

# 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  
Michele Burns, CareerSource Okaloosa Walton

## **Executive Committee Members Absent:**

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

## **Board Members Present:**

None

## **Coalition Staff Present:**

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

## **Public Present :**

None

## **Quorum :**

- I. Quorum established at 8:00 am  
Call to order – Beth Brant, Chair  
Beth Brant, Chair called the meeting to order at 8:00 am
- II. Agenda
  - a. Approval of Agenda\*

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

Motion – Michele Burns  
Second – Ray Sansom

## **III. New Business**

- a. Standard Practice Annual COLA Calculation  
Dana gives an overview of the new standard practice for Annual Cost of Living Adjustment (COLA) calculations. She explains that in order to align with surrounding Early Learning Coalitions and other Non-profits in our area as well as address the rise in cost of living, the Coalition evaluated current wage rates. It was determined that an 8% increase should occur in order to retain current team members and to provide the ability to attract qualified applicants in the future should the need arise.

b. COLA Adjustments \*

Sondra presents the proposal for an eight percent rate COLA increase for the entire Team. She advises that this adjustment is within our budget and will be sustainable throughout the fiscal year. Deanna states that the Coalition has worked hard to build up the morale and put together such a great team, so providing this adjustment will encourage and increase our retention.

Motion Result: Motion to approve COLA Adjustments as presented - Unanimous.

Motion – Ray Sansom  
Second – Don Edwards

IV. Public Comment

None

V. Adjournment

- a. Beth adjourned the meeting at 8:14 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Administrator