



Location: 102 Sunset Ln, Shalimar, FL 32579

Date: 2.18.2022

Time: 7:30 a.m.

Board Approved: 3.25.22

Executive Committee Meeting Minutes

Executive Committee Members Present:

Beth Brant, Private Sector - Gubernatorial Appointee, (Poly, Inc.)-Chair
Don Edwards, Private Sector - Renasant Bank, Vice-Chair
Michele Burns, CareerSource Okaloosa Walton

Executive Committee Members Absent:

Ray Sansom, Private Sector - Radar Group, Treasurer

Board Members Present:

None

Coalition Staff Present:

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

Public Present:

None

Quorum:

- Quorum established 7:34 a.m.

- I. Call to order – Beth Brant, Chair
Beth Brant, Chair called the meeting to order at 7:34am

- II. Agenda
 - a. Motion to Approve the agenda

Motion Result: Motion to approve agenda as presented- Unanimous

Motion - Don Edwards
Second - Michele Burns

- b. Minutes Coalition Board Meeting, February 18, 2022

Motion Result: Motion to approve Minutes as presented - Unanimous

Motion - Don Edwards
Second - Michele Burns

- c. Summary of Executed Contracts

- Sondra provided the summary of Executed Contracts for information only. No changes have been made to the summary of executed contracts, however after printing the

document we received the NOA for ARPA which is an additional \$9,133,908 to be spent by 6/30/22. It will be for both contracted and non-contracted providers.

- We are decoupling the Krizner Group contract effective 3/1/21 to keep the law compliance piece and not keep the HR outsourcing. A savings of \$4,950 a year.

d. Status of Agency Audits & Monitorings

- We have received the SCAP which is a Special Corrective Action Plan, we are working through that.

III. Treasurer's Report

a. November 2021 Financial Report

i. Financial Dashboard:

Sondra discussed presenting and approving the Financials quarterly.

- SR month is down to 4.8%, which is within range. We have large amount of admin \$ for Workforce grant and the ARPA funding, so admin cost will be allocated to those funding streams and should alleviate the problem with SR admin
- We will have a big push to increase our spending on quality infant and toddler to hit this minimum spend.
- VPK is going well our NOA is 5,741,460 and we have spent roughly 41% of that funding from Dec 2021.

ii. Statement of Activities

- Still behind on SR so the revenue is still lower than expected.
- Grants, donations, the bulk of this budget is Gulf Power which we are starting to spend now.
- Salaries and related are still lower than normal
- Several expenses are lower than expected. It was harder to estimate the expenses due to Covid for the FY.
- Travel is higher because it was hard to estimate the need for traveling to conferences
- Quality and classrooms we have spent more on Conscious Discipline.

iii. Statement of Financial Position

- Largest changes is the bank accounts which was just timing. The large deferred revenue is the CRRSA advance for Phase 5 & Phase 6.

b. Local SR Match Report

- We are due to receive additional quarterly funding soon. We received the United way funds after the report was completed.

IV. New Business

a. Staff Updates

Motion Result:	Motion to Approve Treasurer's Report as presented - Unanimous
Motion -	Don Edwards
Second -	Michele Burns

- Dana discusses the plan to phase out and eliminate the Reception position due to less traffic coming into the Coalition and utilize the phone system to implement an automated virtual receptionist. The plan is to transition this employee to the open Compliance position to better utilize her skills.



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- We are still actively interviewing for the Early Education Specialist position.
 - Due to the new requirement that every VPK classroom receive a CLASS observation, we have cancelled all trainings for the rest of the year giving the Early Education Team time to receive their CLASS certification. We will still provide resources, support and coaching.

b. VPK Base Allocation

- Dana announces that there has not been much traction on the proposed VPK increase by the Senate. However we are happy that Early Education has made it on the proposed budget as it means that it is being recognized and looked at.

c. Board Member Updates Dana

- Rachel Smyth is no longer employed at the center, we are recruiting a new Faith Based Rep. Dana will meet with the new Director at that center.
- Working on more Private Sector Members
- Beth expresses that we need more people on the Executive Committee.

d. IT Service

- IT services were discussed. The current contract allows for 3 optional annual renewals and if we need to advertise for an RFP, we would be cutting it close to the end of the FY. To be further discussed at the next Board meeting in March.

e. Employee Handbook*

- We changed the wording of the regular full time to read as follows:

"Employees who are not in a temporary status and are scheduled to work a minimum of 37 hours weekly and maintain continuous employment status. Generally, employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program. Though staff are eligible for most insurance related benefits at 37 hours per week, Management's expectations are that staff work a 40 hour work week. See section 4 or more details on scheduling."

Motion Result:	Motion to Approve Employee Handbook as presented - Unanimous
Motion -	Michele Burns
Second -	Don Edwards



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V. Old Business

a. Board Secretary Opening

- Secretary - Beth nominates Shea Boykin to fill the Secretary position.

b. Office Space discussion – Lease is up March 2023. If you know anywhere, please let us know.

c. Workforce Initiative Grant Update: \$492,453 must be spent by 6/30/22. Ready to submit the grant application to DEL.

d. Ethical Conduct/Conflict of Interest Documents provided

VI. Public Comment

a. None

VII. Adjournment

a. Beth adjourned the meeting at 8:48 a.m.

Respectfully Submitted,
Deanna Hernandez
Executive Assistant