



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 4.28.2023

Time: 8:00 a.m.

Board Approved: 9.22.23

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
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 (Via Zoom)
Angie Strumeyer, DCF Circuit Administrator Appointee
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
Melissa Sidoti, DCF Services Regional Administrator Delegate
Michele Burns, CareerSource Okaloosa Walton
Kim Gillis, Walton County Head Start Director (Via Zoom)

Board Members Absent:

Caroline FitzGerald, Private Sector - Gubernatorial Appointee
Amanda Negron, Private Sector - HSU Foundation
Beth Brant, Private Sector - Gubernatorial Appointee, Poly, Inc.-Chair
Mary King, Walton County Commissioner's Appointee

Coalition Staff Present:

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

Public Present:

None

Quorum:

- Quorum established 8:03 a.m.

- I. Call to order – Don Edwards, Vice- Chair
 Don Edwards, Vice-Chair called the meeting to order at 8:04 a.m.

- II. Agenda
 - a. Motion to Approve the agenda

Motion Result: Approved agenda as presented - Unanimous.

Motion - Amanda Colwell
Second - Angie Strumeyer



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b. Minutes Coalition Board Meeting, January 27, 2023

Motion Result: Approved January 27, 2023, Minutes as presented -Unanimous.

Motion - Pam Jones

Second - Kathy Curry

c. Minutes Finance Committee Meeting, February 14, 2023

Motion Result: Approved February 14, 2023, Minutes as presented -Unanimous.

Motion - Tawanda Brown

Second - Michele Burns

d. Minutes Program Committee Meeting, February 16, 2023

Motion Result: Approved February 16, 2023, Minutes as presented -Unanimous.

Motion - Amanda Colwell

Second - Angie Strumeyer

e. Minutes Executive Committee Meeting, March 31, 2023

Motion Result: Approved March 31, 2023, Minutes as presented -Unanimous.

Motion - Pam Jones

Second - Amanda Colwell

f. Summary of Executed Contracts

Sondra goes over which contracts will be renewed or cancelled and that a few major changes will be discussed later when we go over the RFP's.

g. Status of Agency & Monitoring

Sondra states that we are currently undergoing Audit for Accountability. We recently completed a desk review but have not received the score card as of yet. She also announces that there were no findings during our last DEL Audit.

III. Treasurer's Report

a. 1st Quarter Financial Report

i. Financial Dashboard

Sondra discussed financials, stating we are hitting all of our targets for SR and are a little over, but will come down by the end of the year once Program Assessments and Monitoring are completed.

ii. Statement of Activities

- Revenue YTD is at \$18.8 million, we will have to de-obligate \$1.9 million of SR funds.
- The CCRSA funds are able to be re-purposed and used towards our second Workforce grant dedicated to promoting longevity.



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Dana talks about the second round of Workforce grant stipulations and states it will help pay some of the teachers who did not receive payment in the first round.

- ARPA revenue YTD for this FY we have spent \$11.4 million and paid in \$224,000 Workforce stipends.

Dana advises that the ARPA payments helped 182 providers. There were also 205 early educators, among 65 providers, who received Workforce stipends by attending various professional development trainings.

- Expenses were a little over \$2.4 million for February and YTD they are \$18.89 million. The majority of this stems from the grant payments to providers.

iii. Statement of Financial Position

Sondra goes over the various assets and liabilities in this report.

b. Local SR Match Report

Sondra reports that we have spent almost \$41,000 of the \$67,000 received from our Match funders and we will spend all of the funding received by the end of the FY. We have submitted our application for funds to the Okaloosa County Commissioners and there is no presentation required.

Dana adds that we are presenting our request for funding to the United Way on May 3rd at 10:00 am.

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

Motion - Shea Boykin

Second - Kathy Curry

IV. New Business

a. Non-Compliance Policy*

Dana informs the board we asked the Program Committee to help develop a process that would hold providers accountable for being non-compliant. Amy & Amber drafted a policy that aligned with the DCF non-compliance and mirrored their violations and will present it to the Program Committee on May 18th. It will go into effect starting July 1st.

Motion Result: Approved Non-Compliance Policy as presented with the ability to make noted changes - Unanimous.

Motion - Michele Burns

Second - Tawanda Brown

b. COOP*

Dana advises the board that there were minor updates to the staffing and IT company sections .

Motion Result: Approved COOP as presented - Unanimous.

Motion - Melissa Sidoti

Second - Shea Boykin

c. Articles of Incorporation*

Dana explains that the Articles of Incorporation contained outdated Statutes so only minor revisions were made to bring it up to date as well as align it to our by-laws.

Motion Result: Approved Articles of Incorporation as presented -Unanimous.

Motion - Tawanda Brown

Second - Angie Strumeyer

d. RFP – Accounting Software

Sondra tells the Board that the current Accounting Software contract expires in August and due to the total cost of a 5-year contract, it was necessary to execute a formal RFP. Only one vendor properly submitted a proposal. The benefits and concerns regarding both vendors were discussed.

Motion Result: Approved RFP as presented -Unanimous.

Motion - Shea Boykin

Second - Kathy Curry

e. Phone System

Dana talks about the new VOIP phone system and how it differs in functionality from the previous vendor.

f. Banking

Dana reiterates the previous fraud attempts made on our Previous Bank accounts and the difficulties we faced when trying to resolve the issues. Although the fraud attempts were unsuccessful, the steps the bank took along with their lack of proper communication of these attempts lead to us switching banks. The transition will not fully take place until later next month.

V. Old Business

a. Provider Rep Update

i. Provider Rep Meeting

Kathy provides a brief overview of the progress the Early Childhood Leadership Academy is making. They have one more session left before graduation takes place.

b. CEO Updates

i. Staffing Updates

Dana tells the Board that we filled the Early Education Specialist and Eligibility Specialist position that has been open since December. She announces that the Finance Department is going to be restructured and that we have decided to eliminate the Program Quality Administrator position after this fiscal year for budgetary purposes and will contract with The Children's Forum in the next fiscal year. There will be some reorganization and job title changes as we update the organizational chart for the upcoming fiscal year.

ii. Children's Week

The new Chancellor, Cari Miller, was impressed that we took a whole group on a bus. We will be doing this again next year.



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iii. May Conference

Dana reminds the Board that the Conference is Saturday and requested that members please let us know if they will be volunteering so we can add them to the schedule. She thanks the sponsors and volunteers. She also tells them that the date chosen is due to provider appreciation week.

Dana provided the following updates:

Legislative updates from AELC

New ARPA funding

Dana's Community Participation

Board member Survey from UF Lastinger

World's Greatest Baby Shower

Military Groups

Dana requests a strategic planning meeting in the new FY

c. Unrestricted Funds

Dana expresses the need for Unrestricted funds.

d. Grant Updates

Dana reiterates that there will be a lot of ARPA and Workforce payments going out.

VI. Public Comment

None

VII. Adjournment

Don adjourned the meeting at 9:12 a.m.

Respectfully Submitted,

Deanna Hernandez

Executive Coordinator