

**Early Learning Coalition of Escambia County
Board Meeting Minutes
February 13, 2025, 10:00 a.m.
Chair: Shannon Nickinson**

Members in Attendance

Shannon Nickinson	Roger Thompson	Paul Fetsko
Mona Jackson	Bambi Sealy	Craig Jones
Tammy Hicks	Shacondra Primm	Melissa Sidoti
Cindy Kirk	Brian Wyer	Tarae Donaldson
Mary Ann Bickerstaff	Lindsey Cannon	

Members Absent

Edna Williams	Deborah Tucker	Richard Wright
Doug Brown	Reginald Dogan	

Public in Attendance

Tare Godbey (Warren Averett)

Staff in Attendance

Bruce Watson	Dawn Engel	Nina Daniels
Bess Abernathy	Melissa Jennings	

I. Welcome and Introduction

Notification of this meeting of the Board of Directors was posted to the Coalition Public Calendar Board and sent to the Pensacola News Journal for publication on January 30, 2025. The meeting was called to order by Ms. Nickinson.

II. Public Comments

- a. None.

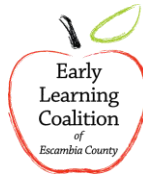
III. Chair Opening Comments

- a. **Approval of Consent Agenda: Meeting Agenda, Minutes of August 8, 2024, Financial Reports for July, August and September 2024**

Upon the start of the meeting, Mr. Watson added the Building Lease issue to the agenda. Upon a motion made by Ms. Hicks and seconded by Mr. Wyer, the Meeting Agenda as amended, Minutes of August 8, 2024, and financial reports for July, August and September 2024 were approved without objection.

IV. A-133 Audit for Fiscal Year 2022-2023 – Warren Averett Presentation

Ms. Godbey of Warren Averett presented the Final Report of the A-133 Audit for the Fiscal Year 2022-2023. Upon a motion made by the EXCOM and seconded by Ms. Kirk, the audit was accepted as presented without objection.



V. Mr. Mansker's Farewell Presentation

Due to a scheduling conflict Mr. Mansker's farewell presentation had to be cancelled.

VI. Executive Committee Report

- a. The RDC recommends and the EXCOM makes a motion for approval of the following policies and forms:
 - 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) ELCEC 2201.1C/ELCEC2202.2C VPK Specialized Instructional services (SIS) Policy and procedure – Revision and Combine Forms.

Upon the motion made by the EXCOM and seconded by Mr. Wyer the changes made to the Policies and Forms were approved without objection.

b. Reggie Dogan Second Term as Board Member Approval

The Executive Committee makes the motion that Reggie Dogan be appointed for a second term as a Director on the Board of Early Learning Coalition. Upon the motion made by the EXCOM and seconded by Mr. Fetsko, Mr. Dogan's second term appointment to the Board was approved without objection.

c. Status of Richard Wright and Brian Wyer as Board Members

- 1) Richard Wright's second term ends February 13, 2025. Mr. Wright does not want to reapply for another term on the Board.
- 2) Brian Wyer's second term ends February 13, 2023. Mr. Wyer has expressed interest in re-applying to be a Board member. Mr. Wyer can re-apply, and if approved could be appointed to the Board at the meeting in May.

d. EXCOM meeting Start Time Changing to 9:00 a.m.

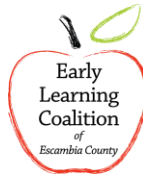
It was discussed and approved at the January EXCOM meeting to change the start time of those meetings from 8:30 a.m. to 9:00 a.m. No Board action is required for this change.

VII. Executive Director's Report

a. Coalition Status Reports: DEL Invoice Dashboard for September 2024

Through December the Coalition spent \$8.2 million of the \$17.8 million SR grant, which is 46%. SR Admin was 2.8%, Non-Direct total was 19.0% and Quality was 9.9%. VPK Services was \$2.3 million of \$4.8 million which is 47.5%. VPK Admin was 2.3%.

b. Coalition Status Reports: Enrollment/Wait List Status Report, and Contracting Summary Report



There are 2,307 children enrolled in the School Readiness program of which 65 are SRMT and 963 are school-age children. There are 751 children on the waitlist. The Wait List has been pulled through mid-April 2024.

