



Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes
January 30, 2025, 8:30 a.m.

Members Present

Shannon Nickinson (Interim Chair) Roger Thompson Mona Jackson

Members Absent

None

Staff

Bruce Watson Melissa Jennings Nina Daniels
Bess Abernathy Dawn Engel

Public

Tara Godbey (Warren Averett Presentation)

I. Welcome and Introductions

Notification of the Executive Finance Committee Meeting scheduled for January 30, 2025, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on January 6, 2025. 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. Nickinson, the Consent Agenda, consisting of the Agenda, Financial Reports for October, November and December 2024 and Minutes of October 24, 2024, was approved without objection. Note that the EXCOM meeting scheduled for November 2024 was cancelled.

IV. Fiscal Year 2022-2023 A-133 Audit Warren Averett Presentation (Tara Godbey)

Tara Godbey with Warren Averett LLC presented the results of the 2022-2023 audit. All aspects of the Coalition's financial performances were discussed. There were three findings, all of which the Coalition's new Finance Director has addressed. Upon a motion made by Ms. Nickinson and seconded by Mr. Thompson, the recommendation to forward the Audit as presented to the Board was approved without objection.

V. Coalition Status Reports

a. Financial Update

Through December the Coalition has spent \$8.2 million of the \$17.8 million SR grant which is 46.0% of the grant. SR Admin was 2.8%, Non-Direct Services was 19.0% and Quality was 9.9%. VPK Services was \$2.3 million of \$4.8 which is 47.5%. VPK Admin spending was 2.3%.



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b. Enrollment/Wait List Status Report

There are 2,307 children enrolled in the School Readiness Program of which 65 are SRMAT and 963 are school-age children. There are 751 children on the Wait List. The waitlist has been pulled through mid-April. There are 2,076 children approved for VPK, and 1,644 children are currently enrolled.

c. Contracting and Fraud Summary Report

There are 82 SR providers and 71 VPK providers.

VI. **Committee Recommendations**

a. The RDC forwarded the following policies and forms to the EXCOM to consider for submission to the Board for approval.

1. ELCEC3102.1B SR Extraordinary Absence Reimbursement Policy and ELCEC3102.3C SR Extraordinary Absence Request Form Revisions
2. ELCEC2501.1F/School Readiness Eligibility Policy and Procedure Manual – Revision and add policies and adding SR-Plus Program
3. ELCEC2201.1B Voluntary Pre-Kindergarten Program Eligibility and Enrollment Policy and Procedure – Revision
4. ELCEC2202.1C/ELCEC VPK Specialized Instructional Services (SIS) Policy and Procedure – Revision and Combine Forms

Upon a motion made by Ms. Nickinson and seconded by Mr. Thompson, the recommendation to forward the listed policies and forms to the Board for approval was approved without objection.

VII. **Old Business**

a. SR Fiscal Year 2024-25 Funding - Update

On December 5, 2024, the Coalition received \$1,059,433 from the Wait List Reduction allocation. The Coalition was able to pull October to January from the waitlist, which was a total of 600 children. The additional funding does not address the Coalition funding shortfall for the QPI and Gold Seal Programs.

VIII. **New Business**

a. Discussion with Governor Appointments Office

The ED had a call from the Governor Appointments Office to confirm who our Chair is and asked for attendance verification for the past year for all of our appointees. The Governor Appointments Office was informed that the Chair had perfect attendance before he resigned, and our other two positions have not been filled for years. The question was asked if there were any insights as to when the position might be filled. The person calling explained that addressing appointment vacancies was not his job. There are applications for all three positions on file.

b. Board Member Terms and Attendance

Mr. Dogan's first term as a Board Member is coming up for Re-appointment. Mr. Dogan has said that he would like to remain on the Board for a second term. Upon a motion made by Mr.



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Thompson and seconded by Ms. Jackson it was approved to take the appointment of Mr. Dogan for a second term to the Board for final approval.

Mr. Wright and Mr. Wyer second terms are coming to an end on February 13, 2025. Both gentlemen are welcome to reapply and if approved could be appointed to the Board at the meeting in May.

c. Mid-Year Reports

Mid-Year reports were presented to the Committee. The reports will be presented to the Board in February.

d. DEL ED Meeting 13JAN25 Recap

Most of what was discussed at this meeting regarding finances was discussed under old business and the SR Funding Shortfall. Of concern is the DOE is requiring a change in how all agencies and companies that have access to any DOE electronic systems must implement new IT security processes, and development of a new process for accessing DOE data programs online.

e. AELC Membership Discussion

The ED is concerned that the DEL has started using the AELC do more of their grunt work and is using them to order Coalitions to respond to inquiries, provide information and to meet deadlines. The ED would like to consider leaving the AELC, but the Operations Director stated that the AELC organizes various workgroups that provide useful information that is used by various departments and thinks the Coalition should remain a member of AELC. No decision was made regarding this matter.

f. EXCOM Time Change

To make it easier for some of the committee members to make it to EXCOM meetings on time, the Chair proposed to change the meeting start time from 8:30am to 9:00am. Upon a motion made by Mr. Thompson and seconded by Ms. Nickinson, it was approved without objection to change the start time of the EXCOM meetings to 9:00am.

IX. Audits and Reviews - In Progress

- a. DEL Accountability Review - In process
- b. DEL Desk Review 2 for 2024-2025 - In process
- c. A-133 Audit for Fiscal Year 2023-2024 - Complete, the presentation to the Board will be in May. There are no findings in this audit.

X. Adjourn: The Meeting was adjourned at 10:05 a.m.

Next Meeting: March 27, 2025, at 9:00 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501