

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
June 10, 2021 10:00 a.m.  
Chair: Van Mansker**

**Members in Attendance**

Van Mansker	Roger Thompson	Mary Ann Bickerstaff
Craig Jones	Shanna Robinson	Steven Sanchez
Marcus McBride	Brian Wyer	Judy Dickinson
Cindy Kirk	Shannon Nickinson	Mona Jackson

**Members Absent**

Beate Bolton	Dr. Laura Edler	Drew Hardgrave
Richard Wright	Angela Strumeyer	Melody Meier

**Public in Attendance**

None

**Staff in Attendance**

Bruce Watson	Dawn Engel	Paula Rollins
Becki Rutchland	Vicki Pugh	Fred Perkins

**I. Welcome and Introduction**

Notification of this meeting of the Board of Directors was posted to the Coalition Public Calendar Board on June 1, 2021 and sent to the Pensacola News Journal for publication on May 24, 2021. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

- a. None

**III. Chair Comments**

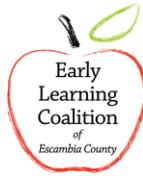
- a. **Approval of Consent Agenda: Meeting Agenda, Minutes of the April 8, 2021 Board Meeting, and Financial Statements for February, March and April 2021.**

Upon a motion made by Mr. McBride and seconded by Mr. Jones, approval of the Consent Agenda, consisting of the Meeting Agenda, Minutes of April 8, 2021 meeting, and Financial Statements for February, March and April 2021 were approved without objection.

**IV. Executive Committee Report:**

- a. **OEL Time Reporting and Compensation**

The OEL convened a workgroup to look at Coalition time reporting and compensation. The gist of their efforts is to more closely align Coalition policies and systems to be more like the State



system. There are other issues, some are specific to one or two Coalitions, but OEL is using them as justification to make system wide changes. The OEL expects all Coalitions to make changes to policies to align with their, soon to be published, new guidance.

**b. Board and Staff Time Reporting and Compensation Policy Workgroup**

Coalitions will be required to update policies to align with the new OEL guidance on time reporting and compensation once it has been published. The draft report from the workgroup indicates the changes may take effect as early as July 1, but Coalitions will have until September 1 to make changes and submit them to the OEL for approval. In support of this effort the Coalition will form a workgroup consisting of three Board members and five staff. The Executive Committee has selected the Chair, Treasurer and RDC Chair as the three Board members and Vicki Pugh, the prospective Finance Director, Fred Perkins, Nina Daniels, Melissa Stankard and Melissa Jennings as the five staff. Once official guidance is received from the OEL the workgroup will convene. All meetings will be scheduled in advance and publicly noticed as Ad Hoc meetings of the Board.

**c. 2021-2022 Grant Agreement**

The OEL Grant Agreement for 2021-2022 was presented for approval. Note was made that some of the requirements in the proposed OEL guidance on time reporting and compensation were already included in the grant agreement although the guidance is yet to be published. Upon a motion made by the Executive Committee and seconded by Mr. Thompson, approval of the OEL Grant Agreement for 2021-2022 was approved without objection.

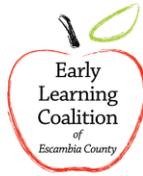
**V. Executive Director's Report:**

**a. SR/VPK Program Fiscal Year Benchmark Report**

The Coalition is roughly \$2 million below SR budget projections. There are several reasons why this has developed, but the primary reason is parents are not placing their children in care. The 600 children in the First Responder program have all either left care or been reclassified. The Children Served per month indicates that once redeterminations resumed in August more children left the program than came in. This was partially offset and somewhat masked by First Responders, but now that that program has ended the numbers continue to fall. Although there is no hard data, the fact that the State and Federal unemployment benefit programs are making it more profitable for low-income parents to not work than to work could be contributing to why fewer parents need subsidized child care. Note the spending category percentages remain within State limits, but the Admin percentage, at 4.58%, is the highest it has ever been. VPK Admin is currently over 4% but with the significant drop off in enrollments this year, and subsequent lack of spending, there is little that could be done to get the percentage lower.

**b. SRMT Funding Summary**

Enrollments in the School Readiness Match Program have been decreased in order to not overspend the amount authorized by the OEL. This funding category is expected to 100% use by the end of the year.



**c. OEL NOA 6MAY21 and Re-Ob/De-Ob**

The latest 2020-2021 NOA was provided for reference. Throughout the year the OEL has continued to provide additional money for services even though the Coalition was under executing. The money for SRMT was fully utilized and has allowed the Coalition to serve more children, but additional money was provided by the OEL for increased rates and to clear the wait list that was neither needed nor requested. As a result, the Coalition has excess funds that need to be returned to the State. The Coalition recommends de-obligating \$1,000,000. Upon a motion made by Mr. Jones and seconded by Ms. Jackson, the de-obligation of \$1,000,000.00 was approved without objection.

