



Location: Via Zoom
Date: 6.17.2022
Time: 7:30 a.m.
Board Approved: 8.26.22

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
Shea Boykin, Private Sector - Okaloosa County Teachers Federal Credit Union – Secretary

Executive Committee Members Absent:

Michele Burns, CareerSource Okaloosa Walton
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:

- I. Quorum established Call to order – Beth Brant, Chair
Beth Brant, Chair called the meeting to order at 7:43 am
- II. Agenda
 - a. Approval of Agenda
Noting that the Budgets for FY 2021-2022 & FY 2022-2023 were not included in the Board Packet as the CFO was still working on them the night before, but they were shared on screen during the meeting for the Committee to view.

Motion Result: Motion to approve Agenda as presented- Unanimous

Motion – Don Edwards
Second – Shea Boykin

- b. Minutes
 - i. Minutes Executive Session, June 25, 2021
 - ii. Minutes Executive Session, July 23, 2021
 - iii. Minutes Executive Session August 20, 2021
 - iv. Minutes Emergency Executive Committee Meeting, May 18, 2022



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Motion Result: Motion to approve Minutes as presented- Unanimous

Motion – Don Edwards
Second – Shea Boykin

III. New Business

a. 2021-2022 Budget Approval

Sondra delivers all the updates to the 2021-2022 Budget. Most of the updates were regarding the additional ARPA funds, donations for Match, University of Florida Stipends and ESSER revenue with the total revenue being \$29,445,620.00. Some of these funds will be rolling over into the next FY budget. Most of the expenses stayed the same except for the CCRSA Act expenses, totaling a little over 4 million, \$8,677,000 in Grants, primarily ARPA, were paid to providers. This is going to roll over, but it needed to be reflected for the budget to match.

Motion Result: Motion to approve 2021-2022 Budget as presented- Unanimous

Motion – Don Edwards
Second – Shea Boykin

i. 2022-2023 Proposed Budget Approval

Sondra explains the proposed budget was prepared using projected allocations for SR as we have not yet received the Notice of Award. The VPK from last year was used, so changes are to be expected. The ARPA Revenue will roll forward, there is still money to be spent. Adding in the various Grants expected Stipends for trainings from the UF, and Match dollars brings the total projected revenue to \$24,431,865. There is a brief explanation of the expenses which total the about of projected revenue balancing the budget.

Motion Result: Motion to approve Proposed 2022-2023 Budget as presented- Unanimous

Motion – Don Edwards
Second – Shea Boykin

b. COOP

Dana advises that the staffing information has been updated to reflect all changes that occurred in the 2021-22 FY.

Motion Result: Motion to approve COOP as presented- Unanimous

Motion – Don Edwards
Second – Shea Boykin

c. Anti-Fraud Policy

Dana states that only personnel and job titles had to be updated in the policy.

d. HR Audit

Dana advises the Committee that the HR Audit performed by The Krizner Group resulted in no findings.

Motion Result: Motion to approve Anti-Fraud Policy as presented- Unanimous

Motion – Don Edwards
Second – Shea Boykin

e. CEO Performance Evaluation

The CEO Performance Evaluation has not been completed at this time. The Committee agrees to allowing the Board Chair to complete the evaluation.

f. Coalition By-Laws

Dana states that we revised our Coalition By-laws due to some updates between Rule and Statute and asked that the Committee look over them prior to the next Coalition Board meeting where they will be voted on. Please note that there will be New Committees being added

g. 2022-2023 Meeting Calendar

The meeting calendar is in draft form to show what meeting quarterly will look like; all dates are tentative at this time.

IV. Old Business

a. Board Member Updates

Dana presents Kathy Curry's Board membership application to the Committee and provides a brief overview of the applicant. Noting that she did serve on the Board previously from 2013-2017. She has applied for the Faith-based Provider Representative position.

Motion Result: Motion to approve Pay Grade Scale as presented- Unanimous

Motion – Ray Sansom
Second – Don Edwards

b. Staffing Updates

We have hired 2 new Early Education Specialists, but there are still 2 additional positions at this time.

c. IT Service

Dana announces that although we extended our contract with Zypha an additional month, our end date will be July 31, 2022, and we will be fully transitioned over to the new IT Company, Zipdata, who will be here in the coming weeks to begin migrating the data over.

d. SCAP Update

Sondra provides an update on the progress of where we are. We have completed all the work for the SCAP and we have now moved to a CCAP, which is where they provide guidance moving forward and will now move forward to approve all policies that were updated to reflect the changes required.



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e. Grant Updates

- All providers who have applied for the ARPA Grant have been paid. The staff has reached out to the providers who have not applied to turn in their application before the deadline of June 30, 2022.
- We have submitted our application for the White-Wilson Grant where we are proposing a partnership with the Health Dept.
- The United Way Grant has awarded ELC-EC \$22,500.
- The Workforce Initiative Grant was successful, and we are hoping to open it again in the near future, we gave out over \$500,000 to teachers.

f. Task Force Discussion

We can table for right now, this is where we create a Task Force for the Work Force, this is still in the works at this time.

g. Drive United Partnership with United Way

United Way received a Grant for DoorDash for deliveries, so during the summer they are delivering Literacy Kits to children who attended the lower performing VPK facilities 3x during the summer and the 4th delivery contains books, reading tips, resources for the community and ELC-EC information. This school year, the new round of VPK children will receive one delivery per month for the duration of the school year. More information coming soon.

V. Adjournment

- a. Beth adjourned the meeting at 8:23 a.m.

Respectfully Submitted,
Deanna Hernandez
Executive Assistant