



Location: Via Zoom
Date: 3.31.2023
Time: 7:30 a.m.
Board Approved: Board Approved 4.28.23

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
Ray Sansom, Private Sector - Radar Group, Treasurer
Michele Burns, CareerSource Okaloosa Walton

Executive Committee Members Absent:

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

Board Members Present:

None

Coalition Staff Present:

Dana Crupi, CEO
Sondra Moffit, CFO

Public Present :

None

Quorum :

- I. Quorum established at 7:32 am
Call to order – Beth Brant, Chair

Beth Brant, Chair called the meeting to order at 7:39 am

- II. Agenda

- a. 2023-24 Sliding Fee Scale* - Dana goes over the Sliding Fee Scale stating that we update this each fiscal year with the information provided to us by the State.

Motion Result: Motion to approve 2023-24 Sliding Fee Scale as presented - Unanimous.

Motion – Michele Burns
Second – Ray Sansom

- b. RFP – Dana announces that we will be posting an RFP for a new Accounting Software system. After working with DEL to review and advise us on the proper procedures, they did give us the go ahead to move forward with the RFP. Sondra tells the Committee that she will send them the timeline and advises that it is extremely strict with tight deadlines in order to have the time necessary to fully transition from the current software to the new software prior to the old contract expiring as they only renew in one-year increments. The implementation process takes anywhere from three to six months before fully operational. We will need three members to evaluate the RFP submissions. Since Sondra is not the Point of Contact, she will help evaluate the submissions, she would like to have Ray and Don, the members of the Finance Committee, be the other two evaluators. Ray and Don do volunteer to evaluate the submissions. There was a slight delay in getting this out due to having to wait for prior approval from DEL before we



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could release it to the public. Dana apologizes for the urgency of having to get the evaluations completed in such a short turnaround of time since it is over the weekend, however, in order to have this ready for Board approval at the April 28th meeting and to stick with the timeline, it is necessary.

Motion Result: Motion to approve moving forward with the RFP for Accounting Software system - Unanimous.

Motion – Ray Sansom
Second – Michele Burns

- c. Banking – Dana advises the Committee members that there have been numerous fraud attempts on our bank account, so we had to move very quickly to find a new bank and begin the transfer process as soon as possible. We made many attempts to work through the process with the current Bank, however there were too many instances of miscommunication and lack of response throughout the different branches, and we felt it would be in the best interest of the Coalition to switch banks. This way we avoid any further fraud attempts as well as any other issues. The process will take a few months to complete.
- d. Conference – Dana reminds the Committee that the Early Educators Conference is taking place on May 6th at the HSU Foundation. It was planned strategically planned around Provider Appreciation week to celebrate them. She advises them we need volunteers and asks them to please let us know if they are available and would like to participate.

Dana talks about the ECLA group trip to the Capital to attend Children’s week. They participated in Storybook Village and had an opportunity to meet Cari Miller, the new Chancellor of DEL. She also talks about tracking and following the House and Senate budget proposals as well as some of the bills regarding Early Education. Lastly, there will be more ARPA funding being provided, details on the amount are in the budget proposals and more information should be available by the Board meeting in April.

III. Adjournment

- a. Beth adjourned the meeting at 7:53 a.m.

Respectfully Submitted,
Deanna Hernandez
Executive Coordinator