



Location: 102 Sunset Lane, Shalimar FL 32579  
Date: July 23, 2021  
Time: 7:30 a.m.  
Board Approved: 6.17.22

# Executive Committee Meeting Minutes

## **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  
Robin Donlon, Private Sector, SmartBank, Treasurer  
Louis Svehla, Walton County Commissioner’s Appointee, Secretary

## **Committee Members Absent:**

Michele Burns, CareerSource Okaloosa Walton

## **Board Members Present:**

None

## **Coalition Staff Present:**

None

## **Public Present:**

None

## **Quorum:**

- Quorum established 7:30 a.m.

## **I. Call to order – Beth Brant, Chair**

Beth Brant, Chair called the meeting to order at 7:33am

## **II. Agenda**

- a. Motion to Approve the agenda.

Motion Result:	Approved as moved Unanimous
Motion –	Louis Svehla
Second –	Ray Sansom

- b. Approval of Minutes of June 25<sup>th</sup>, 2021 Executive Board
- c. Summary of Executed Contracts



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Discussion about Skip Foster still being on contract and he is continuing to work. Received an update on the United Way award.

Motion Result:	Approve Minutes as Presented
	Unanimous
Motion -	Bev Sandlin
Second -	Don Edwards

### III. New Business

#### a. Anti-Fraud Plan

Received information on the changes to the ELC Anti-Fraud Plan. Changes were to the contact section for ELC contacts and the change from OEL to DEL.

Motion Result:	Motion to Approve as Presented
	Unanimous
Motion -	Louis Svehla
Second -	Ray Sansom

#### b. Salary Range Approval

Discussion on the salary ranges for staff. Discussed moving to minimum of \$15/hour for all employees. Discussed that this would result in a raise for all employees except one. Discussed the possibility of a raise for the Sr. Accountant. Discussed the current federal COLA of 3.5%. Discussed the need to look at the entire pay scale for adjustments. Motion to adjust the scale to have a minimum of \$15/hour for all employees and adjust the salary of the Sr. Accountant to \$47,000.

Motion Result:	Motion for Change
	Unanimous
Motion -	Ray Sansom
Second -	Bev Sandlin

#### c. Took item (e) first. Amendment to Contract for Krizner Group during transition.

d. Discussed the need to make an amendment to the Krizner Group contract. Move would be active retro to July 1, 2021 and go through September 30, 2021. Contract would be at \$2,775 per month to be paid quarterly. ELC would have the option cancel at any time with a 30-day notice.

Motion Result:	Motion for Approval
	Unanimous
Motion -	Bev Sandlin
Second -	Ray Sansom



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- e. Took item (d). 2021-2022 Meeting Schedule

Received meeting schedule for 2021-2022

- f. Took item (c). Staff Updates

Given information that we were still having issues hiring staff for open positions and the need to continue to advertise. Possibly due to the current market. Discussed the possibility of moving to a smaller building due to having a smaller staff. Given information that all employees were being moved to the top floor. Discussed the potential of rehiring of former employees in the future.

#### IV. Old Business

- a. Public Comment Protocol

Ray Sansom presented a DRAFT public comment protocol to Board members. Board members will take DRAFT and provide comment and have potential vote at a future meeting.

#### V. Adjourn

- a. Beth adjourned the meeting at 8:10a.m.

Motion Result: Motion to Adjourn at 8:10am
Unanimous
Motion - Ray Sansom
Second - Louis Svehla