



Location: 102 Sunset Lane, Shalimar FL 32579
Date: June 25, 2021
Time: 7:30 a.m.
Board Approved 7.23.21

Executive Committee Meeting Minutes

Executive Committee Members Present:

Beth Brant, Gubernatorial Appointee, Private Sector (Poly, Inc.)-Chair
Don Edwards, Private Sector, Renasant Bank, Vice-Chair
Bev Sandlin, Northwest Florida State College President's Appointee
Michele Burns, CareerSource Okaloosa Walton
Ray Sansom, Private Sector, Rader Group, Treasurer
Louis Svehla, Walton County Commissioner's Appointee, Secretary

Board Members Present:

Anthony McKinney

Coalition Staff Present:

Amy Minkewicz, Finance Director (via phone)

Public Present:

None

Quorum:

- Quorum established 7:30 a.m.

I. Call to order – Beth Brant, Chair

Beth Brant, Chair called the meeting to order at 7:38am

II. Agenda*

- a. Motion to add the discussion of a Public Comment Policy to the agenda. Suggestion was made by Chair Brant to look at the Walton County BCC Policy.

Motion Result:	Approved to accept Agenda as amended Unanimously
Motion –	Bev Sandlin
Second –	Michele Burns

- b. Approval of Minutes of April 23, 2021 Executive Committee

Motion Result:	Approve Minutes as Presented Unanimous
Motion -	Ray Sansom
Second -	Louis Svehla



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c. Approval of Minutes from May 21, 2021 Board Meeting

Motion Result:	Approve Minutes with corrections Unanimous
Motion -	Ray Sansom
Second -	Louis Svehla

d. Approval of June 3, 2021 Executive Committee Minutes

Motion Result:	Approve Minutes as with several corrections Unanimous
Motion -	Ray Sansom
Second -	Michele Burns

e. Board was presented with an update of the existing Contracts

f. Board was presented with a status update of Agency Audits and Monitorings

III. Treasurer's Report

a. Financial Dashboard, Statement of Activities for April and May 2021 and Statement of Financial Position were presented by Ray Sansom

Motion Result:	Motion to Approve as Presented Unanimous
Motion -	Louis Svehla
Second -	Don Edwards

b. Update of COVID-19 Expenditure Report was presented by Ray Sansom

Question was asked by Anthony McKinney regarding the potential \$1,000 payment to be made to teachers and staff of providers. Ray Sansom said that that item had not yet come down from the State but we hope was that it would occur, and we should have information in September or October. It is included in State budget that takes effect on 7/1/2021 but is dependent on rule promulgation and how State agencies are directed to handle it. McKinney said he would like it if the payments could be made directly to the employees and not run through the providers. Chair Brant agreed and said that in the past, that is how similar payments (such as for trainings) had been handled. Sansom said that he would keep his eye on it and keep everyone up to date.

c. Local SR Match Report was presented by Ray Sansom.

Chair Brant brought up that the organization needed assistance with the completion of the grant application for funding for the City of DeFuniak Springs for FY22. Chair Brant asked for any volunteers



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for assistance as application is due 6/30/2021. Louis Svehla agreed to assist with the completion of the funding request paperwork.

IV. New Business

a. Employee Benefits- health insurance vote correction.

Chair Brant explained that there were corrections needed for a vote regarding the organizations health insurance provisions that was approved on June 3, 2021, due to HSA rules that were unknown to the Board at the time of the vote and due to changing rates of insurance based on day of binding the insurance.

Two changes are necessary as follows to bulleted list from 6/3/21 meeting minutes (deletions are stricken through and additions are in **Bold**):

- Employees hired on/after July 1, 2021 are eligible for agency premium coverage of Employee Only FB "High" Option Plan (for July 1, 2021-June 30, 2022 at a cost of ~~\$708.96~~ **to be determined at beginning of policy period**). Any additional costs beyond ~~\$708.96~~ **that of Employee Only "High" Option** shall be at the employee's expense.
- Provide \$300/monthly stipend to employees opting out of agency health care coverage
- ~~Employees choosing plan with cost lower than the "High" Option Plan may have the difference contributed to an HSA for eligible plans~~

Motion Result:	Motion for Changes as outlined above
	Unanimous
Motion -	Don Edwards
Second -	Bev Sandlin

b. A discussion was held regarding the need make changes to the Agency's signatory authority due to the exit of the Executive Director. Motion was made to assign signatory authority to Dana Crupi for any non-procurement contracts and documents. Signatory authority for procurement activities will remain with the Board Chair for the interim.

