



Location: Via Zoom
Date: 5.31.2024
Time: 7:30 a.m.
Board Approved: 8.23.24

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

Executive Committee Members Absent:

None

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 7:28 am
Call to order – Beth Brant, Chair
Beth Brant, Chair called the meeting to order at 7:30 am
- 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. Children's Forum PO*

Dana advises that this is the entity we contract with to do our CLASS observations for providers in order for them to be contracted with us.

Motion Result: Motion to approve the Children's Forum PO as presented - Unanimous.

Motion – Don Edwards
Second – Michele Burns

b. Sole Source Purchases *

Dana discusses the Marco Polo and Discovery Source purchases and explains the benefits of each program.

Motion Result: Motion to approve the Marco Polo purchase as presented - Unanimous.

Motion – Michele Burns
Second – Ray Sansom

Motion Result: Motion to approve the Discovery Source purchase as presented - Unanimous.

Motion – Shea Boykin
Second – Don Edwards

c. RFP's*

Dana talks about the purchase and how they will be used. Sondra states that there was a tie between two vendors for the RFP, the Committee chooses the Bulk Bookstore as the vendor.

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

Motion – Don Edwards
Second – Ray Sansom

d. Performance Appraisals / Wage increases*

Sondra reviews the wage comparison and shows how the increases will affect the Team's pay rates. Dana speaks on the 3-step process for performance evaluations and the rubric used to score them. If approved the entry level pay will start at \$17.60.

Motion Result: Motion to approve the Wage increases as presented - Unanimous.

Motion – Shea Boykin
Second – Ray Sansom

e. Employee Benefits Plan*

Sondra presents the benefit plan rates and addresses the differences in coverage.

Motion Result: Motion to approve the Health Benefits Plan as presented - Unanimous.

Motion – Michele Burns
Second – Ray Sansom

Motion Result: Motion to approve the changing of vendors for the Benefits Plan as presented - Unanimous.

Motion – Don Edwards
Second – Shea Boykin

f. 2023-24 Financial Monitoring Report*

Sondra announces that we had zero findings and that we have finally been released from the SCAP.

IV. Old Business

There was no old business to discuss.

V. CEO Updates

a. Team Updates

- i. Eligibility Specialist position has been filled by Jamie Justice.
- ii. Community Outreach Specialist has been filled by Kavina Turner.
- iii. Early Education Specialist a qualified candidate is in the process of interviews.
- iv. Education Coordinator Specialist has been filled by Nicole Flores

b. Upcoming Events

Dana gives an update on all the upcoming events.

c. Board Member Apps.

Dana speaks about the Board member recruitment efforts and the prospected members.

VI. ARPA Updates

Dana announces that we are finally closing out ARPA .

VII. Match Discussion

Dana states that we have submitted funding applications to both Okaloosa and Walton Counties as well as United Way. We did receive the full amount requested by United Way.

VIII. Public Comment

None

IX. Adjournment

- a. Beth adjourned the meeting at 8:27 a.m.

Respectfully Submitted,
Deanna Hernandez
Executive Administrator