



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 10.28.2022

Time: 8:00 a.m.

Board Approved: 1.27.23

# Coalition Board Meeting Minutes

## **Board Members Present:**

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 (Via Zoom)  
Amanda Colwell, Okaloosa County Health Department Assistant director  
Amanda Negron, Private Sector - HSU Foundation (Via Zoom)  
Caroline FitzGerald, Private Sector - Gubernatorial Appointee (Via Zoom)  
Kathy Curry, Representative of faith-based child care providers - Director  
Ray Sansom, Private Sector - Radar Group, Treasurer (Via Zoom)  
Kim Gillis, Walton County Head Start Director (Via Zoom)  
Michele Burns, CareerSource Okaloosa Walton (Via Zoom)  
Kristen Murdy, Representative of private for-profit child care providers - Director of Operations (Via Zoom)

## **Board Members Absent:**

Beth Brant, Private Sector - Gubernatorial Appointee, Poly, Inc.-Chair  
Scot B. Copeland, Private Sector - Emmanuel, Sheppard & Condon, P.A  
Pam Jones, School District of Walton County Superintendent's Appointee  
Melissa Sidoti, DCF Services Regional Administrator Delegate  
Angie Strumeyer, DCF Circuit Administrator Appointee  
Mary King, Walton County Commissioner's Appointee

## **Coalition Staff Present:**

Dana Crupi, CEO  
Sondra Moffit, CFO  
Amy Minkewicz, Interim COO (Via Zoom)  
Deanna Hernandez, Executive Coordinator

## **Public Present:**

None

## **Quorum:**

- Quorum established 8:00 a.m.
- I. Call to order – Don Edwards, Vice- Chair  
Don Edwards, Vice-Chair called the meeting to order at 8:03 a.m.
  - II. Agenda
    - a. Motion to Approve the agenda

Motion Result: Approved agenda as presented - Unanimous.

Motion - Ray Sansom  
Second - Shea Boykin



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 10.28.2022

Time: 8:00 a.m.

Board Approved: 1.27.23

b. Minutes Coalition Board Meeting, August 26, 2022

Motion Result: Approved August 26, 2022, Minutes as presented -Unanimous.

Motion - Ray Sansom  
Second - Amanda Colwell

c. Minutes Emergency Executive Committee Meeting, September 30, 2022

Motion Result: Approved September 30, 2022, Minutes as presented -Unanimous.

Motion - Ray Sansom  
Second - Shea Boykin

d. Summary of Executed Contracts

Sondra provided the summary of Executed Contracts for information only. The report shows a few changes, the main one being the additional \$12.3 million received from DEL which will be explained more in the amended budget. Also, the amendment with Meigs has been fully executed. ELC will now only occupy the top floor of the building when the current lease expires.

e. Status of Agency & Monitoring

Sondra talks about the recent desk review, there were a few findings related to previous contracts, so we are waiting on DEL's report. The quarterly monitoring is coming up next month. Warren Averitt is complete, that report will be presented later. We are still waiting for the AG to release some things in order to get the report approved.

III. Treasurer's Report

a. 1<sup>st</sup> Quarter Financial Report

i. Financial Dashboard

Sondra discussed financials, stating we served 1053 SR children in September. We are close to hitting our targets, some of the admin costs are slightly over, but will align with the budget as we move through the next quarter. We served 1993 VPK children, with the YTD reimbursable expenses being \$1.3 Million.

ii. Statement of Activities

- Revenue YTD is just about \$4.6 million in revenue with similar in expenses and everything is right on track.
- The funding for ARPA round 2 and the workforce was just received
- There was more of an expense on the audit section due to Warren Averitt's bill being received past the end of the last FY, so it had to be paid under this FY. Also, there was an additional expense for IT due to the migration between the two companies. There is also money in the budget for Phase V & Phase VI of the CARES Act Program (CRRSA), but there have not been many providers, including the School District, applying for it.
- Our dues & subscriptions are done for the year.



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 10.28.2022

Time: 8:00 a.m.

Board Approved: 1.27.23

iii. Statement of Financial Position

Sondra focuses on September stating that we had a large receivable due to the ARPA funding coming in to pay out a large portion of round one payment three.

iv. Amended Budget

Since receiving additional funding, it was necessary to update the budget. VPK received increased funding for Program Assessments, which was more than expected, the new ARPA funding is the majority of the increase, and it was placed under grants to providers until it is ready to be dispersed.

