff, but other members of the committee expressed concern in doing so. Following discussion it was determined that the agency will not issue a statement at this time.

VI. Adjournment – Beth Brant, Chair

- Beth adjourned the meeting at 9:11 a.m.



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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.