



Location: 102 Sunset Lane, Shalimar FL 32579

Date: August 20, 2021

Time: 7:30 a.m.

Board Approved: 9.24.21

Executive Committee Meeting Minutes

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
Robin Donlon, Private Sector, SmartBank, Treasurer
Louis Svehla, Walton County Commissioner's Appointee, Secretary
Michele Burns, CareerSource Okaloosa Walton

Committee Members Absent:

None

Board Members Present:

None

Coalition Staff Present:

Dana Crupi

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 7:32am

- II. Agenda

- a. Motion to Approve the agenda.

Motion Result:	Approved as presented
	Unanimous
Motion –	Louis Svehla
Second –	Michele Burns

- b. Approval of Minutes of July 23, 2021 Executive Board – Unavailable

- c. Summary of Executed Contracts

Provided a summary of Executed Contracts for information only.

- d. Status of Agency Audits & Monitoring



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Provided with an update on Accountability Review Responses, information on the continuation of the response to the Attorney General and that we are still waiting for information/report from the AG. Provided information that Fiscal Monitoring is upcoming.

III. Treasurer's Report

a. June 2021 Financial Report

Provided overview and told that the Public Relations contract has been placed on hold until further need arises, with same current terms (by the week).

b. COVID Expenditures Report

Provided an update on COVID expenditures. Given information that PPP loans have been forgiven

c. Local Match

Provided information concerning status of local match. Still awaiting award from United Way.

IV. New Business

a. VPK Processing Procedure

Provided Information on procedure.

Motion Result:	Motion to Approve Procedure as presented
	Unanimous
Motion -	Don Edwards
Second -	Ray Sansom

b. ASQ Procedure

Discussion of Ages and Stages and the potential that changes may come.

Motion Result:	Motion to Approve Procedure as presented
	Unanimous
Motion -	Don Edwards
Second -	Ray Sansom

c. Staff Updates

Filled two manager positions. Presented with sample new organizational chart. Presented the background of Dana Crupi. Presented information on where we were as a staff and where we are currently. Staff morale is higher. All staff now on the same floor. Movement of internal employees to new positions through internal postings. Policies and Procedures update. Discussion on Community Research Specialist. Update on the process of hiring a CFO and that



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there was one very strong candidate. Provided information on open positions. Discussed posting of jobs at CareerSource, Indeed and potential for posting on social media.

V. Old Business

a. Wipfli Contract Update

Provided an update on the wage study. Department of Early Learning (DEL) is good with internal salary schedule as prepared by Board and staff in lieu of contracted wage study. Discussion to end

Motion Result:	Motion to Cancel the Contract with Wipfli for Rate/Wage Study
	Unanimous
Motion -	Louis Svehla
Second -	Don Edwards

the process.

b. Update from Dana Crupi

Provided an update on the past 5 weeks. Activating 144 provider profiles. Executing 67 School Readiness contracts. Activation of 66 VPK contracts. Training was provided to VPK providers on entering data. New organization chart and personnel updates. Completed Accountability review.

VI. Public Comment

Bev Sandlin – Northwest Florida Full-time Professor of Early Childhood Education has been hired and should be replacing Bev on the ELC Board soon.

Bev Sandlin – Reported on status of Head Start grant in Okaloosa County and how we may need to move forward.

VII. Adjourn for Executive Session

Motion Result:	Motion to Adjourn at 8:34am
	Unanimous
Motion -	Louis Svehla
Second -	Ray Sansom

VIII. Recall to Order - Recalled to order by Beth Brant, Chair at 9:10am

IX. New Business -

Direction for Crupi to move forward with CFO and COO hiring. Michele to talk to a prospective COO candidate (who had applied for CEO position earlier in the summer) to see if interest exists in COO position.



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Motion to appoint Dana Crupi as new CEO of Early Learning Coalition of the Emerald Coast, effective August 21, 2021 at a salary of \$95,000/year.

Motion Result: Motion to Approve Appointment

Unanimous

Motion - Louis Svehla

Second - Bev Sandlin

X. Motion to Adjourn

- a. Beth adjourned the meeting at 9:20a.m.

Motion Result: Motion to Adjourn at 9:20 am

Unanimous

Motion - Louis Svehla

Second - Ray Sansom