Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes
June 25, 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
None

I. Welcome and Introductions
Notification of the Executive Finance Committee Meeting scheduled for June 25, 2026, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on June 10, 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, Minutes of April 30, 2026, and Financials for March, April and May 2026 were approved without objection.

IV. Coalition Status Reports
a. Financial Update

The advance had to be used as of May 2026. The Coalition will be requesting less on the invoice in May from the State.

b. ELC FY2026-2027 Budget

Updated Budget was presented to the committee for discussion. Upon a motion made by Ms. Jackson and seconded by Mr. Jones, it was approved without objection to take the FY2026-2027 Budget to the Board.

c. ELC 2024-2025 Form 990

The ELC 2024-2025 Form 990 was presented to the committee. An amended tax return needs to be completed to correct some administrative errors. Upon a motion made by Ms. Jackson and seconded by Mr. Jones, it was approved without objection to take the ELC 2024-2025 Form 990, with the administrative errors corrected, to the Board.

d. CRI Audit & 990 Engagement Letters

The CRI Audit & 990 Engagement Letters were presented to the committee for discussion.

e. DEL REOB/DEOB - $1M

The Coalition DEOB $1 million back to DEL.

f. SR Match – ECT/Property Taxes

Effect of the changes with Escambia Children's Trust SR Match funds is still uncertain. The Coalition is budgeting with the best-case scenario that the SR Match funds will still be available. If the Coalition fails to get SR Match funds, the children in the Match program will be rolled over into the ECON budget.

g. End-of-Year Closeout – Risk Mitigating Line of Credit

Due to low funds and waiting for the new NOA to start, the Coalition's finance department is considering the use of a Line-of-Credit. The finance department is planning for the best- and worst-case scenarios.

h. Enrollment/Wait List Status Report

There are 2,503 children enrolled in the School Readiness Program of which 64 are SRMAT and 11 are SR Plus. 946 are school-age children. There are 41 children on the Wait List.
There are 1,240 children approved for VPK for 2026/27 Program year.

i. Contracting and Fraud Summary Report

There are 84 SR providers and 66 VPK providers.

V. Committee Recommendations

None.

VI. Executive Director Updates

a. Staff Engagement

Krizner Group was on-site for Supervisor Trainings

b. Strategic Plan – Community Needs Assessment

- Board Training will be held on August 13th. Legal Counsel will be conducting the training. The Board training will take place 1 hour after the August 13th Board meeting.
- The Coalition was required to do a Community Needs Assessment. After getting the process started, the Coalition was informed that the Needs Assessment was not needed.

c. ED Evaluation

- Executive Director's Evaluation is due in August.
- Board Chair is responsible for doing the evaluation. Ms. Hicks has asked for Ms. Jackson and Mr. Craig to assist her with the evaluation.
- The State Evaluation document will be sent to the Board Chair.
- Mr. Craig requested to get a copy of last year's ED evaluation.

d. Ongoing Efforts

1. Panhandle Group

- The Panhandle Group is working together to streamline and match up policies and providers.
- The group is in talks about having a large Panhandle conference.

2. Incentive Initiative – Educator Incentive, Provider CQIF Pilot, & Pre-Verbal Child

- Educator Incentive – Mr. Henderson met with Miami and their Children's Trust to talk about Incentive Programs for Educators. Mr. Henderson will meet with Escambia Children's Trust to discuss the ideas that came from the Miami meeting.
- Provider CQIF Pilot – This is all about quality improvements.
- Pre-Verbal Child - The Coalition plans to apply for another Impact 100 grant to develop a program that focuses on pre-verbal children. Unfortunately, the Coalition did not expend all of this year's grant funding in time to submit an application for the current grant cycle.

3. Community Partnerships

- Mr. Henderson wants to formalize partnerships with community partners through MOU's.

VII. <u>Old Business</u>

a. <u>Results of Provider Terminations</u>

The Coalition terminated one provider for non-compliance issues. A second provider had their termination reversed and is now on probation with a corrective action plan in place.

b. <u>Revised Employee Handbook - Update</u>

Krizner Group is looking at the current handbook. Hopefully there will be an updated draft to be brought to the Board in the near future.

c. <u>Revised By-Laws - Update</u>

The By-Laws revision is still ongoing.

VIII. <u>New Business</u>

a. <u>FY 2026-2027 Early Learning Grant Agreement</u>

The Grant Agreement was presented to the committee for discussion.
Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved to take the Grant Agreement to the Board.

b. Eligibility and Enrollment Requirements

DEL has said that Eligibility Policies and Procedures can no longer be in the Eligibility Manual. The policies and procedures must be separate from the Eligibility Manual.
Eligibility and Enrollment Requirements were presented to the committee. Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the Eligibility and Enrollment Requirements to the Board.

c. School Readiness Application and Waiting List Policies & Procedures

School Readiness Application and Waiting List Policies & Procedures were presented to the committee. Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the School Readiness Application and Waiting List Policies & Procedures to the Board.

d. Disenrollment Policies & Procedures

Disenrollment Policies & Procedures was presented to the committee. Upon a motion made by Mr. Jones and seconded by Ms. Jackson, it was approved without objection to take the Disenrollment Policies & Procedures to the Board.

e. Sliding Fee Schedule

The Sliding Fee Schedule showing the change from using FPL to SMI was presented to the committee for discussion.

f. Eligibility Priorities

Eligibility Priorities reflecting the wording change that DEL required was presented to the committee. The Eligibility Priorities have already been submitted to DEL.

g. Needs Assessment

The Needs Assessment was presented to the committee. The Needs Assessment has already been submitted to DEL.

h. CCDF Salary Cap Testing Report

The Coalition passed with flying colors and working within requirements.

i. Board Member Update

Mr. Henderson is working diligently on a local and statewide level to get the open Board vacancies filled. Mr. Henderson has a document to send to Tallahassee on Ms. Kaley Dawkins application for Board Chair.

j. Executive Director FY 2026-2027 Travel Approval

The Executive Director's annual approval for travel is required.

Upon a motion made by Ms. Jackson and seconded by Mr. Jones, the Executive Director FY 2026-2027 travel was approved to take to the Board.

IX. Audits and Reviews - In Progress

a. 2024-2025 Financial Fiscal Monitoring Report #2

Still waiting for the final report.

X. Adjourn: The Meeting was adjourned at 10:19 a.m.

Next Meeting: July 23, 2026, at 9:00 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501