



Location: 1130 N Eglin Pkwy, Shalimar, FL 32579

Date: 12.8.2023

Time: 8:00 a.m.

Board Approved: April 26, 2024

# Coalition Board Meeting Minutes

## **Board Members Present:**

Beth Brant, Private Sector - Gubernatorial Appointee, Poly, Inc.-Chair  
Don Edwards, Private Sector - Renasant Bank, Vice-Chair  
Shea Boykin, Private Sector - Okaloosa County Teachers Federal Credit Union, Secretary  
Ray Sansom, Private Sector - Radar Group, Treasurer (Via Zoom)  
Tawanda Brown, Northwest Florida State College President's Appointee  
Amanda Colwell, Okaloosa County Health Department Assistant Director  
Kristen Murdy, Representative of private for-profit childcare providers - Director of Operations  
Melissa Sidoti, DCF Services Regional Administrator Delegate (Via Zoom)  
Michele Burns, CareerSource Okaloosa Walton  
Kim Gillis, Walton County Head Start Director (Via Zoom)  
Bambi Sealy, DCF District Administrator Appointee

## **Board Members Absent:**

Caroline FitzGerald, Private Sector - Gubernatorial Appointee  
Amanda Negrón, Private Sector - HSU Foundation  
Scot B. Copeland, Private Sector - Emmanuel, Sheppard & Condon, P.A  
Caroline Durkee, Walton County Commissioner's Appointee  
Pam Jones, School District of Walton County Superintendent's Appointee  
Kathy Curry, Representative of faith-based childcare providers - Director

## **Coalition Staff Present :**

Dana Hodges, CEO  
Sondra Moffit, CFO  
Angie Strumeyer, COO  
Deanna Hernandez, Executive Administrator  
Lori Monson, Compliance Manager

## **Public Present :**

Molly Grant, Executive Director, AELC  
Jessica A. Fowler, Deputy Director, AELC  
Erin Smeltzer, President and CEO, The Children's Forum  
Shawn Nickel, NWF Health Network

## **Quorum:**

- Quorum established 8:04 a.m.
- I. Call to order – Beth Brant, Chair  
Beth Brant called the meeting to order at 8:06 a.m.
  - II. Agenda
    - a. Motion to Approve the agenda.



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Motion Result: Approved agenda as presented - Unanimous.

Motion - Don Edwards

Second - Michele Burns

- b. Minutes Executive Committee Meeting, August 18, 2023
- c. Minutes Program Committee Meeting, September 14, 2023
- d. Minutes Coalition Board Meeting, September 22, 2023
- e. Minutes Executive Committee Meeting, November 17, 2023

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

Motion - Ray Sansom

Second - Don Edwards

- f. Summary of Executed Contracts  
Sondra provides an update on the current contracts and renewals.
- g. Status of Agency & Monitoring  
Sondra gives a brief update on the upcoming audits and monitorings.

### III. Treasurer's Report

- a. 2023-24 Budget \*  
Sondra presents the 2023-24 Budget to the Board members.
- b. Financial Report\*
  - i. Financial Dashboard  
Sondra discussed financials. Stating that we are in line with most administrative costs for both SR & VPK and those that are slightly over will balance out over the fiscal year.
  - ii. Statement of Activities  
Sondra points out that we are only 33% into the program year, so the large variances you see will be spent down throughout the rest of the year. The largest variance is the ARPA discretionary funds that we just received.
  - iii. Statement of Financial Position  
Sondra states that there were more receivables than money in the bank as we were still waiting to receive it.
- c. Local SR Match Report  
Sondra explains that while we raised \$78k in match funds, the State only awarded us \$71k, so we will need to re-align the funds.



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

Motion - Ray Sansom

Second - Shea Boykin

#### IV. New Business

##### a. IT Security Controls Policy\*

Dana explains that this policy has not been updated since 2017, so we updated it to incorporate all updates.

Motion Result: Curriculum Expansion purchase as presented -Unanimous.

Motion - Shea Boykin

Second - Ray Sansom

##### b. Board Member Application\*

i. Shawn Nickel's board application was presented to the board. He introduces himself and provides background history about he and his family.

Motion Result: Curriculum Expansion purchase as presented -Unanimous.

Motion - Shea Boykin

Second - Ray Sansom

#### V. Old Business

##### a. Board Membership Terms

Dana reiterates the Board member terms and asks if any of the current members know of anyone who would be a good fit for our board.

##### b. Unrestricted Funds

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

#### VI. CEO Updates

##### a. Staffing Updates

Dana provides updates on our team and discusses re-aligning the education department. She also announced that Amy will transition to her new position effective January 3<sup>rd</sup>, 2024.

##### b. ARPA Updates

Dana provides a brief overview of the latest round of ARPA funding.

#### VII. Board Orientation

Dana briefly speaks about the board orientation which will take place at a later date.

#### VIII. Strategic Planning

Dana introduces Molly Grant, Executive Director of the Association of Early Learning Coalitions, Inc.,



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Jessica Fowler, Deputy Director of the Association of Early Learning Coalitions, Inc, and Erin Smeltzer, President and CEO of The Children's Forum who are working with the Board members and Senior Leadership to develop a Strategic Plan for The Early Learning Coalition of The Emerald Coast.

Molly explains the purpose of the strategic plan and presents the draft that was compiled with information gathered during prior meetings with senior leadership. The members of the Board introduce themselves and describe the different entities they represent. Erin and Molly proceeded to work through the diverse topics within the strategic planning agenda while engaging the board members in discussions. Jessica Fowler added to the strategic plan as discussions took place.

A few Board members, including the Board chair, had to leave early, so the Vice-chair took charge of the remainder of the meeting.

IX. Public Comment

X. Adjournment

Don adjourned the meeting at 10:30 a.m.

Respectfully Submitted,  
Deanna Hernandez  
Executive Administrator