



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**

September 28, 2023, 8:30 a.m.

**Members Present**

Van Mansker

Roger Thompson

Mona Jackson

Melissa Birdsall

**Members Absent**

None

**Staff**

Bruce Watson

Dawn Engel

Melissa Jennings

Darrell Merritt

Nina Daniels

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for September 28, 2023, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on September 18, 2023. 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. Birdsall, the Consent Agenda, consisting of the Agenda, Minutes of July 27, 2023, and Financials for June 2023, July 2023, August 2023, and a summary for FY22-23, was approved without objection. (The August 24, 2023, meeting was cancelled.)

**IV. Coalition Status Reports**

a. **Financial Report**

Through August the Coalition has spent \$2.6 of the \$14.1 million SR Grant which is 15.8% of the total award. 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. Effectively 100% of ARPA Stabilization funding has been spent. The Coalition has yet to begin spending the ARPA Discretionary and ARPA Early Learning Discretionary grants.

b. **Enrollment/Wait List Status Report**



## Early Learning Coalition of Escambia County

There are 2,533 children enrolled in the School Readiness Program. There are 756 children on the Wait List. There are 1,686 children enrolled in VPK. There are 2,101 approved for VPK for the 2023-2024 school year. The last pull from the waitlist was on August 22, 2023.

### c. Contracting and Fraud Summary Report

There are 81 SR providers and 73 VPK providers. There are seven pending fraud cases.

## V. **Committee Recommendations**

### a. 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 service 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 County.

The September RDC meeting was not conducted in the usual fashion. Instead of following the regular agenda there was a discussion of only one topic, and that was that need and practicality of creating a new entity that would periodically bring together local nonprofits who support human services and their allies and supporters in the business community. The idea is to develop a more cohesive unified gathering that could address common goals and needs as well ensure the community at large increases their awareness of how much the nonprofits supporting human services accomplish and contribute to the local economy. Everyone agreed that this would be a worthwhile endeavor. It was suggested that the RDC could be a cornerstone of this change or dissolve itself to become part of the larger effort.

### b. RDC Structure and Purpose

As far as the RDC is concerned, it was decided that it would remain as a Committee of the Coalition Board but would refine its' membership to those agencies that directly participate or support the primary mission of the RDC. The mission of the RDC would also be refined to focus on issues and initiatives to support the Coalition's client base, which consists of the children that are served and their parents; and the child care providers who provide the services.

## 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 in the number one spot, having already completed 24.19% of the required assessments for this year.

### b. Solicitation for Board Secretary

A quick reminder was made regarding the position of Board Secretary still being vacant.



## Early Learning Coalition of Escambia County

### c. ARPA Grant funding – Round 2 Final Payment B

All payments for ARPA Round 2 Final Part B payments have been completed.

## **VII. New Business**

### a. New NOA, September 12, 2023

The newest NOA was released September 12, 2023. The total SR allocation for this fiscal year is now \$16,734,895.

### b. ARPA Discretionary Grant Funding

The Coalition has not begun spending the ARPA Discretionary and ARPA Early Learning Discretionary grants. Applications are being prepared and plans are being made in consultation with the providers.

### c. Escambia's Children's Trust Changes

Ms. Greer has resigned as the Director of the Escambia's Children's Trust. 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.

### d. 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.

### e. Internal Control Questionnaire Review

The DEL Internal Control Questionnaire (ICQ) only had minor changes this year. The ICQ was presented to the Committee for discussion.

### f. Annual Board Code of Ethics Training Schedule

It's that time of year again for the Annual Board Code of Ethics Training. This training will be held at the October 12, 2023, Board Meeting.

### g. Revised Employee Handbook and Organizational 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 our case children, will receive a Level 1 background screening. The Coalition revised the Personnel Handbook to reflect these changes. The Coalition's Organizational Chart was also updated. Upon a motion made by Ms. Birdsall and seconded by Ms. Jackson, it was approved without objection, to take the Personnel Handbook and Organizational Chart to the board.

### h. Board and Committees meeting Schedule for 2024

The 2024 Board and Committees meeting schedule was presented to the Committee. It was discussed changing the December Executive Committee meeting from December 26, 2024 to



## Early Learning Coalition of Escambia County

December 19, 2024. Upon a motion made by Mr. Thompson and seconded by Ms. Jackson, the Board and Committees meeting scheduled as amended was approved to take to the Board.

i. 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 conclusion of the process is planned for approval at the December Board meeting.

j. Joyce Griffin Center

The Coalition is looking to dedicate the training room to Joyce Griffin. The name for the room has not been settled on yet.

### **VIII. Audits and Reviews - In Progress**

a. Warren Averett A-133 Audit 2021-2022

The Audit for Fiscal Year 2021-2022 is nearly complete.

### **IX. Adjourn: Meeting was adjourned at 10:00 a.m.**

**Next Meeting: October 26, 2023, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**