



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 1.27.2023

Time: 8:00 a.m.

Board Approved: 4.28.23

# 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 Assistant director  
Kathy Curry, Representative of faith-based child care providers - Director  
Ray Sansom, Private Sector - Radar Group, Treasurer  
Angie Strumeyer, DCF Circuit Administrator Appointee  
Mary King, Walton County Commissioner's Appointee  
Kim Gillis, Walton County Head Start Director (Via Zoom)  
Kristen Murdy, Representative of private for-profit child care providers - Director of Operations (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)  
Melissa Sidoti, DCF Services Regional Administrator Delegate (Via Zoom)  
Amanda Negron, Private Sector - HSU Foundation (Via Zoom)

## **Board Members Absent:**

Michele Burns, CareerSource Okaloosa Walton  
Caroline FitzGerald, Private Sector - Gubernatorial 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 7:58 a.m.
- I. Call to order – Don Edwards, Vice- Chair  
Don Edwards, Vice-Chair called the meeting to order at 8:02 a.m.  
Introductions take place as there are a few new members attending.
- II. Agenda
- a. Motion to Approve the agenda

Motion Result: Approved agenda as presented - Unanimous.

Motion - Ray Sansom

Second - Angie Strumeyer



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579  
Date: 1.27.2023  
Time: 8:00 a.m.  
Board Approved: 4.28.23

b. Minutes Coalition Board Meeting, October 28, 2022

Motion Result: Approved October 28, 2022, Minutes as presented -Unanimous.

Motion - Kathy Curry  
Second - Ray Sansom

c. Minutes Program Committee Meeting, December 15, 2022

Motion Result: Approved December 15, 2022, Minutes as presented -Unanimous.

Motion - Ray Sansom  
Second - Mary King

d. Minutes Emergency Executive Committee Meeting, December 20, 2022

Motion Result: Approved December 20, 2022, Minutes as presented -Unanimous.

Motion - Mary King  
Second - Ray Sansom

Dana advises the Board members that Ray Sansom was named the Chairperson of the Program Committee. Ray states that we are having a follow-up meeting in February and more information will be available following that meeting.

e. Summary of Executed Contracts

Sondra stated that not much has changed in the report from last quarter. We did add on the Teachstone Contract for the ARPA workforce training. Sondra also points out that we have finally spent down the proceeds from the 2018 Tupelo sale.

f. Status of Agency & Monitoring

Sondra gives a brief overview of the Audit report from DEL's CPA Firm stating that we had no findings and also stated in the report that we corrected all the findings from previous years. We have the Accountability Audit coming up in April for which we are already preparing.

g. Audit Report\*

Ed Moss of Moss Krusick & Associates, LLC (MKA) presents the Audit report. He goes through each page explaining all the information provided throughout the report stating that everything did reconcile and that all the proper processes were being followed. As a follow-up on the findings from the previous year, you can see the resolution of each of these is that the new management team has implemented policies and procedures to ensure compliance with the Grant agreement. We did not find the same findings in the current year so both of those have been resolved. Once the Audit is approved, we will get it filed and complete the 990.

Motion Result: Approved Audit report as presented -Unanimous.

Motion - Ray Sansom  
Second - Don Edwards



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 1.27.2023

Time: 8:00 a.m.

Board Approved: 4.28.23

### III. Treasurer's Report

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

##### i. Financial Dashboard

Sondra discussed financials, stating we are hitting all of our targets.

##### ii. Statement of Activities

- Revenue YTD is a little over \$13 million.
- The ARPA revenue is significant, we just started Round two and is paid out in a lump sum.
- The expenses that relate to the ARPA grant will be similar in cost. Everything else is just your typical expenses.

##### iii. Statement of Financial Position

Sondra states that there is a rise in Regions and Accounts receivable all relating to ARPA. There is a lot of funding coming in, in order to pay out those lump sums. We are waiting for the State's December invoice payment to come in.

#### b. Local SR Match Report

Year to date we have spent \$22,000 from our Match funders and we have been able to utilize all of the funding received for our ALICE families.

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

Motion - Shea Boykin

Second - Don Edwards

### IV. New Business

#### a. School Readiness de-obligation

Sondra explains that we receive a Notice of Award and on occasion, they are increased, but there are times where we are not able to utilize all of the funding awarded. DEL has requested us to look and see if we are able to de-obligate some of the funding, stating that it will not affect our funding award for next year as circumstances may change. After going over the numbers, we will be able to de-obligate \$1.9 million out of the \$11 million awarded. The reason this is important is because there are other Coalitions that need more funding and rather than wait until the end of the year to return any unused portion, it is better to do it now so that it can help serve children in other communities.

#### b. III.D. Quality Achievement Stipends Policy & Procedure\*

Dana advises the Board that we reviewed our work plan, and it appears we have never submitted to be able to pay Teachers and Providers stipends for quality components. This policy outlines a way within our workplan for us to pay out stipends to Contracted Providers and their Teachers after meeting specified requirements. Coalition has internally established measurement tools to gauge the amount of stipends should funds be available.

Motion Result: Approved Quality Achievement Stipend Policy & Procedure as presented with the ability to make noted changes - Unanimous.

