

Executive Committee Meeting Minutes

Executive Committee Members Present:

Amanda Grandy, Private Sector - Gubernatorial Appointee -Chair
Lindsay Roberts, Osprey Title, Vice-Chair
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:

Quorum established at 8:34 am

- I. Call to order – Amanda Grandy, Chair
Amanda called the meeting to order at 8:34 am

- II. Consent Agenda
 - a. Accept Agenda*

Lindsay made the motion to accept the Consent Agenda as presented.
Motion is carried by unanimous vote.

- III. New Business

- a. COOP*

Dana explains the COOP plan. She advises that a new, easier to read template is in the works and we will be transitioning to the new format for the next fiscal year as the details of the process are finalized.

Shea made the motion to accept the COOP as presented.
Motion is carried by unanimous vote.

b. PTO Consideration*

Amanda talks about the importance of the CEO and CFO being able to utilize their PTO, so they are not burned out and are able to create more of a work/life balance. The Coalition's PTO policy allows team members to roll a maximum of 240 hours into the next fiscal year, both the CEO and CFO have PTO balances over 300 hours and they are requesting to roll the full balance of their PTO into the 2025-26 fiscal year.

Discussions take place.

Shea made the motion to accept the PTO Consideration allowing up to 374 hours to be rolled into the 2025-26 FY as proposed.
Motion is carried by unanimous vote.

c. Proposed Wage Increases*

Dana explains the process of how Sondra calculated the proposed wage increases of up to 4% which will be based on performance appraisals. Sondra discusses the report that was used to produce the wage estimates.

Shea made the motion to accept the Proposed Wage Increase up to 4% as presented.
Motion is carried by unanimous vote.

d. Employee Benefits Plan*

Sondra goes over the renewal quote and the amount that it will increase, stating that the budget can sustain these increases.

Lindsay made the motion to accept the Employee Benefits Plan as presented.
Motion is carried by unanimous vote.

e. Treasurer Nominations*

Amanda reminds the Committee members that the Treasurer seat is vacant and states that Jeff Brown has been nominated to fill that seat.

Lindsay made the motion to accept Jeff Brown as the new Board Treasurer as proposed.
Motion is carried by unanimous vote.

f. Finance Committee Chair Nominations*

Dana points out that historically the Treasurer has also Chaired the Finance Committee and worked closely with the CFO. Jeff Brown has been nominated to fill the seat.

Lindsay made the motion to accept Jeff Brown as the Finance Committee Chair as proposed.
Motion is carried by unanimous vote.



Location: Via Zoom
Date: 4.11.2025
Time: 8:30 a.m.
Board Approved: 5.16.25

IV. CEO Updates

a. Upcoming Events

Dana reminds the Committee of the upcoming Spring Conference scheduled for May 3, 2025. She also states that next week is Children's week in Tallahassee.

Discussions take place regarding the Meeting calendar for the 2025-26 fiscal year.

V. Public Comment

None

VI. Adjourn for Executive Session

Amanda excuses Dana and Deanna for a closed Executive Session at 9:00 am

VII. Recall to Order

a. Recalled to order by Amanda Grandy at 9:10 am

VIII. Adjournment

a. Amanda adjourned the meeting at 9:11 am

Respectfully Submitted,
Deanna Hernandez
Executive Administrator