

Early Learning Coalition of Escambia County
Board Meeting Minutes
October 12, 2023, 10:00 a.m.
Chair: Van Mansker

Members in Attendance

Van Mansker	Brian Wyer	Deborah Tucker
Melissa Sidoti	Roger Thompson	Shacondra Primm
Tarae Donaldson	Shannon Nickinson	Tammy Hicks
Mona Jackson	Reginald Dogan	Richard Wright
Melody Meier	Tammy Abrams	

Members Absent

Cindy Kirk	Edna Williams	Paul Fetsko
Mary Ann Bickerstaff	Melissa Birdsall	Craig Jones

Public in Attendance

None

Staff in Attendance

Bruce Watson	Dawn Engel	Melissa Jennings
Darrell Merritt		

I. Welcome and Introduction

Notification of this meeting of the Board of Directors was posted to the Coalition Public Calendar Board and sent to the Pensacola News Journal for publication on September 29, 2023. The meeting was called to order by Mr. Mansker.

II. Public Comments

- a. None.

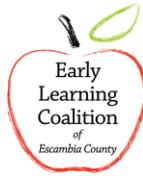
III. Chair Opening Comments

- a. **Approval of Consent Agenda: Meeting Agenda, Minutes of the August 10, 2023 and Financials for June 2023, July 2023, August 2023 and FY22-23**

Upon a motion made by Mr. Wyer and seconded by Mr. Wright, approval of the Consent Agenda, Meeting Agenda, Minutes of August 10, 2023 and Financials for June 2023, July 2023, August 2023 and FY22-23, was approved without objection.

- b. **Addition to the Meeting Agenda: Appointment of Tammy Abrams to the Board**

Upon a motion made by Ms. Sidoti and seconded by Mr. Wyer, it was approved without objection to add the appointment of Tammy Abrams to the Board to the meeting Agenda.



c. Appointment of Tammy Abrams to the Coalition Board.

Ms. Tammy Abrams has been designated by The Escambia's Childrens Trust to be their appointee on the Board. Upon a motion made by Mr. Thompson and seconded by Ms. Sidoti, it was approved without objection to appoint Ms. Tammy Abrams to the Board of Directors.

IV. Executive Committee Report:

a. New NOA, was September 12, 2023, now September 29, 2023

The DEL issued a new Notice of Award on September 29, 2023 that restored most of the School Readiness (SR) funding that was not initially provided this year. An additional \$589,956 was awarded, bringing the total of SR program funding to \$17,324,851. The SR total at the end of the last fiscal year was \$17,351,587. No change to the budget is required as all the funding will go to SR and ARPA Early Learning Discretionary as applicable.

b. Revised Employee Handbook and Organization Chart

The Accountability Review had a finding regarding Coalition policy regarding background screenings. New Federal guidance more narrowly defines who is eligible for a Level 2 background screening. Employees who do not work with at risk populations, in this case children, will receive a Level 1 screening. The Coalition revised the Personnel Handbook to address these changes. Additionally, there is an update to the Organizational Chart. The revised Personnel Handbook and Organizational Chart was presented to the EXCOM. Upon a motion made by the EXCOM and seconded by Ms. Nickinson, the revised Personnel Handbook and the Organizational Chart were approved without objection.

V. Executive Director's Report

a. Financial Snapshot – August 2023 Invoice Dashboard

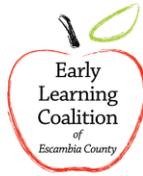
Through August the Coalition has spent \$2.6 million of the \$14.1 million SR grant which is 15.8%. Admin was 2.1%, Non-Direct 16.8% and Quality 9.0%. VPK Admin was 10.5%, this is high because the Coalition just started paying for VPK services for the year. 100% of ARPA Stabilization funding was spent. The Coalition has yet to begin spending the ARPA Discretionary and ARPA Discretionary Early Learning grants.

b. Coalition Status Reports: Enrollment/Wait List Status Report, and Contracting Summary Report

There are 2,528 children enrolled in the School Readiness program of which 96 are SRMT and 1,110 are school-age children. There are 732 children on the waitlist. Thirty-two children were pulled from the wait list on October 3, 2023. All of these children's parents applied for services in April.

