



Location: 1130 N Eglin Pkwy, Shalimar, Fla 32579

Date: 1.28.2022

Time: 8:00 a.m.

Board Approved: 2.18.2022

Coalition Board Meeting Minutes

Board Members Present:

Beth Brant, Private Sector - Gubernatorial Appointee, (Poly, Inc.)-Chair
Don Edwards, Private Sector - Renasant Bank, Vice-Chair
Tawanda Brown, Northwest Florida State College President's Appointee (Via Zoom)
Ray Sansom, Private Sector - Radar Group, Treasurer
Scot B. Copeland, Private Sector - Emmanuel, Sheppard & Condon, P.A (Via Zoom)
Angie Strumeyer, DCF Circuit Administrator Appointee
Pam Jones, School District of Walton County Superintendent's Appointee (Via Zoom)
Anthony McKinney, Representative of private for-profit child care providers, Director (Via Zoom)
Amanda Colwell, Private Sector- Okaloosa County Health Department
Kim Gillis, Walton County Head Start Director (Via Zoom)

Board Members Absent:

Michele Burns, CareerSource Okaloosa Walton
Caroline FitzGerald, Private Sector - Gubernatorial Appointee
Rachel Smythe, Private Sector - Representative of Faith based Childcare Providers
Amanda Negron, Private Sector - HSU Foundation
Mary Cooper, Walton County Commissioner's Appointee
Shea Boykin, Private Sector, Okaloosa County Teachers Federal Credit Union

Coalition Staff Present:

Dana Crupi, CEO
Sondra Moffit, CFO
Deanna Hernandez, Executive Assistant

Public Present:

Jayelyn Kyle

Quorum:

- Quorum established 8:02 a.m.

I. Call to order – Beth Brant, Chair

Beth Brant, Chair called the meeting to order at 8:02am

II. Agenda

a. Motion to Approve the agenda

Motion Result:	Approved with edit to remove Minutes from agenda - Unanimous
Motion -	Don Edwards
Second -	Ray Sansom

b. Summary of Executed Contracts

Sondra provided the summary of Executed Contracts for information only. She introduced the CRRSA () and ESSER () funding. Announced that the current lease with Meigs ends in 2023 and requested any leads on commercial property large enough to house the Coalition.

c. Status of Agency Audits & Monitorings

Sondra advised the board that we are on Audit report from Thomas Howell Ferguson on DEL, the Coalition's work is complete. Warren Averett should have already started our audit, but did not put us on their schedule. An extension of the audit report to DEL has been approved. Warren Averett is charging additional \$6K for fraud procedures which has been approved by DEL. The AG audit has been completed and the report has been issued. There is corrective action plan for the Accountability review.

III. Treasurer's Report

Motion Result:	Motion to Approve Treasurer's Report as presented - Unanimous
Motion -	Ray Sansom
Second -	Angie Strumeyer

a. November 2021 Financial Report

- Financial Dashboard:

Sondra discussed financials, which are not yet finalized by DEL. She states the Coalition is over 5% Admin in SR, but not filling the position of Procurement will save on Admin fees. Efforts are being made to enroll more students which would lower the admin %. Admin, non-direct and quality are over for the month in SR with lower attendance due to the holidays. Please note error on SR direct services YTD, actual is 80.8%. VPK admin is low, we can potentially code some of the SR admin to VPK.

- Statement of Activities:

I've noted any % that are above or below 10% of the YTD Program year Completion to the Budget in the notes.

- Revenue.

- School readiness is revenue is below what was budgeted. We are working to find out if there are opening with our providers and trying to get more students enrolled. PDG will be used later in the year for classroom assessments CARES/CRRSA will be used primarily in Dec & January and we will receive the revenue.

- Expenses

- Salary and related expenses down due to understaffing. We are almost fully staffed now in January.
- Our audit is starting later in the year, so not expenses showing yet
- Travel was hard to predict with Covid but we were asked to attend a conference not fully budgeted for but approved by DEL.

- Statement of Financial Position:

- Notable is the balance of the operating account. The \$3.4 million balance is primarily the advance of CRRSA funds that were paid out in December and January. We also drew down the Readers account for books to give away to children with marketing material.
- The prepaid provider expenses are the VPK advance and is timing. Deferred revenue is again the CRRSA advance.

