



Location: Via Zoom  
Date: 6.6.2025  
Time: 8:30 a.m.  
Board Approved: 8.5.25

## Executive Committee Meeting Minutes

### **Executive Committee Members Present:**

Lindsay Roberts, Osprey Title, Vice-Chair  
Shea Boykin, Private Sector - Okaloosa County Teachers Federal Credit Union - Secretary  
Jeff Brown, Private Sector - Bridging Analytics - Treasurer

### **Executive Committee Members Absent:**

Michele Burns, CareerSource Okaloosa Walton  
Amanda Grandy, Private Sector - Gubernatorial Appointee -Chair

### **Board Members Present:**

None

### **Coalition Staff Present:**

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

### **Public Present:**

None

### **Quorum:**

Quorum established at 8:31 am

- I. Call to order – Lindsay Roberts, Vice-Chair  
Lindsay called the meeting to order at 8:32 am
- II. Consent Agenda
  - a. Accept Agenda\*

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

### III. New Business

- a. II.B SR Application and Wait List Policy and Procedure\*  
Dana explains the that this policy is written exactly the way the State requires.

Jeff made the motion to accept the II.B SR Application and Wait List Policy and Procedure\* as presented.  
Motion is carried by unanimous vote.

- b. I.A. Board Membership\*  
Dana reminds the Committee that this document is required by DEL to be approved every time there is an update to the Board Roster. She advised that Dr. Arteaga has left her position at NWFSC and has named her replacement, but we are awaiting the letter from College President Ponder to make it official.

Shea made the motion to accept the changes to the I.A. Board Membership as presented.  
Motion is carried by unanimous vote.

c. Liability Insurance Renewal\*

Sondra goes over the Liability Insurance quote and states that she is still searching for a lower quote.

Jeff made the motion to accept the Liability Insurance Renewal as presented.  
Motion is carried by unanimous vote.

d. Employee Benefits Plan\*

Dana presents a proposal to pay a percentage of Employee Dependent benefits based on longevity. She also informs the Committee that the years of service will be computed based on the start of the fiscal year.

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

e. PTO Payout Policy\*

Dana reiterates that we have discussed this proposal in prior meetings. She discusses the terms that must be met in order to qualify for a payout. Dana also states that this will help encourage team retention.

Jeff made the motion to accept the PTO Payout policy as proposed.  
Motion is carried by unanimous vote.

IV. CEO Updates

a. Upcoming Events

Dana talks about the various upcoming events that ELC will be attending. She also informs the Committee that the last 2 weeks of June, she will be attending different State meetings.

V. Public Comment

None

VI. Adjournment

a. Lindsay adjourned the meeting at 8:55 am

Respectfully Submitted,  
Deanna Hernandez  
Executive Administrator