



Location: Zoom and 102 Sunset Lane
Shalimar FL 32579
Date: March 26, 2021
Time: 8:00 a.m.
Approved 5.21.21

Board Meeting Minutes

Board Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair - In person
Don Edwards, Private Sector, Renasant Bank, Vice-Chair - By Phone
Robin Donlon, Private Sector, SmartBank, Treasurer - Zoom
Louis Svehla, Walton County Commissioner's Appointee, Secretary - Zoom
Darrell Taylor, Private Sector – By Phone
Michele Burns, CareerSource Okaloosa Walton – Zoom
Angie Strumeyer, DCF Circuit Administrator Appointee - Zoom
John Roper, Representative of program under Federal Individuals with Disabilities Education Act (The Arc of the Emerald Coast) - Zoom
Susan Blumenthal, Retired, Private Sector - Zoom
Ray Sansom, Private Sector, Radar Group - In Person
Anthony McKinney, Representative of private for-profit child care providers, Director - In Person

Board Members Absent:

Bev Sandlin, Northwest Florida State College President's Appointee
Debra Riley-Broadnax, Okaloosa County Head Start Director
Pam Jones, School District of Walton County Superintendent's Appointee
Amanda Negron, Private Sector
Kathryn Barley, Walton County Health Department
Scot B. Copeland, Private Sector - Emmanuel, Sheppard & Condon, P.A
Rachel Smythe, Representative of Faith based Childcare Providers
Vacant, Private Sector - Gubernatorial Appointee

Coalition Staff Present:

Renea Black, Executive Director - In person
Deanna Hernandez, Interim Executive Assistant – Zoom
Ann Leaf, Finance Director - Zoom
Abigail Solano, Quality Support Specialist – Zoom

Public Present:

None

Quorum:

- Quorum established 8:05 a.m.



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I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 8:07 a.m.

II. Agenda*

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

MOTION/RESULT:	APPROVE AGENDA AS PRESENTSED (UNANIMOUS)
MOTION BY:	MICHELLE BURNS
SECOND BY:	ANTHONY MCKINNEY

- b. Minutes

Beth Brant requested a motion to approve the minutes for January 8, 2021 Board meeting as presented.

MOTION/RESULT:	APPROVE THE MINUTES AS PRESENTED (UNANIMOUS)
MOTION BY:	ROBIN DONLON
SECOND BY:	LOUIS SVEHLA

- c. Minutes

Beth Brant requested a motion to approve the minutes for February 26, 2021 Executive Committee meeting as presented

MOTION/RESULT:	APPROVE THE MINUTES AS PRESENTED (UNANIMOUS)
MOTION BY:	LOUIS SVEHLA
SECOND BY:	DON EDWARDS

III. Treasurer's Report

- a. Financial Statements*

Robin Donlon reviewed the Coalition's financial statements for the month of January 2021 including the COVID-19 Expenditures and Local SR Match reports. Also shared was the PPP Loan Forgiveness application along with a brief overview of how the loan was utilized.

Robin Donlon requested a motion to approve the January 2021 Financial Statements as presented.



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MOTION/RESULT:	APPROVE THE JANUARY 2021 FINANCIAL STATEMENTS (UNANIMOUS)
MOTION BY:	LOUIS SVEHLA
SECOND BY:	ANGIE STRUYMEYER

IV. New Business

a. Board Membership*

- i. Renea Black presented board membership application for Rachel Smythe as the Faith based Provider Representative.

MOTION/RESULT:	APPROVE BOARD MEMBERSHIP OF RACHEL SMYTHE. (UNANIMOUS)
MOTION BY:	LOUIS SVEHLA
SECOND BY:	ROBIN DONLON

- ii. Renea introduced Ray Sansom, who was in attendance, for membership consideration for a Private Sector Representative.

MOTION/RESULT:	APPROVE BOARD MEMBERSHIP OF RAY SANSOM. (UNANIMOUS)
MOTION BY:	LOUIS SVEHLA
SECOND BY:	ROBIN DONLON

- iii. Renea stated that with Kim Gillis of Walton County’s term ending, membership automatically switches over to Okaloosa County HeadStart Director. Renea has spoken to Debi regarding her membership and requested she complete a membership application.

b. Board of Director’s Self Survey

Renea discussed the survey and how it will provide insight to the Coalition on ways we can help support the Board members as well as things that can be included during the Board orientation. Renea will send out the surveys next week.

c. Performance Reviews and Salary Adjustments*

Renea explained that the policy was updated to state that the Performance Reviews will be conducted to line up with the Fiscal year.



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Beth requested a motion to approve the change to the Performance Reviews and Salary Adjustments Policy.

MOTION/RESULT:	APPROVE CHANGES TO THE PERFORMANCE REVIEWS AND SALARY ADJUSTMENTS POLICY. (UNANIMOUS)
MOTION BY:	ANGIE STRUYMEYER
SECOND BY:	DON EDWARDS

d. Sliding Fee Scale*

Beth presented the Sliding Fee Scale, stating that we have to adapt to the Federal Poverty Level updates which changed the scale effective July 1, 2021.

Beth requested a motion to accept the Sliding Fee Scale changes.

MOTION/RESULT:	APPROVE CHANGES TO THE SLIDING FEE SCALE. (UNANIMOUS)
MOTION BY:	LOUIS SVEHLA
SECOND BY:	ANTHONY MCKINNEY

- e. Renea shared the United Way Emerald Coast Capital Campaign information with the Board and encouraged members to follow link on their agenda to pledge donations. Renea also noted that she has completed the United Way Grant application requesting \$75K for the SR Match Program that allows the ELC to serve the ALICE population, i.e. families between 151-200% of the Federal Poverty Level. Without these local funds that are matched by the State, we would not be able to serve this population.
- f. ELC-EC Support for Emerald Coast, Youngest Learners Amid the Pandemic
Renea shared the informational flyer that provided an overview of the funding sources that provided support and resources to child care programs and families during the pandemic. Renea noted there are additional funds being made available for Phase V Grants to providers. Anthony McKinney provides several suggestions utilization of funds. He also asked if there are other ways to assist teachers other than the grants. Louis offered to assist with suggestions for alternative funding. Anthony states that bonuses for teachers will help boost the morale. Renea noted the suggestions and explained that OEL is putting together the plan for use of these and other funds expected from the federal government.



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V. Old Business

a. RFP Committee Update

Renea shared the two RFP's to be evaluated, IT Services and Audit/Tax services. Ann Leaf noted the evaluation forms along with the RFP's are available electronically and will be sent out later this afternoon via email and with a due date of April 12, 2021. Renea thanked the board members who volunteered to evaluate the proposals.

At 8:39 quorum is lost.

b. RFP Committee Review Appointments

Beth suggested the Executive Committee evaluate the Wage Comparability Study and Compensation Analysis. Ann advised that the RFP has been advertised on our website and sent to four vendors.

c. HR Services / Employee Benefits

Renea requested clarification on the Employment Agency services discussed in a previous meeting. The board clarified that we should request quotes from staffing agencies for PEO services, including payroll and benefits.

8:42 quorum reached again

Renea asked Michele speak about the PEO services that she utilizes for her organization. She explained that the company she uses is all encompassing, providing payroll, benefits, PTO tracking and training when needed. They provide her with the pricing and allow her to choose the plan elements.

VI. Public Comment

- No public comments.

VII. Adjournment – Beth Brant, Chair

- ### a. Beth adjourned the meeting at 8:48 a.m.

Respectfully Submitted,
Renea Black, Executive Director

**Vote is required*

MISSION STATEMENT

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