- b. Local SR Match Report (pg. 19)
 - We are due to receive additional quarterly funding soon.

IV. New Business

a. Staff Updates

- Dana goes over recent vacancies as well as newly filled positions for the Coalition stating that there are currently 2 vacant positions
 - Departure of Joanna Andersen, the Quality Assurance Specialist
 - Departure of Christina Brouillard, Early Education Specialist
 - Hanna Stupar as the Community Resource Specialist
 - Kavina Starkis as the new Early Education Specialist
 - Casey Orr as the new Eligibility Specialist

b. Procurement Policy*

- Sondra presented the updated Procurement Policy stating that the old policy had a lot of procedures that were out of date. She updated the wording of the policy to be in line with the laws and streamlined the language to be more understandable. Sondra defines the new purchasing thresholds and explains some of the new guidelines that are outlined in the policy. Dana adds that we have been working with DEL and sending them all policy updates for review to ensure they are in line with the Grant agreement. In the event that the DEL feels that more changes or updates are needed, we will bring the policy back to the Board for further review and approval.

Motion Result:	Motion to Approve Procurement Policy as presented - Unanimous
Motion -	Amanda Colwell
Second -	Don Edwards

c. Employee Handbook*

Dana outlines some of the key changes and updates that have been made to the Employee handbook. A lot of the wording throughout the handbook has been cleaned up and made more concise. The changes have been funneled through HR Consultant and Senior Leadership.

- Introductory Period - changed from 90 to 120 (pg. 86)
- Employee Status - defined hours for FT (37 hrs.) expectation is to work 40hrs. /PT (25 hrs.) added Temp/Occasional (pg. 87)
 - It is stated that excessive abuse of not completing a 40 hr. work week will result in disciplinary action. The Board recommends that this change be revisited to expand on the defined hours worked and management's expectation as well as what is to be considered excessive and how this will be monitored. More discussion ensued on how to word this section.
- Performance Reviews/Salary Adjustments - Last Quarter of FY (pg. 88)
- Holidays - Accrual Rates change due to modification of holidays (pg. 91)
- Bereavement Leave - redefine immediate family, working relationship leave (pg. 98)
- Mandatory Meal Periods - minimum 30 minutes (pg.100)
- Timekeeping - Supervisors and Supervisor designees can now make corrections to timesheets in the electronic payroll system (pg. 102)
- Personal Appearance - Relaxed Professional dress code updated and clearly defined (pg. 119)



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- d. AELC Advocacy Agenda
Children's week is 1/31/22-2/4/22
- e. Workforce Initiative Grant update (\$492,000)
 - Needs Assessment sent to providers
 - Had Provider Meeting to discuss results of survey and grant (brainstorm)
 - Sent a follow up survey for data to support grant submission
- f. ARPA- The ARPA Stabilization budget amendment has been placed on consultation and, absent formal objection (which is not expected), these funds will be available on Wednesday, February 9, 2022.

V. Old Business

- a. Board Member Updates
 - Secretary - Beth inquired if there are any volunteers or any recommendations for nominations to fill the Secretary position.
 - Headstart updates - Kim Gillis agreed to resume her place on the Board.
- b. Phase VI grant has paid out \$2.6M so far & new Phase V paid out \$100,500
- c. Disaster Relief Payments Round 2 is now open
- d. Accountability Audit Update
 - Corrective Action Plan was approved and accepted, all documents have been submitted.
- e. Update on AG
 - The report has been published, no fraud was found.
 - All issues were addressed, the biggest pieces were updating the Procurement Policy and Employee Handbook.
- f. Ethical Conduct/Conflict of Interest Documents
 - Forms to be passed out for signature at the Executive Meeting in February

VI. Public Comment

- a. Member of the Public thanked the Board for allowing her to attend the meeting, she enjoyed the energy and hearing everyone speak. Members of the public are always welcome.

VII. Adjournment

- a. Beth adjourned the meeting at 10:06 a.m.

Motion Result:	Motion to Approve adjourn the meeting at 10:06 a.m. - Unanimous
Motion -	Ray Sansom
Second -	Don Edwards

Respectfully Submitted,
Deanna Hernandez
Executive Assistant