



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**

November 30, 2023, 8:30 a.m.

**Members Present**

Van Mansker  
Shannon Nickinson

Roger Thompson

Mona Jackson

**Members Absent**

None

**Staff**

Bruce Watson

Dawn Engel

Darrell Merritt

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for November 30, 2023, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on November 7, 2023. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

None.

**III. Consent Agenda**

Upon a motion by Ms. Nickinson and seconded by Ms. Jackson, the Consent Agenda, consisting of the Agenda, Minutes of September 28, 2023, and Financials for September 2023 and October 2023 was approved without objection. (The October 26, 2023, meeting was cancelled.)

At the end of the meeting, Ms. Jackson discussed errors that she found in the financials for September and October 2023. Upon a motion made by Ms. Jackson and seconded by Mr. Thompson, it was approved without objection to resend the approval for the financials for September 2023 and October 2023.

**IV. Coalition Status Reports**

a. Financial Report

Through October the Coalition has spent \$5.1 million of the \$17.3 million of the SR grant which is 29.6%. Admin was 2.4%, Non-Direct Total 17.5% and Quality 9.0%. VPK Admin is under 4% at 3.6% as predicted now that the Coalition has started paying for VPK services for the year.

b. Enrollment/Wait List Status Report



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There are 2,520 children enrolled in the School Readiness Program. There are 674 children on the Wait List. The last pull from the Wait List was on November 14, 2023. There are 1,681 children enrolled in VPK.

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. None

### **VI. Old Business**

a. ARPA Discretionary Grant Funding

The Coalition has begun spending the ARPA Discretionary and ARPA Early Learning Discretionary grants. Over \$2 million has been spent in November alone. The Coalition is using sole source and RFP processes that are charting new ground in procurement. The first sole source application was approved by the DEL. This was for the purchase of Teachings Strategies curriculum materials totaling \$350,000.

b. RFP for Accounting Program

Two packages have been submitted from the RFP for the accounting program. These packages will be opened tomorrow for review. It was discussed to have a couple of the Executive Committee members to sit in on the review process. The chosen accounting program will be presented at the December 2023 Board meeting for approval.

c. Joyce Griffin Center

The Coalition has raised \$331.00 through donations for the plaque to dedicate the Training Room. Total Costs are estimated to be \$500. Once sufficient funds are raised, the plaque will be purchased, and a date and time will be set for the dedication ceremony.

### **VII. New Business**

a. Edna Williams Second Term Approval

Upon a motion made by Mr. Thompson and seconded by Mr. Mansker, nominating Edna Williams for a Second Term was approved to take to the Board.

b. Shannon Nickinson's Second Term Approval

Upon a motion made by Mr. Thompson and seconded by Mr. Mansker, nominating Shannon Nickinson for a Second Term was approved to take to the Board.

c. Mona Jackson's Second Term Approval

Upon a motion made by Mr. Thompson and seconded by Mr. Mansker, nominating Mona Jackson for a Second Term was approved to take to the Board.



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d. Governor's Holiday Closure Announcement

The Governor authorized State Offices to be closed for the day before Thanksgiving, the day after Christmas, December 29, 2023 and the day after New Years, January 2, 2024. The DEL has confirmed that Coalitions are authorized to be closed for business on these days as well.

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

a. Warren Averett A-133 Audit 2021-2022

The draft report has been received.

**IX. December 28, 2023 Meeting**

It was discussed and agreed to cancel the Executive Committee meeting scheduled on December 28, 2023

**X. Adjourn: Meeting was adjourned at 9:34 a.m.**

**Next Meeting: January 25, 2024, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**