



Location: 102 Sunset Lane, Shalimar FL 32579
Date: June 3, 2021
Time: 7:30 a.m.
Board Approved 6.25.21

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

Board Members Absent:

Louis Svehla, Walton County Commissioner's Appointee, Secretary

Coalition Staff Present:

Renea Black, Executive Director
Amy Minkewicz, Finance Director (via phone)

Public Present:

Ann Leaf
Hannah Stupar
Alex Stupar

Quorum:

- Quorum established 7:30 a.m.

I. Call to order – Beth Brant, Chair

- Beth Brant, Chair called the meeting to order at 7:30 a.m.

II. Agenda*

- a. Beth Brant requested a motion to approve the agenda with removal of page number from Item III.e

MOTION/RESULT:	APPROVE AGENDA WITH CORRECTION (UNANIMOUS)
MOTION BY:	RAY SANSOM
SECOND BY:	MICHELE BURNS



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III. New Business

a. Proposed Organizational Structure

Renea shared the current organizational structure and the proposed structures. Committee members reviewed the two structures.

MOTION/RESULT:	APPROVE THE PROPOSED ORGANIZATIONAL STRUCTURE EFFECTIVE JULY 1, 2021 (UNANIMOUS)
MOTION BY:	RAY SANSOM
SECOND BY:	MICHELE BURNS

b. Skip Foster Consulting Contract

Renea shared that the contract has expired and would like to know if the committee would like to continue services. She noted that if so, she needs to ensure proper procurement of the services and will work with the vendor.

MOTION/RESULT:	APPROVE THE CONTINUED SERVICE FOR PR AND MARKETING FOLLOWING VERIFICATION OF PROPER PROCUREMENT PROCEDURE (UNANIMOUS)
MOTION BY:	RAY SANSOM
SECOND BY:	BEV SANDLIN

c. Legal Counsel – FCHR claim update

Renea shared that Gray-Robinson is the law firm recommended by our insurance carrier. Beth shared there is cost savings potential for using the recommended firm.

d. Employee benefits

e. Renea shared the cost analysis provided by our current benefit representative, IPRG. She noted there will be a 46% increase in the current plan premiums for the next fiscal year. IPRG recommended shopping the market for traditional plans due to a current medical event causing the premium increases. Amy Minkewicz, Interim Finance Director, joined the committee via telephone to discuss further. She noted that the instructions by the Board to move to a PEO was not feasible due to health coverage not being available without employee health screening forms. She noted that the data collected from screening forms would include the current medical event and as a result health benefits would be not be available through any PEO. IPRG recommended looking at traditional health coverage plans with other companies and provided quotes from Florida Blue (FB) and United Health Care. Committee members discussed current agency/employee contributions and proposed Plan options. Members discussed that agency contributions are too high but could present a hardship for employees to change current contributions with short notice.



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Following discussion Ray Sansom made a motion to provide coverage through Florida Blue for the period July 1, 2021-June 30, 2022 with the current stipulations:

- Grandfather in employees with active employment status and ELC insurance coverage on June 30, 2021 at 100% of the equivalent Florida Blue plan option
- Grandfathered employees selecting higher cost (than equivalent current plan) FB plan options would be required to pay the difference effective July 1, 2021.
- 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). Any additional costs beyond \$708.96 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
- This information will be provided in writing to the employees, including statement to clarify that cost of coverage in future periods beyond June 30, 2022 will not exceed the “High Option” employee only rate. Any additional cost beyond the “High Option” employee only rate shall be at the employee’s expense beginning July 1, 2022.
- The statement shall also include the employee’s contribution as well as the Agency’s contribution for the equivalent plan for 2021-2022.
- Require signed employee statement of understanding to be retained by the Agency.

MOTION/RESULT:	ABOVE STATED MOTION FOR HEALTH CARE COVERAGE FOR PERIOD 7/1/21-6/30/22 (UNANIMOUS)
MOTION BY:	RAY SANSOM
SECOND BY:	DON EDWARDS

Renea noted that other available group benefits for Agency employees include:

- company contribution of \$5.00/month for dental coverage (employee pays balance of premium)
- long term disability (100% agency paid)
- life insurance (100% agency paid)
- vision (100% employee paid).
- Following Board discussion, it was decided to continue these benefits at the same agency/employee contribution rates for the coming year.



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MOTION/RESULT:	APPROVE CONTINUED AGENCY/EMPLOYEE CONTRIBUTIONS FOR OTHER GROUP COVERAGE AS INDICATED (UNANIMOUS)
MOTION BY:	BEV SANDLIN
SECOND BY:	MICHELE BURNS

At approximately 8:25 a.m. Board chair was informed that a member of the public was recording the meeting on a cell phone. Board chair paused the meeting to consult with Human Resource Consultant who informed committee members and staff to indicate if they do or do not grant permission to be recorded. Committee members individually indicated they do not grant permission to be recorded. Meeting resumed at 8:29 a.m.

e. Staff compensation

Renea noted there were two deadlines for compliance with OEL grant award:

- Provider Provide Updates – due May 31, 2021
- SR & VPK Provider Monitoring – due June 30, 2021

Renea shared that several staff members have taken on additional responsibilities to ensure the tasks were/are completed timely. She asked the committee to consider additional compensation for staff taking on responsibilities beyond their job descriptions to ensure these specific tasks were/are completed timely. Renea noted that the May 31st due date was met as a result of these employees stepping up. Committee members asked for list of the specific employees, which are: Melanie Tarver; Abigail Solano; Dana Crupi; Jennifer Mitchell; Emily Schwiderson, and Ana Pollard. Renea requested the Board consider additional compensation for the period April 1 – June 30, 2021 for this group of employees.

Discussion was held and a motion was made by Michele Burns to provide an additional \$1.50/hr to each of these employees for the period April 1 – June 30, 2021 for their contributions with exempt employee's pay based on 40/hr week and non-exempt employees paid on actual time worked. Also required statement of understanding of compensation and period of additional pay signed by each employee.



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MOTION/RESULT:	APPROVE MOTION FOR ADDITIONAL EMPLOYEE COMPENSATION AND STATEMENT AS PRESENTED. (UNANIMOUS)
MOTION BY:	MICHELE BURNS
SECOND BY:	BEV SANDLIN

IV. Public Comment

1. Ann Leaf requested the Exec. Comm. review comments from the Survey Monkey public survey brought to the Board meeting on May 21st. The request was denied. Ms. Leaf directed her questions to Comm. member, Bev Sandlin and asked if she had read the Survey from providers. She also stated that she had spoken with several of Ms. Sandlin's former students and asked Ms. Sandlin if she knew why Ms. Leaf had been fired. Ms. Sandlin responded that she would not entertain second-hand information, noted the survey results were sent to the board and that personnel issues are not the responsibility of the Board.
2. Alex Stupar stated that the previous meeting of the Board appeared to end abruptly and that the Board did not address the questions of the public. Bev Sandlin shared that personnel issues are not addressed at Board or committee meetings and there is obviously a lack of understanding of the Board's role.
3. Hannah Stupar shared her opinion on various matters related to the Board, employee matters, and opinions of others. The Board Chair acknowledged her comments.

V. Adjournment – Beth Brant, Chair

- a. Meeting adjourned at 9:00 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.