



Location: Via Zoom  
Date: 6.27.2023  
Time: 3:30 p.m.  
Board Approved: 9.22.23

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

## **Executive Committee Members Absent:**

Michele Burns, CareerSource Okaloosa Walton

## **Board Members Present:**

None

## **Coalition Staff Present:**

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

## **Public Present :**

None

## **Quorum :**

- I. Quorum established at 3:29 pm  
Call to order – Beth Brant, Chair  
Beth Brant, Chair called the meeting to order at 3:30 pm
- II. Agenda
  - a. Approval of Agenda\*

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

Motion – Ray Sansom  
Second – Don Edwards

## III. New Business

- a. Anti-fraud Plan

Dana advised the committee that this is the same plan as last year, we just updated the names.

Motion Result: Motion to approve Anti-Fraud Plan - Unanimous.

Motion – Ray Sansom  
Second – Don Edwards



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b. Employee Benefits Plan\*

Sondra discussed the new rates stating that they went up approximately 15% overall. She provides a brief overview of the different plans, their rates, and the cost difference from last year. Dana explains that we are looking for creative solutions to help lower the cost as rates continue to rise.

Motion Result: Motion to approve Employee Benefits Plan - Unanimous.

Motion – Don Edwards

Second – Ray Sansom

c. CEO PTO

Dana disclosed that due to the recent resignation of the COO, she had to cancel some previously scheduled PTO time to step back in and assist overseeing some unfinished projects within the Eligibility and Compliance departments. There is currently a policy in place that only allows 240 PTO hours to be rolled into the next FY. Dana has approximately 299 hours, so she is requesting permission to roll the additional 59 hours.

Motion Result: Motion to approve CEO PTO Rollover - Unanimous.

Motion – Ray Sansom

Second – Don Edwards

d. 2023-24 Meeting Schedule

Dana stated that the ED call schedule has changed to every Friday at 9:30am, so she may be missing the ED call if Coalition board meetings run late. Dana requested input on keeping the meetings on Fridays as well as any blackout months. It is determined that we will continue to schedule meetings quarterly on Fridays. Revisions will be made to the design of the calendar document to make it more concise.

IV. CEO Updates

a. Staffing updates

Dana announced to the committee that Amber Wookey, the COO, has resigned from her position effective immediately. Due to her abrupt departure, Dana and Amy had to step in and finish any projects that were left incomplete. Also, an Eligibility Specialist put in her 2-week notice, so that is another open position. Dana also mentions that several pilot positions were eliminated, and a few changes have been made to the organizational chart. Some job titles have changed, but no additional positions have been added.

b. CRRSA/ARPA Update

Dana describes the different grants and how the funding was utilized. She explains that the CCRSA grant was used to pay Providers. She also relays that the remainder of the funding was used to



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purchase training materials. She assured the committee that the Coalition followed proper protocols. We did have to rent 4 storage units to have room for all of the items, due to limited storage space now that we only occupy the top floor of our building.

The final round of ARPA payments went out to Providers last week. More ARPA funding will be coming in the next FY.

Dana talked about the joint effort with United Way to install seven (7) Born Learning Trails throughout both Okaloosa and Walton counties to encourage interactive family engagement.

V. Adjournment

- a. Beth adjourned the meeting at 3:52 p.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Coordinator