



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 8.26.2022

Time: 8:00 a.m.

Board Approved: 10.28.22

## Coalition Board Meeting Minutes

### **Board 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  
Tawanda Brown, Northwest Florida State College President's Appointee  
Amanda Colwell, Okaloosa County Health Department director or designee  
Amanda Negron, Private Sector - HSU Foundation  
Kristen Murdy, Representative of private for-profit child care providers - Director of Operations  
Mary Cooper, Walton County Commissioner's Appointee  
Angie Strumeyer, DCF Circuit Administrator Appointee  
Melissa Sidoti, DCF Services Regional Administrator Delegate  
Caroline FitzGerald, Private Sector - Gubernatorial Appointee  
Kathy Curry, Representative of faith-based child care providers - Director  
Ray Sansom, Private Sector - Radar Group, Treasurer (Via Zoom)  
Scot B. Copeland, Private Sector - Emmanuel, Sheppard & Condon, P.A (Via Zoom)  
Pam Jones, School District of Walton County Superintendent's Appointee (Via Zoom)

### **Board Members Absent:**

Kim Gillis, Walton County Head Start Director  
Michele Burns, CareerSource Okaloosa Walton

### **Coalition Staff Present:**

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

### **Public Present:**

Bambi Sealy

### **Quorum:**

- Quorum established 8:05 a.m.

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

Beth Brant, Chair called the meeting to order at 8:08 a.m.

#### II. Agenda

- a. Motion to Approve the agenda

Motion Result: Approved agenda as presented - Unanimous

Motion - Don Edwards

Second - Shea Boykin

- b. Minutes Coalition Board Meeting, March 25, 2022
- c. Minutes Executive Committee Meeting, June 16, 2022
- d. Minutes Review Hearing Committee Meeting, June 29, 2022

Motion Result: Approved All Minutes as presented -Unanimous

Motion - Angie Strumeyer

Second - Amanda Colwell

e. Summary of Executed Contracts

Sondra provided the summary of Executed Contracts for information only. Most of the existing contracts were able to renew with existing clauses. Spending down the money from the sale of Tupelo is in process. This is reflected in FY21-22 & 22-23 Statement of activities. Sondra points out that the existing DEL NOA currently stands at \$25,700,101. Additional funding will be received for \$15 hr. to pay VPK workers. Fisher Brown insurance was renewed there was an increased cost in the D&O policy. The lease with Meigs has been extended for 3 years. ELC will only occupy the top floor of the building when the current lease expires. Uniti Fiber was contracted to provide fiber optic cable services to optimize our internet quality and capability. Zip Data is the new IT vendor that replaced Zypha, the improvements in quality and service are significant.

f. Status of Agency & Monitoring

Sondra talks about the upcoming audit from DEL and speaks on the status of prior audits and the findings of those audits.

- The next DEL audit is scheduled to begin the first week in October with Thomas Howell Ferguson. The desk review is completed, the audit with the AG was finalized. More discussions will take place in the SCAP update.
- Warren Averett 20-21 audit is completed and finalized this week. It will be presented in the next board meeting. The findings are related to documentation of match and employee travel policies which mirrored the same findings of the AG audit report.

III. Treasurer's Report

a. 4<sup>th</sup> Quarter Financial Report

i. Financial Dashboard

Sondra discussed financials, the fiscal year ended complying with all targets, admin maximums were within range, and complied with the minimums for quality and direct services. Please note that the Direct services minimum were 78.92% not 789.2% as written.

ii. Statement of Activities March – June will be presented in the older format.

- Revenue for FY 21-22 was \$17,516,062 with expenses being similar
- Today we will be going over any variances of the FY 21-22 that are more than 15% and \$2,500
- The first four revenue lines show School readiness were less than budgeted primarily due to less attendance than forecasted. While attendance does not appear to be back to the numbers of pre-Covid days, the Executive committee agreed to raise provider attendance rates, to help utilize grant funding.

- VPK revenue was also less than expected primarily due to Covid. \$5.2 million revenue for the year.
- All but \$3,700 of the PDG grant has been spent, which rolled into FY 22-23
- \$1.7M of ARPA was spent, the remaining \$7.4M rolled into FY 22-23
- CRRSA/CARES revenue variance was rolled into FY 22-23 at total of \$964K
- The ESSER funding was rolled into FY 22-23. This grant was primarily for the VPK tablets. The funding has been spent and the tablets have been delivered.
- For expenses, salaries and related expenses were down due to several vacant positions through the year, our auditors have not sent their final bill, but it will be included in FY 21-22 billing. Legal expenses were less than expected and the HR contract with Krizner was amended.
- VPK provider expenses appear to have been over budgeted.
- The school readiness expenses were lower but in line with the revenue
- CRRSA was rolled into FY 22-23.
- Much of the outreach and grants to provider budget that was not spent relates to CRRSA and ARPA funding that will roll into FY 22-23
- All the quality budget was not spent as it is tied to percentages of the expenses of direct services.
- Also noted the expenses will be higher than revenue having spent down about half of the \$187,500 on Direct Services, Quality, and admin. It will be completely spent down by June 2023. It must be spent proportionally.

