



Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes

April 30, 2026, 9:00 a.m.

Members Present

Tammy Hicks (Interim Chair)

Mona Jackson

Craig Jones

Members Absent

None

Staff

Dawn Engel

Nina Daniels

Tom Porter

Melissa Jennings

Al Henderson

Public

Adam Nelson

Kaley Dawkins

I. Welcome and Introductions

Notification of the Executive Finance Committee Meeting scheduled for April 30, 2026, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on April 8, 2026. The meeting was called to order by Ms. Hicks.

II. Public Comments

None.

III. Consent Agenda

Upon a motion made by Ms. Jackson and seconded by Mr. Jones, the Consent Agenda, consisting of the Agenda and Minutes of March 9, 2026, was approved without objection.

IV. Agenda Amendment

- a. Ms. Hicks made a motion to move the FY 2024-2025 A-133 Audit to the beginning of the agenda. Mr. Jones seconded the motion. The motion was approved without objection.

V. Carr, Riggs & Ingram Single Audit Report

Mr. Adam Nelson from Carr, Riggs & Ingram was onsite to present the FY 2024-2025 Single Audit. Mr. Nelson stated that it was a clean audit with no findings. The audit showed high program efficiency, strong compliance and a stable financial position. Upon a motion made by Ms. Jackson and seconded by Mr. Jones, it was approved without objection to take the audit presentation to the Board.

VI. Coalition Status Reports



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a. Financial Update

Through April, the Coalition spent \$11.1 million of the \$19.4 million SR grant, which is 83.5% of the grant. SR Admin was 1.84%, Non-Direct Services was 15.8% and Quality was 9.1%. VPK Admin spending was 2.3% and SR Plus Admin spending was 3.7%

b. Enrollment/Wait List Status Report

There are 2,522 children enrolled in the School Readiness Program of which 73 are SRMAT and 15 are SR Plus. 971 are school-age children. There are 25 children on the Wait List. There are 1,883 children approved for VPK for 2025/26 Program year. 1,246 children are currently enrolled. There are 927 children approved for VPK for 2026/27 Program year.

c. Contracting and Fraud Summary Report

There are 86 SR providers and 66 VPK providers. Two providers were terminated.

VII. Committee Recommendations

None.

VIII. Old Business

a. Revised Employee Handbook

The revised handbook is still in process. Mr. Henderson is waiting to finalize the revision after the Krizner Group training in June.

b. Employment Law Retainer – Update

The Krizner Group HR law retainer will go before the Board for final approval.

c. Retention of Legal Counsel - Update

The retention of TG Law PLLC will go before the Board for final approval. Services have been utilized pertaining to a complaint against the Board's hiring process.

IX. New Business

a. Provider Termination – My Little Blessings

My Little Blessings is being terminated for fraud. The Provider has requested a Review Hearing and was given three dates and times to choose from. The Coalition has yet to hear back from the Provider on the date that they have chosen. Operations Department will reach out to the Provider and provide them with five more business days to choose their date.

b. Provider Termination – Little Hands and Feet

Little Hands and Feet was terminated due to noncompliance for developmental screenings. This is an issue that has been ongoing for the past five years. Little Hand and Feet has been on probation twice in the past 12 months. The Provider has requested a reviewing hearing that will take place on May 6, 2026.



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c. Nonparticipating Board Members

The Board currently has two members who are not participating. Private Sector member Edna Williams has not attended a meeting in over a year and a half. County Commissioner Representative, Deanna Oleske has not attended a meeting since she was appointed on 8/14/2025. Mr. Henderson is going to reach out to Wes Moreno regarding the County Commissioner Representative and to Edna Williams.

d. New Board Member – Ruthie Noel

Ms. Ruthie Noel from Habitat for Humanity has submitted her application to be a member of the Early Learning Coalition Board of Directors. Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved to take the recommendation of adding Ms. Noel to the Board.

e. New Board Member – Ashley Colon

Ms. Ashley Colon from Little Inspirations Learning Academy has submitted her application to be a member of the Early Learning Coalition Board of Directors. Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved to take the recommendation of adding Ms. Colon to the Board.

f. New Board Member – Deirdre Patton

Ms. Deirdre Patton from Greater Little Rock Preschool has submitted her application to be a member of the Early Learning Coalition Board of Directors. Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved to take the recommendation of adding Ms. Patton to the Board.

g. Private Provider Representative – Ashley Colon

Providers were asked for nominations for Provider Representatives to serve on the Board. Only one nomination was submitted for Private Provider Representative. Ms. Colon will serve as the mandatory position of Private Provider Representative.

