



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 2.14.2023

Time: 8:00 a.m.

Board Approved: 4.28.23

Finance Committee Meeting Minutes

Program Committee Members Present:

Don Edwards, Private Sector - Renasant Bank – Chair Via Zoom

Ray Sansom, Private Sector - Radar Group – Via Zoom

Program Committee Members Absent:

None

Coalition Staff Present:

Dana Crupi, CEO

Sondra Moffit, CFO

Deanna Hernandez, Executive Coordinator

Public Present:

None

- I. Call to Order – Don Edwards volunteers as Chair to the Committee and calls the meeting to order at 8:03 am
- II. Agenda

Motion Result: Motion to approve the Agenda as presented- Unanimous.

Motion – Ray Sansom
Second – Don Edwards

III. New Business

a. Statement of Activities

Sondra goes over a few different presentation options for the financial reports and asks the Committee members how they would prefer to see them. The Committee decided that printing it with the Revenue on one page and the Expenses are on a separate page in landscape format, so they are easier to read.

b. FY23/24 Expenses

- i. Insurance – Sondra goes over the health insurance options. The rates are approximate at this time as they could not provide accurate rates until closer to the renewal period. They did state that the increase in rate typically runs around 8%, so that is what Sondra used to show the potential increase in Health insurance rates for all three (3) tiers offered by the Coalition in the upcoming FY. Usually, the rates can be quoted 60 days out, which means it will be May before we receive those numbers.
- ii. Performance Appraisals / COLA – Sondra presents three (3) different percentages of appraisal increases for the Team in the next FY asking the Committee for their recommendations based off the proposed increases. Dana explains that the rubric metric built into the performance



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 2.14.2023

Time: 8:00 a.m.

Board Approved: 4.28.23

review goes through three different people before the finalized scoring is complete, which determines how much of an increase each team member will receive, and since it goes across the board it helps eliminate any bias or perception of favoritism. It is communicated to all Team members that increases are based on the performance evaluation and are subject to budgetary availability. Dana adds that last year we gave 3.5% COLA and up to 3% appraisal increases. This year she would prefer to give up to either 6% or 8% increase based on appraisals without the COLA because now most of our Team has been in place for at least a full year. We would like to reward those high performers and still reward those with the opportunity to grow. Sondra agrees that she would like to base the appraisal increases on the performance reviews.

Sondra states that for budgetary purposes, she supplied the full amount of each percent across the board. These amounts are not set in stone as we have received the budget amounts from DEL yet. After much discussion, the members of the Finance Committee recommend up to 3% for the increase.

c. Upcoming Request for Proposals (RFP) / Invitation to Bid (ITB)

Sondra moved onto RFP & ITB going over the differences stating that two major contracts coming up for renewal that will be affected by this are the Accounting software and the IT services. DEL had recommended switching to MIP accounting software. Considering there have been ongoing issues with our current software, we would prefer to begin the RFP process for this so we can potentially have the software in place for the 2023-24 Fiscal year. After much discussion, it has been decided that we will move forward with the RFP for a new Accounting software system.

As far as IT service goes, we are extremely satisfied with our current vendor and would prefer to move forward with annual renewals versus undergoing the RFP process for this. Our current vendor has competitive rates, and their service has been exceptional. The decision is made to continue with annual renewals if they continue to stay below the threshold.

d. Unrestricted Funds

Dana talks about unrestricted funds and mentions that we have been trying to produce internal solutions. We have been discussing potentially holding a fund-raiser some time in December. Any plans or ideas will be brought before the Finance Committee for further review.

Dana makes the Finance Committee aware of attempted check fraud. The bank flagged the fraudulent check and notified us immediately. The account is locked and increased security measures have been put in place. All checks or electronic payments received by the bank will now have to be reviewed by the CEO & CFO before the bank will process for payment.

IV. Public Comment: None

V. Adjournment

- a. Don adjourned the meeting at 8:45 a.m.

Respectfully Submitted,
Deanna Hernandez
Executive Coordinator