

**Early Learning Coalition of Escambia County
Board Meeting Minutes
November 14, 2024, 10:00 a.m.
Chair: Shannon Nickinson**

Members in Attendance

Shannon Nickinson	Roger Thompson	Paul Fetsko
Mona Jackson	Richard Wright	Craig Jones
Tammy Hicks	Shacondra Primm	Reginald Dogan
Cindy Kirk	Brian Wyer	Tarae Donaldson
Doug Brown		

Members Absent

Edna Williams	Bambi Sealy	Melissa Sidoti
Deborah Tucker	Mary Ann Bickerstaff	Lindsey Cannon

Public in Attendance

None

Staff in Attendance

Bruce Watson	Dawn Engel	Nina Daniels
Bess Abernathy		

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 October 28, 2024. The meeting was called to order by Ms. Nickinson.

II. Appointment of Shannon Nickinson as Interim Board Chair

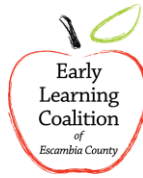
The meeting started off with the appointment of Shannon Nickinson as Interim Board Chair. The resignation letter and explanation of events leading up to Mr. Mansker resignation as Board Chair were discussed. Upon a motion made by Ms. Kirk and seconded by Mr. Dogan, it was approved without objection to appoint Ms. Nickinson as Interim Board Chair, until such time as the Governor appoints a Chair.

III. Public Comments

- a. None.

IV. Chair Opening Comments

- a. **Approval of Consent Agenda: Meeting Agenda, Minutes of August 8, 2024, Financial Reports for July, August and September 2024**



Upon a motion made by Ms. Kirk and seconded by Mr. Fetsko, approval of the Consent Agenda, Meeting Agenda, Minutes of August 8, 2024, and Financial Reports for July, August and September 2024 were approved without objection.

V. Executive Committee Report:

a. Appointment of Craig Jones for a Second Term as a Board Member

Mr. Jones has agreed to stay on the Board for a Second Term. Upon a motion made by the EXCOM and seconded by Mr. Fetsko, Mr. Jones was approved for his Second Term without objection.

b. By-Laws Change

The By-Laws have been revised to change the periodicity of Board meetings from bi-monthly to quarterly. Upon a motion made by the EXCOM and seconded by Ms. Kirk, the change to the By-Laws was approved as amended without objection.

c. Revision: Program Assessment Policy and Procedure, ELCEC 4301.1E

The Program Assessment Policy was revised to add VPK program assessments. Upon a motion made by the EXCOM and seconded by Ms. Kirk, the revised Program Assessment Policy and Procedure was approved without objection.

d. New Policy: Benefit Recovery Procedures, ELCEC 4102.2A

The Grant Agreement for 2024-2025 requires Coalitions to attempt to collect overpayments from provider and parents and each Coalition must have published procedures to do so. Upon a motion made by the EXCOM and seconded by Mr. Fetsko, the new Benefit Recovery Procedures was approved without objection.

e. 2025 Meeting Schedule

The 2025 Meeting Schedule was provided to the Board.

f. Annual Code of Ethics Training

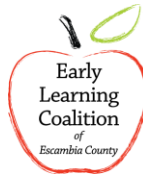
The Code of Ethics was provided and all Board members informed they are required to complete the Acknowledgement Form indicating they have received their annual training.

g. ECT Grant Renewal and Anti-Nepotism Policy

The Escambia Children's Trust made changes to their anti-nepotism policy that the Coalition found to be acceptable. The Coalition will now enter into a new grant agreement contract with the ECT for Fiscal Year 2024-2025.

h. Kiddie Academy Overpayment Delinquency

Kiddie Academy did not respond to the Coalitions two requests for repayment of the overpayment for VPK services, therefore in accordance with the DEL guidance regarding such matters, this was declared a delinquent payment and turned over to the State for collection.



i. Revision of ReadyKids! Ready Rosie Program

ReadyKids! submitted a grant request for \$40,000.00 again this year to manage and execute the Coalitions Ready Rosie program. After evaluation of execution of the program last year, and impact of the funding shortfall in the School Readiness Program this year, the Coalition decided to only able to approve a grant of \$20,000 this Fiscal Year.

VI. Executive Director's Report

a. Coalition Status Reports: DEL Invoice Dashboard for September 2024

Through September, the Coalition spent \$4.17 million of the \$16.74 million SR grant, which is 25%. SR Admin was 2.5%, Non-Direct total was 18.8% and Quality was 10.1%. VPK Admin was 2.8%.

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

There are 2,307 children enrolled in the School Readiness program of which 65 are SRMT and 963 are school-age children. There are 751 children on the waitlist. The Wait List has been pulled through mid-April.

There are 2,076 children approved for VPK and 1,644 have been enrolled.

There are 82 SR Providers, and 71 VPK Providers.

VII. Old Business

a. MIP Implementation - Update

Community Brands/Abila assigned a new developer for the allocation module. The Coalition is encouraged by the progress that has been made this past month.

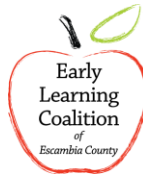
b. DEL Discussion on Coalition Funding for FY 2024-2025 - Update

Discussions with the Chancellor and Finance Director of the DEL did not provide any relief for the funding shortfall. It is likely more funding will come, but because it cannot be determined when or how much, all Coalitions are being advised to take steps necessary to balance their budgets with the funding they currently have. This means the Coalition has had to reduce the number of children enrolled from 2,600 to 2,300. This was achieved by suspending temporarily all new enrollments. Wait List pulls resumed in October to maintain 2,300 children served.

VIII. New Business

a. Revision: Request for Public Records Policy & Procedure, ELCEC 1401.1E and Request for Public Records Form, ELCEC 1401.3D

The Coalition has decided to increase the charges for responding to Public Records requests to align with increases in wages of those responding to the request. Due to these increases, a



revision to the Request for Public Records Policy & Procedures and Request for Public Records Forms were made to reflect the increase in charges. Upon a motion made by Mr. Jones and seconded by Ms. Kirk, the revision to the Request for Public Records Policy & Procedures and Request for Public Records Form were approved without objection.

b. Board Member Resignation - Melody Meier, County Commission Rep

NFCU has given Ms. Meier's a promotion and as a result she no longer has the time to serve on the Board and regrets that she must resign. Once the new Board of County Commissioners have been sworn in, the Chair will be contacted to request a new designee.

IX. Audits and Reviews in Progress

a. A-133 Audit for 2022-2023 – Complete

The presentation will be presented at the Board Meeting in February.

b. DEL Desk Review 1 for 2024-2025

Currently in process.

X. Adjourn

The meeting was adjourned at 11:18 a.m.

Next Meeting: Thursday, February 13, 2025, at 10:00 a.m. at the Early Learning Coalition offices at 1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501