



Location: 102 Sunset Lane, Shalimar FL 32579

Date: November 19, 2021

Time: 7:30 a.m.

Boars Approved: 3.25.22

## 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.*



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- 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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- g. Board Member Policies\* as presented on pages 80-85 of Board Packet

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

**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

*\*Vote is required*

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