



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 9.22.2023

Time: 8:00 a.m.

Board Approved: 12.8.23

# 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)  
Kristen Murdy, Representative of private for-profit child care providers - Director of Operations (Via Zoom)  
Pam Jones, School District of Walton County Superintendent's Appointee (Via Zoom)  
Melissa Sidoti, DCF Services Regional Administrator Delegate (Via Zoom)  
Michele Burns, CareerSource Okaloosa Walton  
Kim Gillis, Walton County Head Start Director (Via Zoom)  
Beth Brant, Private Sector - Gubernatorial Appointee, Poly, Inc.-Chair  
Caroline Durkee, Walton County Commissioner's Appointee

## **Board Members Absent:**

Caroline FitzGerald, Private Sector - Gubernatorial Appointee  
Amanda Negron, Private Sector - HSU Foundation  
Scot B. Copeland, Private Sector - Emmanuel, Sheppard & Condon, P.A

## **Coalition Staff Present:**

Dana Crupi, CEO  
Sondra Moffit, CFO  
Deanna Hernandez, Executive Administrator  
Lori Monson, Compliance Manager

## **Public Present:**

Bambi Sealy, DCF  
Shawn Nickel, NWF Health Network

## **Quorum:**

- Quorum established 8:00 a.m.
- I. Call to order – Don Edwards, Vice- Chair  
Don Edwards, Vice-Chair called the meeting to order at 8:02 a.m.
  - II. Agenda
    - a. Motion to Approve the agenda

Motion Result: Approved agenda as presented - Unanimous.

Motion - Michele Burns  
Second - Tawanda Brown



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- b. Minutes Coalition Board Meeting, April 28, 2023
- c. Minutes Program Committee Meeting, May 16, 2023
- d. Minutes Executive Committee Meeting, June 27, 2023

Motion Result: Approved All Meeting Minutes as presented -Unanimous.

Motion - Shea Boykin  
Second - Amanda Colwell

e. Summary of Executed Contracts

Sondra provides an update on the main changes in the contracts and advises that we have not received the Notice of Award for some of the match funders yet. Dana states that there was a change in the grant agreement with the State, they removed the 6% match as a requirement, but we will still find ways to serve the families who receive that funding.

f. Status of Agency & Monitoring

Sondra gives a brief update on the upcoming audits and monitorings for this fiscal year. She explains that although we have completed the AG audit, it remains open and therefore still appears in the report at this time.

III. Treasurer's Report

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

i. Financial Dashboard

Sondra discussed financials as of June 2023. We served 1148 children for School Readiness throughout both counties and 271 children for VPK in Walton county only. We stayed in compliance with all costs.

ii. Statement of Activities

Sondra points out that June is in draft form, as DEL is still reviewing the data.

iii. Statement of Financial Position

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

b. Local SR Match Report

Sondra reiterates to the Board that we had to abruptly change banks in the middle of the year due to numerous outside fraud attempt, so amount from both banks appear in the report.

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

Motion - Don Edwards  
Second - Shea Boykin

IV. New Business

a. Curriculum Expansion\*

Dana explains that this is a sole-source purchase. The Board approved the sole-source purchase totaling the amount that was awarded to support the curriculum expansion based off of the sole-source justification provided by the CEO.



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Motion Result: Curriculum Expansion purchase as presented -Unanimous.

Motion - Shea Boykin

Second - Tawanda Brown

b. Annual Board Retreat 12.8.23

Dana advises the board that Molly Grant and Jessica Fowler from AELC as well as Erin Smeltzer, the Executive Director of The Children’s Forum will meet with the Board to develop a Strategic Plan for the Coalition. The date is to be determined and a meeting invite will be sent once it is finalized.

c. Board Membership Terms

We are getting close to having only the minimum membership of 15 on the Board, if you know anyone who is interested in becoming a member, please let Dana know.

d. Professional Development Policy

Dana briefs the Board with an overview of the policy and its development.

V. Old Business

a. Provider Rep Update

Kathy Curry, our Faith-based provider representative, gives an update on the 2023-24 Early Childhood Leadership Academy (ECLA) and the Fall Workshop scheduled for September 30, 2023, at NWFL college campus.

b. Unrestricted Funds

Dana expresses the importance of unrestricted funds and how they help the Coalition.

c. Grant Updates

Dana discusses some of the details of the new ARPA funding application and how those funds will be utilized.

VI. Department Updates

a. Family Services & Compliance Department updates

Lori Monson, the Compliance Manager, updates the Board on both the Family Services and Compliance departments.

VII. CEO Updates

a. Staffing Updates

Dana announced that the Coalition has filled all open positions and is fully teamed up.

b. Fall Workshop

The event takes place September 30, 2023, at the NWFL campus and is completely sold out.

c. 2024 Conference

The date for the event, the theme and keynote speaker are announced.



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d. Legislative Updates

Dana highlights some of the topics discussed at the most recent Legislative session.

e. Annual Report

Dana shows a snapshot of the data for the 2022-23 Program year.

f. Survey

DEL sent out a survey to Board members across the State, but there were not enough responses received to provide a grade on the Coalition.

g. Data Collection

The Community Resource Specialist is currently working on a Community Needs Assessment which is gathering data to facilitate a better understanding of the need among the providers within our communities.

h. Match Funding

Members of the Board discuss the importance of match funding and how it helps the Asset Limited Income Constrained Employed or A.L.I.C.E. families who work but are just above the threshold to qualify to receive services. Match Funders such as United Way and the County Commissioners provide funds to assist these families.

i. Early HeadStart/HeadStart Program

Dana requests a letter of support for Children's Home Society of Florida on their application for this program.

Dana discusses Community Day and our partnership with United Fidelity Bank to recreate Storybook village. The event takes place November 4, 2023, at United Fidelity Bank in Fort Walton Beach.

Public Comment

None

VIII. Adjournment

Don adjourned the meeting at 9:45 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Administrator