Some discussions ensued regarding the ARPA and workforce, how it affects the families and what steps can be taken to open more classrooms.

iii. Statement of Financial Position

There is 5 months' worth of data on the statements of financial position, with the primary focus being on June. The fiscal year ended with over \$1M in the bank.

b. Local SR Match Report

Match funding has been utilized. Any remaining balances can be used in the first quarter, and we have received additional amounts from funders. We are expecting to receive \$37,500 from Okaloosa BOC, which is up for vote in September. We are anticipating \$12,500 from the Walton BOC, United Way granted more than requested for FY 22-23 \$22,500. We requested \$1,500 from the City of Defuniak but they have not opened their grant application. We are requesting \$1,500 from City of Niceville. Our Programs Operation Manager presented to them last night.

Motion Result: Approved Treasurer's Report as presented - Unanimous

Motion - Melissa Sidoti

Second - Don Edwards

#### IV. New Business

##### a. CEO Performance Evaluation

Beth reviews the CEO Performance Evaluation scores. Dana has done a phenomenal job rebuilding the team and turning things around with the Coalition. Dana has worked very hard to get the Coalition in a better place. The next step for Dana is to get out of the office and more into the Community.

Motion Result: Approved CEO Performance Evaluation as presented – Unanimous

Motion - Tawanda Brown  
Second - Shea Boykin

##### b. 2022-2023 Meeting Calendar

Quarterly Meetings with Executive Committee meetings and committee meetings in between.

##### c. Chancellor Matt Mears Visit

Visited last week and met with SR Leadership and Board Chair. There were discussions around workforce, and VPK readiness. He also joined the Quarterly Provider meeting on August 18th and thanked our providers for all that they do.

##### d. United Way Awards

ELC-EC Won Partner Agency of the Year.

##### e. VPK Updates

CLASS Observations for all VPK Classrooms. There will be an option for VPK Providers to pay any VPK Personnel a \$15 an hour minimum wage and receive an incentive, but there has not been a lot of guidance provided at this time. Once the instructions are made clear, the information will be sent out to the Providers.

##### i. VPK Awards

We had six providers come off POP due to increase of Kindergarten Readiness Rate. We visited each provider and did a Publishers Clearing House type of celebration with them.

#### V. Old Business

##### a. Board Member Update

We still have a Governor appointed position open and we can always use more private sector members.

##### b. Coalition By-Laws

We have revised our By-Laws to provide more guidance on Board governance. We also included new committees such as a Finance Committee and a Program Committee

Motion Result: Approved Coalition By-Laws as presented – Unanimous

Motion – Melissa Sidioti  
Second – Don Edwards

##### c. Committee Discussion

Dana discusses the by-laws and highlights the newly added Committees and their responsibilities.



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d. Provider Rep Update

i. Provider Rep Meeting

Moving forward The Coalition will oversee the Quarterly Provider meetings, but the Provider Reps will be facilitating those meetings. The Provider Reps have been meeting with Dana to develop an Early Childhood Leadership Academy of the Emerald Coast. Only ten applicants will be accepted to complete the training which is gear towards Directors or anyone who would want to become a Director.

e. Staffing Updates

i. COO

Two candidates made it to the second interview. One Candidate was offered the position and has declined. We have reposted the position to continue interviewing.

ii. Program Assessment Specialist

This position is still posted however we have not found the right person to fill this job.

iii. Education Support Assistant

This position has been filled.

iv. Contract and Performance Analyst

Offer letter is being sent on Monday.

v. Program Outreach Specialist

This position has been filled.

f. CPA Audit FY 20-21 has been completed and the report will be presented at the next board meeting.

g. IT Service (Migration Complete) 6-month contract price may decrease after the initial 6 months. Procurement will take place, but the next contract will be for a longer period of time. The current IT provider could potentially drop the monthly fee down to \$1,000 month but they need to monitor what our helpdesk usage looks like.

h. Location – ELC-EC will stay in the current location and only occupy the top floor.

i. SCAP Update DEL has released ELC from the SCAP. They are waiting on word from the AG's office but have sent their documentation and recommendations stating that we are in compliance.

j. Unrestricted Funds

ELC-EC needs unrestricted funding in order to purchase various items that are restricted by the State.

k. Grant updates

i. ARPA - as of today we have given out \$2.9 Million as grants to Providers.

ii. ESSR - This money was spent on the VPK tablets.

iii. United Way - We received \$22,500 more than we requested.

VI. Public Comment

None

VII. Adjournment

Beth adjourned the meeting at 9:58 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Coordinator