Motion - Ray Sansom

Second - Shea Boykin

#### c. Department Updates

- Amber Wookey, the new COO, gives a brief introduction of herself stating she has worked in the non-profit industry her whole career and most of her background is in Social Work.

- Nicole Malawong tells the Board that the Education Department is deep into Program Assessments some School Readiness are being done, but their main focus is VPK. They are finishing coaching with the School Districts as this is the first year, we are required to Assess VPK Programs, and most Teachers are not familiar with CLASS. The coaching has been beneficial in providing awareness of the CLASS assessments purpose and showing that we are a support of resource as opposed to someone coming to pass or fail you. There is a big focus on the Conference in the Spring. We have been providing Behavioral Observations as well as ASQ's and providing coaching to new Teachers to be a resource and support for them.
- Lori Monson, who transitioned over from Eligibility tells the Board that she is working with Amy to learn the Compliance side of things now that she is the Manager. They are working on Reimbursement and ensuring Providers are getting paid on time. They are also monitoring the Providers to ensure they are compliant with their Contract. The Education team are assisting with the on-site portion, while the Compliance team completes the desktop portion. We have systems in place to make sure the Providers are staying in compliance using trackers and working closely with the other departments to make everything streamlined. They are re-building relationships with the Providers so that they will be more willing to reach out for assistance should they have any questions or concerns.
- Sharon Pierce, who is over CCR&R and Eligibility, explains that the Provider Profiles falls under the CCR&R and part of the role is to make certain all Providers in our database update their Profiles annually by May 31<sup>st</sup>. VPK applications opened up on January 1<sup>st</sup> for families to apply for the 2023-24 VPK program, so we are processing those applications as they come in. We are also working on getting children into childcare when there are openings.

#### V. Old Business

##### a. Provider Rep Update

###### i. Provider Rep Meeting

Kristen Murdy states that Children's Week is coming up, the ECLA Leadership group is taking a bus to Tallahassee to participate in Storybook Village. Dana adds that they have coordinated a tour of the Capital for the group as well.

##### b. Staffing Updates

- i. The Community Out-Reach Specialist position is vacant, but we are not looking to fill it at this time.
- ii. There is an Eligibility Specialist position opening that is currently posted and we are actively interviewing for.
- iii. The Education Manager position is vacant, we transitioned Emily to the Program Quality Administrator since she was great at it, and it was a perfect fit for her. We will not be hiring for that position at this time.

Dana goes on to say that we may be making some revisions to the Org chart as far as job titles are concerned, but we have not decided on those yet.

##### c. Unrestricted Funds

Dana expresses her appreciation to Don Edwards and Shea Boykin for providing some unrestricted funds. They have helped with the cost of things we want to do for our Providers that we would otherwise be unable to do. They are also sponsoring our Conference, so we are able to purchase decorations and other items we are unable to use funding to purchase. Our goal is to build up an unrestricted bank, so we do not keep running into this problem. We have a plan to have a fundraiser type of event at the end of the year to help with this.

##### d. Grant Updates

###### i. ARPA Grant

Amber advises the Board that for round one we were able to send out over \$6 million in ARPA



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 1.27.2023

Time: 8:00 a.m.

Board Approved: 4.28.23

payments to Providers. We are on round two now and we have sent out a little over \$4 million so far. We are the first Coalition to roll out the trainings, which ensured we were able to secure the night and weekend training slots, which have limited availability.

ii. PDG Grant

Dana explains that this Grant was applied for by previous management, we made some modifications to the agreement without having to re-write the whole thing. We worked quickly to expend the funds before the deadline and have exhausted all funds.

Dana wanted to bring a few topics to the Board's attention. The first being that we have a call scheduled with Chancellor Matt Mears on February 3, 2023, at 10 am to touch base on some topics of interest which all Senior Leadership will attend. The Customer Service Survey that will be sent out is in the final stages for approval. There will be one sent to the Board members, anyone who has gone through the full CCR&R intake process, as well as for the team members.

The AELC, an association that advocates on our behalf, is collaborating with their team to finalize what the priorities are going to be in Tallahassee. They are tracking all the bills in regard to early education. Next week on February 2, 2023, we have representatives from Child Care Aware coming to meet with us and provide guidance for their program. Everyone interested in their program or participates and has questions is invited.

Lastly, one the tasks on my evaluation was to get out into the community, so I wanted to update you on some of the things that I have been doing. I am actively participating in the OChip and WChip groups and attending the meetings. I have attended Chamber meetings in Fort Walton Beach, Crestview, Niceville, and Destin. I participated in the United Way Round Table, Healthy Start Okaloosa. Prior to Amber joining the team, I was sitting in on the Early Childhood Court calls, now Amber is our representative for that piece. I am also on the Early Childhood Advisory Committee. I have attended different Army and Air Force military groups and I am now the Co-chair of one of them. My goal for next year is to create a group that specifically addresses the birth to five community as a whole.

VI. Public Comment

Beth speaks about a Family in Baker who lost their home to a fire yesterday. A grandmother and son are raising nine children together and they have lost everything for all eleven people living in the home. Teachers Federal Credit Union has set up an account for them if anyone would like to donate, the name on the account is June Williams, you can visit any branch to make a deposit and help them out.

VII. Adjournment

Beth adjourned the meeting at 9:40 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Coordinator