



Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes

November 18, 2021 8:30 a.m.

Members Present

Van Mansker
Marcus McBride

Roger Thompson

Mona Jackson

Members Absent

None

Staff

Bruce Watson
Nina Daniels

Vicki Pugh
Fred Perkins

Paula Rollins
Dawn Engel

Public

None

I. Welcome and Introductions

Notification of the Executive Finance Committee Meeting scheduled for November 18, 2021, was sent to the Pensacola News Journal and posted to the Coalition Public Calendar Board on November 1, 2021. The meeting was called to order by Mr. Mansker.

II. Public Comments

None.

III. Consent Agenda

Upon a motion by Mr. Thompson and seconded by Ms. Jackson, the Consent Agenda, consisting of the Agenda and Minutes of October 28, 2021, was approved without objection.

IV. Status Reports

- a. SR/VPK Fiscal Year Benchmark Report, Enrollment/Wait List Status Report, and Contracting Summary Report

1. SR/VPK Fiscal Year Benchmark Report:

The final benchmark report for FY 2020-2021 was reviewed. As previously presented the Coalition ended the year under executed in both SR and VPK budgets. VPK was as expected due to low enrollments. SR was also under for both low enrollments and a lack of capacity as contracted facilities.

2. Enrollment/Wait List Status Report:

Just over 2,900 children are enrolled in the School Readiness Program. The Coalition had slowed pulling from Wait List each week to keep the number of children whose parents cannot



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find a child care provider to around 30 children. Future pulls will be dependent upon the number of children waiting for a provider, as opposed to funding available to place children in to care.

3. Contracting and Fraud Summary Report:

There are 80 SR providers and 68 VPK providers. There is no fraud to report for this year.

V. Committee Recommendations

a. RDC Policy Recommendation for:

1. Child Assessment Program Implementation Policy, ELCEC 4302.1A
2. School Readiness Program Assessment Implementation Policy, ELCEC 4301.1B
3. Developmental Screening Process Policy and Procedure, ELCEC 4300.1C

b. The Executive Committee reviewed the policies. Upon a motion by the RDC and seconded by Ms. Jackson, the recommendation to the board for approval of the three policies was approved without objection.

VI. Old Business

a. Coalition Relocation Update

The work to remodel the new Coalition offices continues but has experienced another delay. The move is now scheduled for January.

VII. New Business

a. New DEL NOA October 29, 2021

The latest NOA includes allocations for continuation of last year's SR Rate Increase, CRRSA Phase VI, CRRSA VPK Closures, CRRSA Coalition Outreach and CRRSA Coalition Workforce Initiatives, collectively totaling nearly \$5 million. As all of these but the first as special allocations, and the rate funding is added in total to services, a new budget is not required.

b. DEL CRRSA Phase VI and ARPA Grants

The Coalition received \$3,750,634 for CRRSA Phase VI Grants to be awarded to the child care providers, contracted and non-contracted, in Escambia County. Providers will be notified, and virtual meetings conducted to inform them of the grant requirements and how to complete the application. Additionally, \$74,809 was awarded to the Coalition to use for parent outreach and awareness. Plans are being developed for how to best make use of this funding. A third allocation of \$531,253 is earmarked for the Coalition to use for Workforce Initiatives, such as recruitment, retention and development of child care workers, that the Coalition has to develop a plan and submit to DEL for approval before the funding will be released.

c. Employee Code of Conduct, ELCEC 1101.5B

The Employee Code of Conduct was revised to add a new section to more clearly define the Coalition's position regarding opposition to discrimination and harassment. Upon a motion by



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Mr. McBride and seconded by Ms. Jackson to recommend to the Board approval of the revised Employee Code of Conduct was approved without objection.

d. Personnel Policy and Procedure Manual (Employee Handbook), ELCEC 1101.1E

An update to the Personnel Policy and Procedure Manual was developed by the Time and Compensation Workgroup. Their recommendations and revisions required the 2021-2022 DEL Grant Agreement were incorporated. Upon a motion by Mr. Thompson and seconded by Mr. McBride to recommend to the Board approval of the revised Employee Handbook was approved without objection.

VIII. Adjourn: Meeting was adjourned at 10:25 a.m.

Next Meeting: December 22, 2021, at 8:30 a.m. at the Early Learning Coalition Office, 3300 North Pace Boulevard, Suite 210, Pensacola, Florida 32505