



Location: Via Zoom  
Date: 8.18.2023  
Time: 8:30 a.m.  
Board Approved: 12/8/23

# 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 Administrator

## **Public Present :**

None

## **Quorum :**

- I. Quorum established at 7:37 am  
Call to order – Beth Brant, Chair  
Beth Brant, Chair called the meeting to order at 7:38 am
- II. Agenda
  - a. Approval of Agenda

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

Motion – Ray Sansom  
Second – Shea Boykin

## III. New Business

- a. II.F. Child Screening\*

Dana advised the Committee that this is the Child Screening policy for the ASQ's and the policy itself did not change. We had to adjust some of the terminology to streamline it with what the Monitoring team has required us to have in our policy.

Motion Result: Motion to approve II.F. Child Screening Policy as presented - Unanimous.

Motion – Ray Sansom  
Second – Shea Boykin

b. CEO Evaluation\*

Beth states that she completed the CEO Evaluation form as required by the State and asks for a motion to approve.

Motion Result: Motion to approve CEO Evaluation - Unanimous.

Motion – Ray Sansom  
Second – Shea Boykin

c. Staff Professional Development Stipend Policy\*

Dana explains that the Governor approved funding for the T.E.A.C.H. Scholarship program that ELC Staff are eligible for, so we needed to have a policy in place to facilitate the application process. Dana stated that she did recuse herself from the development stages of the policy. Once the Senior Leadership approved the policy, Dana made some revisions to the final policy. To make it fair across the board, we decided to make the policy performance based for budgetary purposes.

Motion Result: Motion to approve Staff Professional Development Stipend Policy as presented - Unanimous.

Motion – Ray Sansom  
Second – Don Edwards

d. Board Membership Discussion

Dana states that there are several members of the Board whose term is almost over, and we need to know if they will stay on for another term. Don Edwards confirms that he will stay on for another term. We will reach out to the other members whose term will be ending to find out if they want to renew. We need a minimum of fifteen (15) members to be compliant.

e. Annual Board Retreat

i. Strategic Planning – Dana has reached out to AELC to assist with the Strategic Planning, once the details are confirmed, a meeting invite will be sent out.

IV. CEO Updates

a. Coalition Customer Survey Report – Dana goes over the logistics behind the report and states that we are right in line with the surrounding small coalitions.



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b. Staffing Updates

- i. COO position has been filled by Angie Strumeyer, her first day is August 28<sup>th</sup>.
  - ii. There are two Eligibility Specialist positions open at this time.
  - iii. Community Out-Reach Specialist position has been filled by Kendrick Rattray, his first day is August 28<sup>th</sup>.
  - iv. Early Education Specialist position has an interview scheduled for later today.
- c. Fall Workshop is only open to one hundred participants, we have fifty signed up so far. United Way is hosting a poverty simulation and lunch is being provided.

Dana adds the following updates which do not appear on the agenda:

- Spring Conference is scheduled for May 4<sup>th</sup>, Pam Phelps will be a Keynote speaker. Details to be released.
- Match funding decreased this year across the state. Since we had already submitted our requests to the match funders, we chose not to revise, and depending on the award amount, we have chosen to re-evaluate mid-year to see where we land.
- Final payments for the current ARPA grant will have a rapid turnaround, they must be paid out by September 30, 2023.
- New ARPA funding is coming soon. We have not received the application yet, but we will have until September 30, 2024, to pay it out.

V. Public Comment

None

VI. Adjournment

- a. Beth adjourned the meeting at 8:31 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Administrator