Location: Via Zoom
Date: 6.12.2026
Time: 8:30 a.m.
Board Approved: 8.11.2026

Executive Committee Meeting Minutes

Executive Committee Members Present:
Amanda Grandy, Private Sector - Gubernatorial Appointee -Chair
Lindsay Roberts, Osprey Title, Vice-Chair
Jeff Brown, Private Sector - Bridging Analytics - Treasurer

Executive Committee Members Absent:
Shea Boykin, Private Sector - Okaloosa County Teachers Federal Credit Union - Secretary

Board Members Present:
None

Coalition Staff Present:
Dana Hodges, CEO
Tara Thomson, CFO
Deanna Hernandez, Executive Administrator

Public Present:
None

Quorum:
Quorum established at 8:33 am

I. Call to order – Amanda Grandy, Chair

Amanda called the meeting to order at 8:33 am

II. Consent Agenda
   a. Present Agenda*

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

III. New Business
   a. 2026-2027 Meeting Calendar*

The proposed meeting calendar was reviewed.

Jeff made the motion to accept the 2026-2027 Meeting Calendar as presented. Motion is carried by unanimous vote.

   b. Budget*

The Executive Committee reviewed the preliminary FY 2026–2027 budget. It was reported that the total projected revenues are $18,024,759, primarily consisting of School Readiness Child Care Slots, School Readiness Administrative and Non-Direct funding, School Readiness Quality Services, and Voluntary Prekindergarten (VPK) funding.

Total projected expenditures are $17,733,851.23, with the majority allocated to direct program services, including School Readiness childcare services and VPK provider expenses. Additional expenditures include personnel costs, professional services, occupancy, insurance, technology, quality initiatives, outreach efforts, provider grants, and operational expenses.

The proposed budget reflects a projected year-end surplus of $290,907.77. The final award amounts will not be confirmed until July 1, therefore the revenue figures should be considered preliminary and may be adjusted once the notice of award is received.

i. Employee Benefit Proposed

   It is reported that health care premiums under the Blue Select EPO plan are increasing for the upcoming 2026-2027 plan year. The Early Learning Coalition of the Emerald Coast will continue its current contribution strategy to fully cover employee-only coverage and share costs for dependent tiers.

ii. Liability Insurance Renewal

   The Early Learning Coalition of the Emerald Coast's commercial insurance renewal for FY 2026–27 reflects a modest increase. The total renewal cost aligns with the insurance lines in the budget and is proportionate and has been absorbed without reducing program allocations.

iii. Wage increases / Performance Reviews

   The Committee reviewed a proposed employee compensation adjustment and its anticipated impact on overall payroll expenditures. The proposal maintains the organization's current compensation structure while supporting efforts to attract and retain qualified employees and remain competitive in the labor market.

iv. PTO Payout

   Tara reminded the Committee that the PTO payout program is available to eligible employees based on their years of service and accrued leave balances. The Committee discussed the anticipated cost of the program and noted that the payout limits help maintain fiscal responsibility while recognizing employee longevity and supporting retention efforts.

> Jeff made the motion to accept the Budget as presented.
> Motion is carried by unanimous vote.

Adjourn for Executive Session

Amanda excuses Dana for a closed Executive Session at 8:45 am

c. PTO Rollover Request*

The Committee reviewed options for addressing the CEO's accrued PTO balance, including the financial impact, current PTO policies, and potential alternatives. Discussion included options for a PTO payout, a one-time rollover exception, transitioning to a flexible PTO structure, converting PTO value to deferred compensation, or maintaining the current policy.

Lindsay made a motion to approve a PTO payout to reduce the CEO's accrued PTO balance to the established rollover baseline and to approve a one-time exception to the organization's current PTO policy authorizing a lump-sum payout of the CEO's accrued PTO balance. The payout amount will be based on the CEO's current accrued PTO hours and applicable compensation rate.

The CEO will have discretion in determining the preferred method of disbursement for the approved PTO payout. This approval is intended as a one-time accommodation only and shall not establish a precedent, create an ongoing practice, or modify the organization's existing PTO policies for future years.

Motion is carried by unanimous vote.

IV. Public Comment

None

V. Adjournment

a. Amanda adjourned the meeting at 9:30 am

Respectfully Submitted,
Deanna Hernandez
Executive Administrator