**d. Utilization/Enrollment/Wait List, Status Report, and Contracting Summary Status Report**

1. Enrollment/Wait List Status Report:

There are 2,944 children enrolled in the School Readiness program of which 1,105 are school-age children. For the past three months all the children on the Wait List have been pulled each week. There are already 1,252 applications approved for the 21-22 VPK program.

2. Contracting and Fraud Summary Report:

There are 83 SR Providers, and 65 VPK Providers. There were no new fraud cases to report.

**VI. Old Business:**

**a. COVID Impact on Operations - Parent Fees Waived May/June**

The OEL has waived Parent Fees for May and June 2021. EFS MOD will be programmed to automatically include these fees in the Coalition payment for services for these two months.

**b. Coronavirus Response and Relief Supplemental Appropriations Funding – aka CRRSA Phase V**

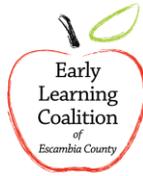
The OEL has increased the Coalition grant award by \$1.6 million to cover CRRSA Phase V Grants to all our SR and VPK Providers and non-contracted childcare Providers. There will also be another \$2.5 billion from the CCDF coming to Florida as part of the American Rescue Plan.

**c. Coalition Relocation and Insurance Claim Update**

The Coalition signed a lease agreement as the landlord has agreed to all the modifications and construction requested. The lease terms are essentially the same for the current offices except they now include utilities, such as power, water and sewer.

A partial payment was made on the insurance claim that covered all invoiced expenses for mitigation and restoration and destruction and/or removal of Coalition property.

**d. OEL Accountability Review, Jan-Mar 2021**



The final report has been received and Coalition had a few issues, but nothing major or of financial concern. There are a few things that need to be done to meet the OEL Corrective Action Plan (CAP), but again they are relatively minor in nature.

**e. OEL Financial Review, Feb-Apr 2021**

The review is still ongoing. A draft copy of the report has been received and has been rebutted as warranted. Nothing significant in terms of financial findings, their findings are focused on process and documentation.

**f. Legislative Update**

Significant legislative changes were made to the early learning statutes. Most notably the addition of program assessments for VPK providers that will be used to calculate readiness rates, the redesignation of OEL as a Division vice Department in DOE, and annual satisfaction surveys of Coalitions conducted by parents and providers.

**g. Escambia Children's Trust Update**

The Trust has formed committees and will be having public hearings. It appears the Trust will make the deadline to submit the paperwork required for the milage rate to be assessed this year so that funding can be provided to the Trust for use in 2022.

**VII. New Business:**

**a. DOH Medical Support Contract Non-Renewal for 2021-2022/MOU Alternative**

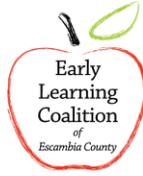
The Board was informed the Coalition has decided not to renew the contract with the Department of Health for medical support services, but to provide the services in-house with Coalition staff. The past year the contract was reduced from two people to one by mutual agreement due to staffing changes at the DOH. The Coalition added a new staff position for a medical support person. It was decided, again by mutual agreement, that this coming year the Coalition will be best served providing all the services, health screenings, vision and hearing checks, CPR and other health related training, with just Coalition staff. Bothe Coalition and DOH agreed that we would continue to share data and that DOOH would provide COVID guidance for our Providers.

**b. Agenda Additions**

Two items were left off of the agenda that are requested to be added. 1. Spending authority for the Coalition pending a final Budget for 2021-2022, and 2. A discussion of the requirement for Governor appointees to reapply for their positions. Upon a motion made by Mr. Jones and seconded by Mr. Thompson, adding these two items to the meeting Agenda was approved without objection.

**c. Spending Authority for 2021-2022**

The OEL has not published the Notice of Award (NOA) for the Coalition for Fiscal Year 2021-2022, therefore an accurate budget for the year cannot be provided. An informal draft budget based on the prior year NOA was presented for reference. The Coalition requested the spending



authority based on this draft budget be granted until a formal budget can be approved by the Board. Upon a motion made by Mr. Thompson and seconded by Mr. McBride, granting the Coalition spending authority for fiscal Year 2021-2022 pending submission of a budget was approved without objection.

**d. Governor Appointee Application Resubmissions**

The OEL advised Coalitions that all unfilled or un-acted upon Governor appointments need to be up-dated periodically so that should the Governor’s appointments office act to fill positions they have a current application to act on. The three Governor appointees were advised to update their applications at their first opportunity. All three indicated they would do so.

**VIII. Adjourn**

The meeting adjourned at 11:28 a.m.

**Next Meeting: Thursday, August 12, 2021, at 10:00 a.m. at the Early Learning Coalition Office at 3300 N. Pace Boulevard, Suite 210, Pensacola, FL 32505**

**Minutes approved by:**

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 Marcus McBride, Board Secretary

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 Date