Motion Result:	Motion for Approval
	Unanimous
Motion -	Louis Svehla
Second -	Ray Sansom

c. Item added to the agenda for Public Comment Policy. Discussion was held regarding the need for a Public Comment Policy for the organization. Chair Brant discussed that she had received a copy of the Walton County BCC Policy and felt that it would be a good place to start to assist in the development of



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an ELC policy. Ray Sansom agreed to begin the process of drafting an ELC Public Comment Policy to present to the Board at a later date. Chair Brant will forward Walton County policy to Sansom to use as an example.

- d. Discussion of Staff Updates. Chair Brant presented the Board with a document that laid out the current employees and their available PTO leave. At the time presented, the only employee that had PTO over the allowable 240 hours was former Executive Director Renea Black.

A motion was made by Ray Sansom to pay former Executive Director Black the balance of her total PTO that equated to 405.82 hours.

Michele Burns expressed her concern that she may not be comfortable setting a precedent that did not align with the current board policy of only allowing up to 240 hours. Louis Svehla agreed and felt that there may be an issue. Chair Brant discussed how we had done something similar in the past and agreed that the Board said that it would not allow more than 240 hours. Chair Brant also discussed how this situation was different and that she did not feel it would set precedent as the State was changing laws for the future. Louis Svehla discussed that he felt that he needed more information and context before he would feel comfortable voting either way.

Following discussion, Ray Sansom rescinded the motion.

Chair Brant presented the current state of employment within the ELC. The ELC had 11 full-time employees, 1 pending employee, 1 remote employee and 1 part-time employee that worked as needed. Open positions for the ELC have been advertised and are posted on the ELC website.

V. Old Business

- a. None Discussed

VI. Public Comment

- a. Bev Sandlin presented information that a NWFSC student had received a Gold Medal at the National Skills Competition
- b. Bev Sandlin provided the following and read the information into the record:

I want to express concern for the following recent activities:

1. In recent weeks, the board members and providers have received emails and a survey from someone using a pseudonym to hide identity for the purpose of advocating for the dismissal of the executive director.
2. Inaccurate information concerning the ELC-EC has been sent to state agencies and providers by what seems to be former employees.



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3. The motivation of the emails and the survey stated the desire for the executive director to no longer be in that position. The executive director has since resigned.
4. The following occurred several days after the executive director was no longer in that position. At least one individual has stalked the former executive director, board chair, and others and taken photos. The photos showed no illegal or unethical behavior on the part of those photographed. One photo was of a vehicle showing the license plate and named the owner.
5. Those photos were posted on a social media page with a pseudonym. Those photos were also mailed to a number of individuals using ELC envelopes and the ELC postage meter. Most likely more than one individual was involved.
6. The fact that the executive director is no longer in that position has not stopped this behavior. In fact with the stalking and photographing, it has escalated to the point that I am concerned for the safety of board members and employees.

VII. Adjourn

- a. Due to the need for an Executive Session to discuss legal items and updates, a motion was made to continue the meeting and reconvene the meeting following the executive session.

Motion Result:	Motion to Continue for Executive Session at 8:37am
	Unanimous
Motion -	Louis Svehla
Second -	Ray Sansom

VIII. Motion to Reconvene – A motion to reconvene the meeting was made at 9:53am. Due to a prior commitment, Michelle Burns left the meeting.

Motion Result:	Motion to Reconvene at 9:53am
	Unanimous
Motion -	Louis Svehla
Second -	Ray Sansom

- a. Motion to appoint Dana Crupi as the acting COO and increase her salary to \$75,000 during the time that she remains in that position. The salary increase would go into effect on July 1, 2021.

Motion Result:	Motion to Approve
	Unanimous
Motion -	Ray Sansom
Second -	Louis Svehla



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- b. Discussion took place regarding the need to hire a full-time Executive Director, CFO, and COO and the setting of salaries for the positions. It was discussed that in this current climate, as well as due to the job duties required by each position, that the salaries should be increased. A motion was made by Ray Sansom that the Executive Director Salary be advertised at \$85,000 to \$105,000 and the CFO and COO salaries be advertised at \$75,000 to \$95,000.

Motion Result:	Motion to Approve
	Unanimous
Motion -	Ray Sansom
Second -	Bev Sandlin

- c. Motion was made to pay former Executive Director Black the balance of her outstanding PTO leave at the time of her separation and to have payment processed by June 30, 2021.

Motion Result:	Motion to Approve
	Unanimous
Motion -	Ray Sansom
Second -	Louis Svehla

IX. Motion to Adjourn

Motion Result:	Motion to Adjourn at 10:16am
	Unanimous
Motion -	Louis Svehla
Second -	Ray Sansom

- a. Meeting adjourned at 10:34 a.m.