

**Early Learning Coalition of Escambia County**  
**Board Meeting Minutes**  
**October 14, 2021 10:00 a.m.**  
**Chair: Van Mansker**

**Members in Attendance**

Van Mansker	Roger Thompson	Mona Jackson
Shannon Nickinson	Brian Wyer	Richard Wright
Judy Dickinson	Melody Meier	Cindy Kirk
Angela Strumeyer	Paul Fetsko	Shanna Robinson
Craig Jones		

**Members Absent**

Marcus McBride	Edna Williams	Mary Ann Bickerstaff
Beate Bolton	Drew Hardgrave	Steven Sanchez

**Public in Attendance**

None

**Staff in Attendance**

Bruce Watson	Dawn Engel	Paula Rollins
Vicki Pugh	Fred Perkins	Nina Daniels

**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 1, 2021. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

- a. None

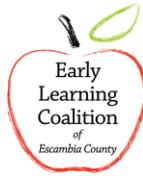
**III. Chair Comments**

- a. **Approval of Consent Agenda: Meeting Agenda, Minutes of the June 10, 2021, Board Meeting, and Financial Statement for May 2021.**

Upon a motion made by Mr. Wyer and seconded by Mr. Wright, approval of the Consent Agenda, consisting of the Meeting Agenda and Minutes of the August 12, 2021, meeting were approved without objection.

**IV. Executive Committee Report:**

- a. **New County Commission Designee**



The Escambia County Commission has chosen a new statutory designee for the Coalition Board, Ms. Melody Meier. In this instance, the County Commission chose to designate someone who was already a private sector appointee to the Coalition Board. This action is a change of status rather a true new appointment. Upon a motion made by Ms. Nickinson and seconded by Mr. Thompson, appointment of Ms. Meier to the Board was approved without objection.

**b. New Board Member**

The Executive Committee brings forth the recommendation of Mr. Craig Jones for appointment to the Board as a private sector member. Mr. Jones is a former Board member who is desiring to return to serving on the Board. Upon a motion made by the Executive Committee and seconded by Mr. Thompson, appointment of Mr. Jones to the Board was approved without objection.

**c. Time Reporting and Compensation Policy Workgroup Status**

Although the DEL has yet to publish their guidance on this subject, the Executive Committee has decided that should no longer be a reason to hold up convening the Workgroup from starting their work. The staff deserve to know what the Coalition intends to do regarding holidays and paid time off.

**d. Activation of the COOP for COVID Effective August 1, 2021**

Because of the substantial increase in facility and classroom closures due to COVID, the Coalition thought it necessary to reactivate the COOP to ensure that Providers have Coalition support for paying for their temporary closures.

**e. Accounting, Payroll and File Management Program Improvements**

The Coalition is looking to purchase a new Accounting Program, a Payroll Program (which includes taking payroll in-house) and a File Management Program. The major goals are to make necessary modernization of the accounting system, as well as place more programs and functionality into the cloud in support of increased telework operations.

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

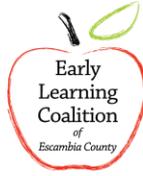
**a. SR/VPK Program Fiscal Year Benchmark Report**

A Benchmark report was not available. The Coalition ended Fiscal Year 2020-2021 roughly \$2.2 million below SR budget projections. VPK Admin exceeded 4% but with the significant drop off in enrollments last year, and subsequent lack of spending on services there was little that could have been done to get the percentage lower.

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

**1. Enrollment/Wait List Status Report:**

There are 2,949 children enrolled in the School Readiness program of which 1,298 are school-age children. For the past eight months all the children on the Wait List have been pulled each week, until last week. Enrollments are being slowed as there are too many parents who are



unable to find a Provider to serve their children. So Wait List pulls are being regulated to ensure there are not an excessive number of children who are approved, but not enrolled. There are already 2,127 applications approved, and 1,626 enrolled, for the 21-22 VPK program.

2. Contracting and Fraud Summary Report:  
There are 80 SR Providers, and 68 VPK Providers. There were no new fraud cases to report.

**c. EOY Summary Reports**

The Medical Support, Program Operations and CCRR reports for the year ending June 30, 2021, were presented for review.

**VI. Old Business:**

**a. DEL Change of Leadership**

The DEL has had an unexpected and unplanned change in Leadership. Ms. Shan Goff has been relieved by Mr. Matt Mears, formerly the DOE Attorney General. The AELC EXCOM met with Mr. Mears last week, and the day the Coalition Executive Director had a private meeting. The meetings went well and the Coalition looks forward to the working with the new Chancellor for Early Learning.

**b. DEL CRRSA Phase VI and ARPA**

The DEL is working to get approval to start expending funds for the CRRSA Phase VI Grants to contracted SR and VPK Providers and non-contracted childcare providers. Work has already begun to develop the plans necessary to receive ARPA funding.

**c. Coalition Relocation**

The renovations and related work the Coalition requested are in work. The projected completion, including inspections, is November 8-12. The move will commence on November 15, 2021. The DEL has been notified.

**d. OEL Financial Review, Feb-Apr 2021 Update**

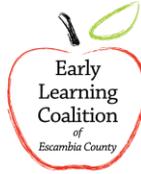
The Financial Review for 2021 is still ongoing as the Coalition has yet to receive a response to the proposed Corrective Action Plan, therefore, no action has been taken to resolve any of the findings.

**e. OEL Reviews for 2021-2022**

The Finance Review scheduled for November 2021 has been postponed to February 2022. The DEL agreed that doing a Review while conducting a move was not acceptable.

**f. Vehicle Alarm Requirements Update**

The DEL has decided not to assist Providers in acquiring the vehicle alarms required by the State legislature, therefore, the Coalition will reimburse Providers who provide transportation for the purchase of the required alarms from Quality funding.



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

The Trust received a line of credit towards next year’s funding to begin the process of setting up the Trust and hiring staff, to include the first Executive Director.

**VII. New Business:**

**a. Annual Code of Ethics Training**

The Coalition Board is required to receive annual training on the Code of Ethics and verify receiving this training by completing the form provided. Training was conducted and Board members were asked to sign acknowledgement forms.

**b. Coalition Finance Director Transition**

The Board was advised that the transition to a new Finance Director is complete, however, there was much left about the operations of the Finance Department that was left unsaid or poorly passed down. The Executive Director is confident the new Finance Director is up to the task, and asks the indulgence of the Board until this transition is complete.

**c. 2020-2021 VPK Admin**

The Coalition exceeded the allowable 4% VPK Admin and is discussing with DEL solutions to resolve the matter. The DEL did not point out to the Coalition after either the June invoice or the 13th invoice, that unlike SR, Coalitions could not be over allowable limit for VPK. Instead, they chose to wait until after the year was closed and adjustments could no longer be made for the 2020-2021 Fiscal Year. The DEL, however, had no reluctance to pay the Coalition the unallowable amount.

**VIII. Adjourn**

The meeting adjourned at 11:28 a.m.

**Next Meeting: Thursday, October 14, 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