There are 2,076 children approved for the VPK 2024-2025 School Year Program and 1,644 are currently enrolled.

There are 82 SR Providers, and 71 VPK Providers.

c. Mid-Year Reports

Mid-Year reports for Medical Support Services, CCR&R and Operations were provided for discussion.

VIII. Old Business

a. SR Fiscal Year 2024-2025 Funding Update

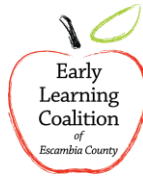
- 1) Wait List Allocation of \$1,059,443 issued on December 5, 2024
The Coalition received \$1,059,443 from the Wait List reduction allocation. The Coalition resumed pulling from the Wait List in October to sustain enrollments, and increased the number pulled starting in November in anticipation of receiving the Wait List reduction funding. Through January a total of 600 children were pulled from the Wait List.
- 2) Reob/Deob Request 6FEB25 Impact of QPI/GS Shortfall
On February 4, 2025, the DEL advised all Coalitions to take steps necessary to balance their budgets with the funding they currently have and to not expect or count on funding to cover the QPI and GS Shortfalls. If relief is not provided and the funding for the shortfall has to come from SR Non-Direct Quality, then the number of children the Coalition can serve must be reduced by 120 children. Through the Reob/Deob request process, the Coalition has asked for either targeted funding of \$63,840 for Gold Seal and \$442,756 for QPI or \$506,605 in overall SR Funding to meet the anticipated Gold Seal and QPI shortfalls.

VIII. New Business

a. Discussion with Governor Appointments Office

The Governor Appointments Office called to confirm who the Coalition's Board Chair is and for attendance verification for the past year for all Gubernatorial appointees to the Board. The Appointments Office was told that the Chair had perfect attendance before he resigned, and our other two positions have not been filled for years. The Appointments Office representative was asked when our positions might be filled, and his response was that filling positions was not his job. There are applications on file for all three open positions.

b. DEL ED Meeting 13JAN25 Recap



The discussion in the meeting regarding finance was covered in the SR Funding shortfall. The DOE is very concerned about cybersecurity. As a result, the DOE is requiring a change in how all agencies and companies access DOE electronic systems. A whole new process for systems access has been developed and will be implemented soon.

c. 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 possibly leaving the AELC. The Operations Director stated that the AELC offers useful information that is used in the Ops Department and thinks the Coalition should remain a member of AELC.

d. Building Lease Issue

On July 31, 2024, several of the Coalition's staff were involved in an incident involving the malfunction of one of the building's elevators. The HR Division followed protocol and sent the individuals involved to be checked out by a doctor. The medical claims were submitted to the Coalitions Workman's Comp insurance company. The building owner at the time contacted the ED and offered to pay medical bills and lost wages. No effort was made to take him up on the offer as the medical bills were covered by Workman's Comp and there were no lost wages. The owner has again reached out and offered to pay the medical bills and if the Coalition would drop the Workman's Comp claim. The ED responded that once the claim was filed and the bills were paid it could not be dropped. The building owner response was to say that he could do business with a company under these terms and that after the Coalition's lease is up in January 2027 it will not be renewed.

IX. Audits and Reviews in Progress.

a. DEL Accountability Review

Currently in process.

b. DEL Desk Review 2 for 2024-2025

Currently in process

c. A-133 Audit for Fiscal Year 2023-2024

The audit is complete, and the presentation will be in May. There were no findings in this audit.

X. Adjourn

The meeting was adjourned at 11:14 a.m.

Next Meeting: Thursday, May 8, 2025, at 10:00 a.m. at the Early Learning Coalition offices at 1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501