There are 2,113 children approved for the 2023/24 VPK School Year Program. 1,688 children are enrolled.

There are 81 SR Providers, and 73 VPK Providers.



VI. Old Business

a. 2023-2024 Program Assessments - Update

The DEL reports for how the Coalitions are progressing in completing SR and VPK program assessments for this year are provided for comparison. Escambia is number one in the state with 24.19% of assessments completed.

b. ARPA Grant Funding - Update

All payments for ARPA Round 2 Final Part B payments have been completed. The Coalition has yet to begin spending the ARPA Discretionary and ARPA Early Learning Discretionary grant. Applications are being prepared and plans for consultations with providers are being made.

c. Solicitation for Board Secretary

The Board was reminded that the position of Board Secretary is still open. During the discussion, Ms. Shannon Nickinson volunteered to be the Board Secretary. Upon a motion made by Mr. Wyer and seconded by Mr. Wright, Ms. Nickinson was approved as Board Secretary without objection.

VII. New Business

a. Annual Board Code of Ethics Training

Training on the Code of Ethics was completed. All Board members were reminded that they are required to sign the acknowledgement form.

b. Roger Thompson Second Term Approval

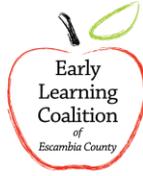
Mr. Thompson's first term will expire just before the December Board meeting. Mr. Thompson has indicated his willingness to serve a second term. Upon a motion made by Ms. Hicks and seconded by Ms. Sidoti, Mr. Thompson appointment to a second term was approved without objection.

c. RDC Structure and Purpose

To make the Resource and Development Committee more relevant and increase participation, it has been discussed to focus the purpose and business of the committee to the Coalitions two primary constituencies: contracted early learning and care providers and client parents and their children.

d. Formation of a Partnership of Human Services Agency and Allies – Achieve Escambia, Help Me Grow, Escambia Early childhood Collaborative

Several agencies, UWADA, Achieve Escambia, and others, are looking to create a collaborative organization that brings together nonprofits doing human services work, from the very young to old, and their allies and supporters in the community. This will potentially reduce the number of



meetings while bringing more attention and focus on the work of the nonprofit community in Escambia.

e. RFP for Accounting Program

A Request for Proposals for a new Cloud-based accounting program has been developed. It will be posted on November 1, 2023, and the completion of the solicitation and selection process is planned for December. The plan is to present the selected company to the Board for approval at the December's meeting.

f. Escambia's Children's Trust Changes

Ms. Tammy Greer resigned as Executive Director. The ECT Board has appointed the Financial Director, Tammy Abrams, as the Interim Executive Director. A nationwide search for a new Executive Director has been initiated.

g. Escambia Childrens Trust Match Grant Application

The application for match funding from the Escambia Children's Trust for their 2023-2024 Fiscal Year has been approved for \$238,875 as requested.

h. Board and Committees Meeting Schedule for 2024

The meeting schedule of the Coalition Boards and Committees for 2024 was provided.

i. Joyce Griffin Center

The Coalition is looking to dedicate the training room to Joyce Griffin. The name that has been decided on is "Joyce Griffin Room for Professional Development and Testing". There will be a plaque made and hung over the door entering the training room. A dedication ceremony will be held but that date has yet to be determined.

VIII. Audits and Reviews in Progress

a. Warren Averett A-133 Audit 2021-2022

The Audit is nearly complete.

VIV. Adjourn

The meeting was adjourned at 11:11 a.m.

Next Meeting: Thursday, December 14, 2023, at 10:00 a.m. at the Early Learning Coalition offices at 1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501