



Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes

September 26, 2024, 8:30 a.m.

Members Present

Roger Thompson

Shannon Nickinson

Mona Jackson

Members Absent

None

Staff

Bruce Watson

Melissa Jennings

Nina Daniels

Bess Abernathy

Public

None

I. Welcome and Introductions

Notification of the Executive Finance Committee Meeting scheduled for September 26, 2024, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on September 3, 2024. The meeting was called to order by Ms. Nickinson.

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, Financial Reports for July and August 2024 and Minutes of June 27, 2024, was approved without objection.

IV. Coalition Status Reports

a. Financial Update

Through August, the Coalition has spent \$2.9 million of the \$16.7 million SR grant which is 17.6% of the grant. Admin was at 2.5%, Non-Direct total was at 18.4% and Quality was at 17.1%. VPK Admin was at 6.9%

b. Enrollment/Wait List Status Report

There are 2,304 children enrolled in the School Readiness Program. There are 769 children on the Wait List. The last pull from the Wait List was on May 21, 2024, for applications made between January 1 and January 7, 2024. Pulls from the waiting list are being placed on hold. There are 2,063 children approved for VPK, 1,641 children are currently enrolled.

c. Contracting and Fraud Summary Report



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There are 81 SR providers and 71 VPK providers.

V. Committee Recommendations

- a. None

VI. Old Business

- a. MIP Implementation - Update

MIP is having issues creating cost allocation formulas for their program. This may result in ending the contract the Coalition has with MIP.

- b. Coalition Funding for FY 2024-2025 - Update

Due to the rate increases and the cut in the FY24-25 funding, the Coalition is expected to have between \$2 to \$3 million shortfall in SR funding. Several projection scenarios were provided for discussion.

- c. By-Laws Change

Due to the changes in the meeting schedule, the By-Laws changes have to be made to reflect the new meeting schedule. The amended by-laws will be sent to the Board members for review before the November Board meeting. Upon a motion made by Mr. Thompson and seconded by Ms. Jackson the By-Laws revision was approved for presentation to the Board.

VII. New Business

- a. Coalition Board Chair Status

It was with great sadness to announce the Mr. Mansker has decided to resign as Board Chair. Mr. Mansker turned in his letter of resignation stating that he is overdue in his tenure as Board Chair. His last day as Chair was September 17, 2024. Ms. Nickinson, the current Vice Chair, has agreed to be the Interim Board Chair if approved by the Board. At the November Board meeting Ms. Nickinson will be nominated for an appointment as the Interim Board Chair.

- b. Program Assessment Policy and Procedure, ELCEC 4301.1E Revision

Changes to the Program Assessment Policy and Procedure were made to include VPK. Upon a motion made by Mr. Thompson and seconded by Ms. Jackson, the EXCOM motion to the Board to approve the changes to the Program Assessment Policy and Procedures, was approved without objection.

- c. ECT Grant Renewal and Anti-Nepotism Policy

ECT wants to implement into their grant agreement an Anti-Nepotism policy. This would require the Coalition to have an Anti-Nepotism policy that would prevent the hiring of individuals who are related to any current employee. It has been agreed that the ECT grant will not be signed with this caveat in the agreement. The ECT is meeting on October 8 to formally change the word "prevent" to "govern", which is an acceptable wording. There will not be a



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contract to sign until after this ECT meeting. The Coalition will go about a week without this contract but will have a contract signed by the time the money is needed at the end of October.

d. Craig Jones 2nd BOD Term Approval

Mr. Jones is coming to the end of his first term and needs to be approved for a second term. Upon a motion made by Mr. Thompson and seconded by Ms. Jackson it was approved without objection that the EXCOM makes a motion for the Board to approve Mr. Jones for second term to the Board.

e. 2025 Meeting Schedule

The 2025 Meeting Schedule was presented to the Committee. Upon a motion made by Ms. Jackson and seconded by Mr. Thompson, it was approved without objection that the EXCOM makes a motion for the Board to approve 2025 Meeting Schedule.

f. Kiddie Academy Overpayment Delinquency

Kiddie Academy still has not attempted to pay back the \$28,029.75 for being paid while operating outside of the statutory authority of the VPK Program. They have not responded at all. The Coalition must send two formal notices of delinquency by certified mail and get the certified mail card back before this matter can be turned over to the State to pursue collection of the overpayment.

g. Revision of ReadyKids! Ready Rosie Program

The Coalition has decided to revise the \$40,000 grant request from ReadyKids! for the Ready Rosie Program. After reviewing the year-end reports for FY23-24, ReadyKids! did not reach the goal of 1,000 children enrolled in Ready Rosie. Of those that did enroll, the reports show that the program was only viewed on average once per child. Due to the Coalition's funding shortfall and the less than desirable results from last year, the Coalition has decided to only grant ReadyKids! \$20,000 this year.

h. Internal Control Questionnaire

The annual Internal Control Questionnaire was presented for discussion.

VIII. Audits and Reviews - In Progress

a. A-133 Audit for 2022-2023 In Process

Onsite delayed until September 2024.

IX. Adjourn: Meeting was adjourned at 10:02 a.m.

Next Meeting: October 24, 2024, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501