



Location: Zoom and 102 Sunset Lane
Shalimar FL 32579
Date: April 23, 2021
Time: 7:30 a.m.
Board Approved 6.25.21

Executive Committee Meeting Minutes

Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair - In person
Don Edwards, Private Sector, Renasant Bank, Vice-Chair - By Phone
Bev Sandlin, Northwest Florida State College President's Appointee - Zoom
Robin Donlon, Private Sector, SmartBank, Treasurer - Zoom
Louis Svehla, Walton County Commissioner's Appointee, Secretary - Zoom
Michele Burns, CareerSource Okaloosa Walton – Zoom

Committee Members Absent:

None

Board Members Present:

Susan Blumenthal, Retired, Private Sector – In Person
Ray Sansom, Private Sector, Radar Group - In Person

Coalition Staff Present:

Renea Black, Executive Director - In person
Deanna Hernandez, Interim Executive Assistant - In person
Abigail Solano, Quality Support Specialist - In Person
Joyce Chastain, The Krizner Group - Zoom
Dana Crupi, Early Education Director - Zoom

Public Present:

Ann Leaf - In Person
Jorex Leaf - In Person
Katie Looney - In Person
Jennifer Wilhelm - Zoom
David Ulewicz, IG OEL - Zoom
Shana Boura, IG OEL - Zoom
Pam Todd
Tee Hudson
Hamma & Bampa Representative
Danita Brown
Tammie Baiyer
Daphaney Braswell
Travis, Impact Campaigns
Adicia Williams



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Anthony C.
Lisa Drake
Donna Floyd
Tessa McClure

Quorum:

- Quorum established 7:34 a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 7:37 a.m.

II. Agenda*

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

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

III. New Business

- a. Appointment of Treasurer
Beth announced Robin Donlon has tendered her resignation from the board. Beth states that new member, Ray Sansom is willing to serve as Treasurer. Given his budgeting background he will be a good fit and since no vote is required, Beth appoints Ray Sansom as the new Board Treasurer until October to finish Robin's term. New Officers will be elected in October. Ray was thanked for being willing to serve as Treasurer.
- b. Appointment of Review Committee - Wage Comp. and Class Study & Analysis
Renea states that Beth has appointed the Executive Committee to conduct the Review and announces that the information will be sent out this afternoon along with a timeline for reviewing and returning the evaluation scores. Scores are to be presented at the next Board meeting.
- c. PR Firm Quote Consideration
Renea discusses the different vendors and the quotes that were provided. Renia references the cost analysis and advises members to look over the proposals since quotes were presented in formats (hourly, monthly, different price ranges). The reasoning behind hiring the PR Firm is due to lack of qualified applicants for key positions involving this area of expertise. Ray Sansom provides some input on Sachs Media and suggests negotiating the rate of \$12,500 to \$10,000. Louis Svehla agrees with Ray on negotiating for a lower rate. Renia shares that ELC-EC had



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some interaction with Sociallee PR & Media Co when United Way hired them in a similar situation.

Ray Sansom makes a motion for ED and Board Chair to negotiate with Sachs Media for \$10,000 for the first month and then to negotiate a “reduced rate” for time periods beyond the first month.

MOTION/RESULT:	APPROVE NEGOTIATIONS WITH SACHS MEDIA. (UNANIMOUS)
MOTION BY:	RAY SANSOM
SECOND BY:	LOU SVEHLA

d. Personnel Updates

Renea shares that interviews are taking place to fill the Finance Director position, there is an Interim Finance Director in place to ensure both staff and providers receive payments on time and that Financial Statements are completed. At this time, provider payments are on track. Dana Crupi, the Early Education Director has agreed to step up and oversee Compliance and Family Services until a decision can be made. The current focus will be making sure the Provider Profiles for Fiscal Year 2021-22 are updated to begin the contracting process. A staff member from a neighboring Coalition will assist with training four staff members over a 3-day period on that process.

IV. Old Business

a. IT RFP Contract Award*

Renea discussed the vendors and the Review Committee scores. Thanks given to the various Board members who participated in the scoring. Renea recommends staying with Zypha and states she will discuss the challenges ELC-EC has faced during the initial contract period to help facilitate a smoother transition to better service during the new contract period.

Bev Sandlin make a motion to award the IT Contract to Zypha Corporation.

MOTION/RESULT:	APPROVE AWARDING IT RFP CONTRACT TO ZYPHA CORPORATION. (UNANIMOUS)
MOTION BY:	BEV SANDLIN
SECOND BY:	MICHELE BURNS

b. Audit and Tax Service Contract Award*

The scores for these proposals were extremely close between two of the three vendors. It was stated that one member of the Evaluation Committee recused herself after realizing a family



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member was employed by one of the vendors. Discussion continued regarding the Audit vendors.

Lou Svehla makes a motion to award the Audit & Tax Service Contract to Moss Krusick & Associates, LLC.

MOTION/RESULT:	APPROVE AWARDDING AUDIT & TAX SERVICES CONTRACT TO MOSS, KRUSICK & ASSOCIATES, LLC. (UNANIMOUS)
MOTION BY:	LOU SVEHLA
SECOND BY:	RAY SANSOM

- c. United Way Emerald Coast Presentation update
ELC-EC applied for the United Way Grant which is used for the SR Match Program allowing the ELC to serve families they would not typically be able to serve. FY 2020-21 ELC-EC was granted \$50,000 which the State matched. This year ELC-EC requested \$75,000. Recognition to the Early Education Team for their presentation. Thank you to Lou Svehla for participating in the presentation.
- d. Accountability Review
 - i. Entrance Conference – April 19, 2021.
Preparations have been taking place for the past 6-8 weeks. Requested documents have been gathered and uploaded already. The staff is continuing to work on the documents that have been provided. Beth was present for the entrance conference
 - ii. Exit Conference – April 29, 2021.
Once the exit conference is conducted, OEL issues a draft report within 10 days. Beth will try to be in attendance for the exit conference scheduled at 2pm.

V. Public Comment (Limited to 5min per person)

Ann Leaf, former Finance Director, addresses the Executive Committee and Executive Director requesting reasons for her termination and reads a prepared speech. Ann returns Coalition issued equipment as well as various documents.

Abigail Solano read public comments and questions from the online Chat box.

Katie Looney, former Director of Operations, addressed the Executive Committee and Executive Director reading a prepared speech.

Beth Brant thanks everyone for their comments and states that the Executive Committee will take them into consideration.



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Abigail Solano reads more public comments and questions from the online Chat.

VI. Adjournment – Beth Brant, Chair

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

Respectfully Submitted,

**Vote is required*

MISSION STATEMENT

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