



Early Learning Coalition of Escambia County

Executive/Finance Committee Meeting Minutes

July 23, 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

Kaley Dawkins (UWF)

I. Welcome and Introductions

Notification of the Executive Finance Committee Meeting scheduled for July 23, 2026, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on July 15, 2026. The meeting was called to order by Ms. Hicks.

II. Public Comments

None.

III. Consent Agenda

Upon a motion made by Mr. Jones and seconded by Ms. Jackson, the Consent Agenda, consisting of the Agenda, Minutes of June 25, 2026, and Financials for June 2026 were approved without objection.

IV. Coalition Status Reports

a. Financial Update

The Statement of Financial Position and Statement of Activity through June 2026 was presented to the committee for discussion.

b. Enrollment/Wait List Status Report

There are 2,520 children enrolled in the School Readiness Program of which 65 are SRMAT and 10 are SR Plus. 941 are school-age children. There are 32 children on the Wait List.

There are 1,399 children approved for VPK for 2026/27 Program year.

c. Contracting and Fraud Summary Report

There are 83 SR providers and 65 VPK providers.



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V. Committee Recommendations

None.

VI. Executive Director Updates

a. Closeout/Budget Update

The revenue totals for FY 26-27 are \$357,000 less than FY 25-26.

The finance department is working on a monthly cash flow report that will be added to the Committee's Financial Update.

b. Strategic Plan – Mapping with DEL's Strategic Initiative

The Coalition will be looking at SWOT Analysis and Strategic Planning after the Board training in August.

c. ED Evaluation

ED Evaluation form was sent to EXCOM Committee members for review. The evaluation is due in August.

Ms. Hicks, Mr. Jones and Ms. Jackson have requested a meeting to discuss and complete the evaluation form.

The members agreed to meet on August 6, 2026 at 9am.

All required notices of the meeting will be posted July 24, 2026.

d. Upcoming Board Training

The Board training will take place on August 13, 2027 at 12:00 pm. Lunch will be provided to those who attend in person.

e. Ongoing Efforts

1. Panhandle Group

Panhandle Group is moving along nicely.

The Panhandle Group consists of ELC of Escambia County, ELC of Santa Rosa County (Melissa Stuckey), ELC of the Emerald Coast (Dana Hodges) and the ELC of Northwest Florida (Suzan Gage).

The next meeting will be on August 10, 2026.

The Panhandle Group is discussing a 2028 Educator Conference.

2. Funding Opportunities (United Way, ECT, etc.. – Educator Incentive Initiative, Provider CQIF Pilot, Autism Focus, & Pre-Verbal Child)

There are several funding opportunities underway.

The Coalition is attending all the meetings to be able to meet the requirements to apply for these funds.

3. Community Partnerships (Opening Doors)

A formal MOU has been completed for Opening Doors.



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VII. Old Business

a. Revised Employee Handbook - Update

The revised employee handbook will hopefully be ready for the August board meeting, if not ready by August the revised employee handbook will be ready to bring to the board at the November board meeting.

b. Revised By-Laws – Update

Mr. Jones and Ms. Engel have a meeting on August 6, 2026 to review the updated by-laws. They hope to have the revision ready for the board at the November 12, 2026 meeting.

c. Board Member Update

Mr. Henderson has yet to get in touch with Ms. Olenski. He will be attending the Grand Opening Circuit One in Santa Rosa County in hopes of meeting with her and to see if she will be attending the ELC Board meetings.

Ms. Kaley Dawkins has submitted an application to be the new Board Chair. Ms. Hicks wants to recommend that the Board go ahead and approve Ms. Dawkins to be the Interim Board Chair until her application is approved by the Governor.

Ms. Dawkins is not yet a board member, so Ms. Dawkins will need to be recommended to the Board as a new board member before she can be promoted to the Interim Board Chair Position. Mr. Jones made the recommendation to add Ms. Dawkins to the Board. The recommendation was seconded by Ms. Jackson. The recommendation was approved to be taken to the Board without objections.

VIII. New Business

a. Century Camp Fire Closing

The closing of Camp Fire in Century left eight children who are on vouchers without daycare. With the help of ELC staff, these children were able to find placement in other childcare facilities.

b. SWOT Analysis & Strategic Planning

Mr. Henderson stated that after the new Board Chair is in place and the Board training is completed, the next thing to cover is a SWOT Analysis, community needs assessment and then strategic planning.

c. 2027 Meeting Schedule

The 2027 meeting schedule was presented to the committee. The committee noted two changes that needed to be made. The first change was to change the November 11, 2027 Board meeting to November 18, 2027 since November 11, 2027 is a holiday. The second change was to change the November 18, 2027 EXCOM meeting to December 9, 2027.



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Upon a motion made by Mr. Craig and seconded by Ms. Jackson, it was approved without objection to take the amended 2027 meeting schedule to the Board for final approval.

d. Classroom on Wheels Ribbon Cutting Recap

Ms. Jennings stated that the ribbon cutting ceremony had a great turnout. Ms. Jennings stated that the Pensacola Fire Department came out and BAM Snow Cones was there providing snow cones to everyone. Dominos Pizza provided pizza for all the children in attendance. There were 120 children in attendance. Ms. Jennings stated that there was positive feedback from community partners and providers.

IX. Audits and Reviews - In Progress

a. 2024-2025 Financial Fiscal Monitoring Report #2
Still waiting for the final report from DEL.

b. CRI FY 25-26 Audit
CRI has already started on the 2025-2026 audit.

X. Adjourn: The Meeting was adjourned at 10:12 a.m.

**Next Meeting: September 24, 2026, at 9:00 a.m. at the Early Learning Coalition Office,
1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**