



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**

January 22, 2026, 9:00 a.m.

**Members Present**

Tammy Hicks (Interim Chair)  
Craig Jones

Roger Thompson

Mona Jackson

**Members Absent**

None

**Staff**

Dawn Engel  
Melissa Jennings

Nina Daniels

Tom Porter

**Public**

Bruce Watson  
“iPhone” on Zoom  
“A” on Zoom

\*\*Ms. Hicks asked for “iPhone and A” to identify themselves twice. After the second request, both parties immediately left the meeting.

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for January 22, 2026, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on January 13, 2026. The meeting was called to order by Ms. Hicks.

**II. Public Comments**

None.

**III. Consent Agenda**

Upon a motion made by Mr. Thompson and seconded by Mr. Jones, the Consent Agenda, consisting of the Agenda, Financial Reports for October 2025 through December 2025, Minutes of October 23, 2025, and Minutes of December 8, 2025, was approved without objection.

**IV. Coalition Status Reports**

a. Financial Update

Through September the Coalition spent \$9.4 million of the \$19.4 million SR grant which is 48.6% of the grant. SR Admin was 1.6%, Non-Direct Services was 14.8% and Quality was 8.5%. VPK Services was \$2.1 million of \$4.8 million which is 43.8%. VPK Admin spending was 2.2%.

b. Enrollment/Wait List Status Report



## Early Learning Coalition of Escambia County

There are 2,305 children enrolled in the School Readiness Program of which 76 are SRMAT and 20 are SR Plus. 968 are school-age children. There are 90 children on the Wait List.

There are 1,876 children approved for VPK for 2025/26 Program year. 1,457 children are currently enrolled.

c. Contracting and Fraud Summary Report

There are 85 SR providers and 67 VPK providers.

### V. Committee Recommendations

None.

### VI. Old Business

a. Twenty Years of VPK

The Coalition's VPK coordinator is looking to identify teachers who have been a part of VPK for the past 20 years and is coming up with ideas for a celebration for their time and hard work.

b. ED Search Update

The Executive Director Hiring Committee recommended Mr. Al Henderson for the ED position. An offer letter was sent to Mr. Henderson on January 15, 2026. Mr. Henderson did respond with a counteroffer.

### VII. New Business

a. ED Offer - Counteroffer

Mr. Henderson submitted a counteroffer. Mr. Henderson is asking for a base salary range of \$120,000 - \$125,000. This salary range exceeds the \$90,000 - \$115,000 that is listed on the Coalition's Job Description.

This led to a discussion on a salary increase to offer Mr. Henderson. The EXCOM agreed to offer Mr. Henderson a final offer of \$95,000.

Ms. Hicks will send Mr. Henderson a Final Offer Letter offering Mr. Henderson \$95,000.

b. Revised Employee Handbook

Revisions have been made to the Coalition's Employee Handbook. These revisions were presented to the EXCOM for discussion. EXCOM has approved the recommendation to take the revised Employee Handbook to the Board for approval.

c. Coalition By-Laws Update

Discussions were had to revise the Coalition's By-Laws. The By-Laws require a better understanding of what is required by each ELC Board Member. Ms. Engel and Mr. Jones will collaborate to revise the current Coalition's By-Laws. The goal is to have a draft ready to present to the EXCOM in March.

d. HR Services



## Early Learning Coalition of Escambia County

The Coalition is still on the search for an outside agency to handle HR services.

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

#### a. FY 2024-2025 A-133

The Coalition FY 2024-2025 A-133 audit is ongoing.

#### b. DEL Accountability Review 2024-2025

The email pertaining to the final acceptance of all necessary corrective actions was received from DEL on December 2, 2025.

#### c. DEL Fiscal Monitoring

The financial review is underway.

### **IX. Adjourn: The Meeting was adjourned at 10:32 a.m.**

**Next Meeting: March 26, 2026, at 9:00 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**