Upon the motion made by Mr. Jones and seconded by Ms. Jackson, the recommendation of Ms. Colon serving as the Private Provider Representative, will be taken to the Board for approval.

h. Faith Based Provider Representative – Deirdre Patton

Providers were asked for nominations for Faith-Based Provider Representatives to serve on the Board. Only two nominations were submitted for Faith-Based Provider Representative. A poll was sent to Providers to vote for the nominee that they wanted to be the representative. Ms. Deirdre Patton won the vote and will be the mandatory Faith-Based Provider Representative.

Upon the motion made by Mr. Jones and seconded by Ms. Jackson, the recommendation of Ms. Patton serving as the Faith-Based Provider Representative, will be taken to the Board for approval.



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i. ELCEC Use of Restricted Funds Policy & Procedures

This policy and procedures are to establish clear governance guidance for the appropriate, responsible, and strategic use of unrestricted funds.

Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the ELCEC Use of Restricted Funds Policy & Procedures to the Board for approval.

j. Revised Developmental Screening Policy

Language updates had to be made to change Inclusion Specialists to Early Intervention Specialists. A new policy was implemented by DEL to give parents 20 days to complete the developmental screenings. If parents fail to complete the developmental screenings within the 20-day time frame, the Provider will have 45 days to complete the screening from the end date of the 20 days given to the parents.

Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the Revised Developmental Screening Policy to the Board for approval.

k. Revised SR Program Assessment Policy

In 2023, the SR Program Assessment Policy was changed to add the VPK program. DEL has now decided that VPK cannot be a part of the SR Program Assessment Policy. The policy was revised to remove all language and rules pertaining to VPK.

Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the Revised SR Program Assessment Policy to the Board for approval.

l. Revised Eligibility Manual

DEL requires some language updates in the manual. DEL also updated income guidelines from using FPL to now using State Medium Income. Mr. Jones pointed out 2 errors that need to be addressed.

Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved to take the revised Eligibility Manual (with errors corrected) to the Board for approval.

m. Revised Eligibility Priority Template

Revisions to the priority template had to be made. An assessment will need to be done before the template can be approved by DEL.

Upon a motion made by Ms. Jackson and seconded by Mr. Jones, it was approved without objection to take the Revised Eligibility Priority Template to the Board for approval.

n. Revised Anti-Fraud Plan

Language changes had to be made in the Plan. Over payment process due to fraud cases had to be added to the Anti-Fraud Plan.

Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the Revised Anti-Fraud Plan to the Board for approval.



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o. Revised Fee Waiver Policy

A minor change was made to the Fee Waiver Policy since it was brought to the EXCOM in March.

Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the Revised Fee Waiver Policy to the Board for approval.

p. TORSCH Single Source Procurement

TORSCH is a coaching platform that will allow ELC's coaching staff to be able to reach more early learning educators. A request to purchase this platform was submitted to DEL and approval has been granted. The approval document was posted on ELC's website where it will remain for 15 days. Once the 15 days have passed, the purchase agreement will be signed.

q. Community Outreach Vehicle Insurance

The Progressive Commercial Auto Insurance policy will cover the 2026 Ford Van with drivers listed as Melissa Jennings and Skye Lindsey for liability and property damage associated with the operation of this vehicle for business use. Impact 100 has been notified of the purchase of the insurance and once Impact 100 releases the funds, the final purchase of the van can be made.

r. Property and General Liability Insurance

The ELC of Escambia County seeks coverage for all hired and non-owned auto exposures in which employees rent or use their personal vehicles for business use. This would include driving to visit work sites, incidental errands, car rentals while out of town, etc. Final terms and rates are pending and will be forwarded upon receipt of all quotes.

X. Audits and Reviews - In Progress

a. 2024-2025 Financial Review

One finding was found pertaining to ELC's interpretation of a policy concerning when 3 quotes are required for a purchase order.

b. Desk Review

Second Desk Review is ongoing.

XI. Adjourn: The Meeting was adjourned at 10:30 a.m.

Next Meeting: June 25, 2026, at 9:00 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501