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

Motion - Ray Sansom

Second - Amanda Colwell

b. Local SR Match Report

The United Way and City of Niceville funds are being utilized. Okaloosa County funds are ready to use as soon as they are received. Walton County funding is unable to be applied to anyone at this time.

c. 2021 Financial Audit

This audit began in June 2021 and was completed in August 2021. Liabilities and Net Assets for that period totaled \$1.5 million. Without donor restrictions, revenue was just over \$16 million. Expenses were similar, but slightly more. The funds from the sale of the Tupelo building will begin being spent down with donor restrictions and must be completely spent by June 30, 2023. There were findings on Match reporting, however new management team has implemented policies and procedures to document the source of all match contributions with the donor agencies to prevent further findings. The Travel policies & procedures also resulted in a finding and again, new management has already put a plan together to ensure that all travel expenses incurred are reviewed and approved prior to the travel taking place.

IV. New Business

a. I.A. Membership\*

DEL updated the template to include the added DCF child care regulation representative or child care licensing agency head.

b. II.C. Eligibility and Enrollment Policies and Procedures\*

Amy explains that there was a category for a new cash assistance program added in the FL Statute called an Intensive Service Account or an Individual Training Account. They are listed as a priority due to the referrals we receive through the process. This was the only major change; the rest of the changes were to clean up the language of the document.

c. II.E. Sliding Fee Scale and Fee Waiver Policies\*

Amy reiterates that every year this fee scale is updated for poverty levels and that is what we use to calculate parent's fees. Some of the language was changed in the statute, so the policy was updated to reflect those changes.

d. II.F. Child Screening\*

Amy states that the child screening is the ASQ's that are initiated by either the parent or provider when the child is enrolled or at their annual redetermination for qualification. The changes made were to line up the dates and some changes with the requirements of roles as stated in our grant award. A lot of the procedural language was removed and cleaned up to be in compliance with the State contract.



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 10.28.2022

Time: 8:00 a.m.

Board Approved: 1.27.23

e. II.G. Program Assessment\*

Amy points out that this is the CLASS assessment that is done for everyone. The State has updated that Rule, so the policy needed to be in line with it. There were changes to the CLASS score that we use for contracting with providers. The other changes were updating any reference to DEL from OEL and well as the contract scoring level which is higher than the previous policy. They also removed the provider's ability to be exempt if they scored above a five. Previously, they were allowed to go on a biannual where we would not have to do an assessment on them every year if they wanted, but that was removed. Effective next year everybody contracted with the Coalition will receive program assessments regardless of score. In this policy, based on our service and work plan the Board reserves the right to put any provider receiving a score below the contract minimum threshold of four (4.0) on a Quality Improvement Plan.

Motion Result:	Approved All Policies as presented with the ability to make noted changes - Unanimous.
Motion -	Kathy Curry
Second -	Ray Sansom

V. Old Business

a. Committee Discussion

i. Finance Committee

The meeting's will be scheduled at least the month prior to a Board meeting. An email will be sent regarding what the Committee will be going over during the meetings for anyone who would like to be a member of the Committee and to schedule the first meeting.

ii. Program Committee

The first meeting is scheduled for 12.15.22 at 10:30am. The Committee will review and help develop policies and procedures as well as help with the planning of the annual conference.

b. Provider Rep Update

i. Provider Rep Meeting

Kathy Curry talks about the Early Childhood Leadership Academy of the Emerald Coast (ECLA) which consists of ten (10) Early Childhood educators. This is a year-long program designed to equip providers and educators with the skills necessary to provide a rich and nurturing learning experiences for all young children. Early Childhood Professionals will attend 6 courses throughout the year for 27 in-service hours and will attend 6 courses throughout the year for 21 in-service hours. It is our goal to have the first-year graduates mentor the next year participants.

c. Staffing Updates

Dana gives an update on the Team stating that according to the Org chart, we have filled all our current positions. There will be some internal transitioning of positions. Amber Wookey, our new COO, will start 11/14/2022 and Amy the Interim COO will stay on through April to assist with the transition process. Eligibility Manager has been filled. Compliance and Eligibility needed to be separated into two departments to help segregate the duties among the different departments.

d. Move

We are moving all offices upstairs today, there are many items available to take such as unused desks, filing cabinets. If you would like to arrange pick-up of these items, please let us know, otherwise they will be taken to Goodwill and other donation sites. Boxes of old documents were taken to the off-site storage center.

e. Unrestricted Funds

Dana thanks Don Edwards, the Board Vice-Chair for providing some unrestricted funds. They have helped with the cost of some Team building exercises as well as Team appreciation.



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 10.28.2022

Time: 8:00 a.m.

Board Approved: 1.27.23

f. Grant Updates

i. ARPA Grant

Dana provides update on the new ARPA Grant. Currently waiting for specific information regarding this grant including timelines and application process.

Dana announces the First Annual Early Educators Conference which will be held at the HSU Foundation in May. Both the opening and closing Key note speakers have been confirmed.

VI. Public Comment

None

VII. Adjournment

Don adjourned the meeting at 8:44 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Coordinator