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
Michele Burns, CareerSource Okaloosa/Walton
Ray Sansom, Private Sector, Rader Group, Treasurer

Board Members Absent:
None

Coalition Staff Present:
Dana Crupi, CEO
Sondra Moffitt, CFO

Public Present:
None

Quorum:
Quorum established 7:44 a.m.

I. Call to order – Beth Brant, Chair
Beth Brant, Chair called the meeting to order at 7:44 a.m.

II. Agenda*
   a. Beth Brant requested a motion to approve the agenda as presented

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

   b. Minutes Executive Committee Meeting, 9-24-21 *

   MOTION/RESULT: APPROVE MINUTES
   (UNANIMOUS)
   MOTION BY: RAY SANSOM
   SECOND BY: MICHELE BURNS

*Vote is required

MISSION STATEMENT

Our mission is to support the success of every child and their family through quality education and care.
c. Summary of Executed Contracts presented for information by Sondra Moffitt
d. Status of Agency Audits and Monitorings presented for information by Sondra Moffitt

III. Treasurer’s Report

a. August and September 2021 Financial Report* including
   i. Financial Dashboard
   ii. Statement of Activities
   iii. Statement of Financial Position

   MOTION/RESULT: APPROVE August and September 2021 Financial Reports (UNANIMOUS)
   MOTION BY: RAY SANSOM
   SECOND BY: MICHELE BURNS

b. Local School Readiness Match Report presented for information by Sondra Moffitt

IV. New Business

a. Staff Updates
   Interim COO - Amy Minkewicz is working out as expected
b. Children’s Forum – Class Observations – have been contracted to complete Class Observations for this year as ELC staff has been stretched too thin. Will be able to perform in-house in the future.
c. Phase V Grants – more money has become available and staff is pushing grants out as quickly as possible
d. Phase VI Grants – new round of grants that will be available soon
e. Provider Trainings and Survey Results – report was given by Dana Crupi for information
f. Unrestricted Funds – still in need of unrestricted funds for food for staff trainings, etc.
g. Workforce Int. Survey – general updates given by Dana Crupi for information

V. Items for Review Approval

a. Impala as Surplus*.

   MOTION/RESULT: APPROVE THE SALE OF THE ELC’S IMPALA AS SURPLUS (UNANIMOUS)
   MOTION BY: RAY SANSOM
   SECOND BY: MICHELE BURNS

*Vote is required

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b. SR Absences Policy* – as presented on pages 20-22 of Board Packet

| MOTION/RESULT: | APPROVE THE SR ABSENCES POLICY AS PRESENTED (UNANIMOUS) |
| MOTION BY: | RAY SANSOM |
| SECOND BY: | MICHELE BURNS |

c. COOP Plan* – as presented on pages 23-61 of the Board Packet

| MOTION/RESULT: | APPROVE UPDATED COOP PLAN AS PRESENTED WITH REMOVAL OF LOU SVELHA’S NAME (UNANIMOUS) |
| MOTION BY: | RAY SANSOM |
| SECOND BY: | MICHELE BURNS |

d. Conscious Discipline Order (PDG)* as presented on pages 62-70 of the Board Packet

| MOTION/RESULT: | APPROVE PURCHASE OF SUPPLIES TO SUPPORT CONSCIOUS DISCIPLINE TRAINING AS PRESENTED. (UNANIMOUS) |
| MOTION BY: | MICHELE BURNS |
| SECOND BY: | RAY SANSOM |

e. Operational Audit Management Letter (AG Letter) Response* as presented on pages 71-72 of Board Packet

| MOTION/RESULT: | APPROVE RESPONSE LETTER TO AG WITH ADDITION OF “Under New Leadership” to beginning of Item 7 (UNANIMOUS) |
| MOTION BY: | RAY SANSOM |
| SECOND BY: | DON EDWARDS |

f. Board Member Updates/New Secretary/New Board Member Application* as presented on pages 73-79 of Board Packet

| MOTION/RESULT: | APPROVE MEMBERSHIP OF SHEA BOYKIN OF OCTFCU AS NEW BOARD MEMBER AND SECRETARY (UNANIMOUS) |
| MOTION BY: | RAY SANSOM |
| SECOND BY: | MICHELE BURNS |

*Vote is required

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VI. Old Business (reports given on each item by Dana Crupi for information only)

a. Accountability Audit Update
b. AG Audit
c. FCHR Cases
d. Handbook Update for Employees

VII. Public Comment - None

VIII. Adjournment – Beth Brant, Chair

a. Meeting adjourned at 9:15 a.m.

Respectfully submitted,
Beth Brant, Chair

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<tr>
<th>MOTION/RESULT:</th>
<th>APPROVE BOARD MEMBER POLICIES AS PRESENTED AND REQUEST THAT ALL BOARD MEMBERS SIGN POLICIES (UNANIMOUS)</th>
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<tr>
<td>MOTION BY:</td>
<td>RAY SANSOM</td>
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<td>SECOND BY:</td>
<td>MICHELE BURNS</td>
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