

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
August 10, 2023, 10:00 a.m.  
Chair: Van Mansker**

**Members in Attendance**

Van Mansker	Paul Fetsko	Craig Jones
Brian Wyer	Mary Ann Bickerstaff	Deborah Tucker
Tammy Greer	Melissa Birdsall	Melissa Sidoti
Edna Williams	Roger Thompson	Shacondra Primm
Tarae Donaldson		

**Members Absent**

Shannon Nickinson	Reginald Dogan	Cindy Kirk
Tammy Hicks	Richard Wright	Melody Meier
Mona Jackson		

**Public in Attendance**

None

**Staff in Attendance**

Bruce Watson	Dawn Engel	Melissa Jennings
Darrell Merritt	Nina Daniels	

**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 July 31, 2023. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

- a. None.

**III. Chair Opening Comments**

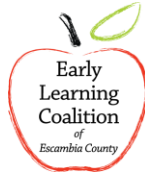
- a. **Approval of Consent Agenda: Meeting Agenda and Minutes of the June 8, 2023.**

Upon a motion made by Mr. Fetsko and seconded by Ms. Sidoti, approval of the Consent Agenda, Meeting Agenda, and Minutes of June 8, 2023, was approved without objection.

**IV. Executive Committee Report:**

- a. **2022-2023 End of Year Reports**

The End of Year Reports, consisting of the Program Summary Reports for Medical Support, CCRR and Operations, were presented to the Board for discussion.



**b. ED Annual Performance Evaluation**

The Annual Performance Evaluation of the Executive Director was presented to the Board. Upon a motion made by the EXCOM and seconded by Mr. Jones, the Annual Performance Evaluation of the Executive Director was approved without objection.

**c. DEL 2023-2024 Grant Agreement**

The DEL Grant Agreement for 2023-2024 was presented to the Board. Upon a motion made by the EXCOM and seconded by Ms. Bickerstaff, the 2023-2024 Grant Agreement was approved without objection.

**d. 2023-2024 NOA**

The first and second edition of the DEL Notice of Award for 2023-2024 have been released. The second edition was presented for discussion. The total SR allocation for this fiscal year is \$16,734,895.

**e. 2023-2024 Coalition Budget**

Due to the timing of receipt of the NOA, the Coalition Budget for 2023-2024 was not available for the EXCOM to review. The 2023-2024 Coalition Budget was presented to the Board and upon a motion made by Mr. Wyer and seconded by Mr. Fetsko, the 2023-2024 Coalition Budget was approved without objection.

**f. Employee Handbook Changes**

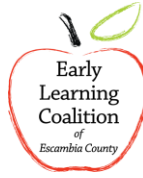
The Accountability Review had a finding regarding Coalition policy regarding background screenings. New Federal guidance more narrowly defines who is eligible for a Level 2 background screening. Employees who do not work with at risk populations, in our case children, are not to be submitted for a Level 2 screening. They will receive a Level 1 screening. The Coalition must revise the Personnel Handbook to address these changes. A staff work group will address these changes and do a full review of the Handbook to see if any other changes are warranted. The goal is to have the revised handbook to the EXCOM in September for Board approval in October.

**g. ELC Customer Service Report**

The results of the DEL Customer Service Satisfaction Surveys were presented for discussion. There were only 71 participants for ELC of Escambia County. Of these 71 Participants, the results were positive.

**h. Ideas to Improve Child Care Employment Levels**

The Resource Development Committee and the Executive Committee discussed further what can be done to assist providers in identifying, hiring, and retaining staff to work in their early learning and care facilities. The Coalition was to form an ad hoc committee to address this issue, however, doing so has been delayed pending guidance and funding from the DEL regarding what can be done with the Coalitions share of \$315 million that will hopefully allow for initiatives to alleviate staff shortfalls and related issues.



## **V. Executive Director's Report**

### **a. Financial Summary for FY 2022-2023**

The Coalition in FY2022-2023 spent \$16.5 million of the \$17.3 million SR grant, or 95.2%. Spending for Admin was 2.8%, Non-Direct was 16.6% and Quality was 8.4%. VPK Admin was less than 3.8%. Effectively 100% of ARPA, CRSSA and ESSER was spent.

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

There are 2,550 children enrolled in the School Readiness program of which 67 are SRMT and 869 are school-age children. There are currently 602 children on the waitlist. Thirty-nine children were pulled from the wait list on July 26, 2023, and 18 children were pulled on August 9, 2023. All these children's parents applied for services in March.

There are 1,876 children approved for the 2023/24 VPK School Year Program.

There are 81 SR Providers, and 73 VPK Providers.

## **VI. Old Business**

### **a. ARPA Grant Funding - Update**

All payments for ARPA Round 2 Final Payments have been completed. The DEL recouped all unexpended direct provider payments and redistributed the funding to Coalitions for ARPA Round 2 Final "Final" payments. This funding is restricted to those providers who received the first "final" payment. These payments will be made by the end of August.

### **b. Escambia Children's Trust Help Me Grow ITB**

Ms. Greer announced that the ARC won the bid for the Help Me Grow Program. The Coalition is looking forward to collaborating with them in the future.

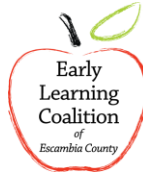
## **VII. New Business**

### **a. Board Resignation**

Ms. Strumeyer has resigned as the Supervisor of the local DCF Office of Licensing. Her last day with the Department will be August 24, 2023. A permanent replacement for this position has not been announced.

### **b. VPK 2023-2024 Payment Rate Schedule**

The VPK 2023-2024 Payment Schedule has been released. The State Basic Student Allocation (BSA) for the fiscal year is \$2,941. Escambia County's local adjustment factor is 0.9770%, which results in Escambia VPK providers receiving \$2,872.80 per child.



**c. Solicitation for Board Secretary**

The position of Board Secretary remains open. If any Board member is interested in serving as Secretary and serving on the Executive Committee, please contact the Executive Director.

**VIII. Audits and Reviews in Progress**

**a. DEL Accountability Review 2022-2023**

The Review is complete, and the PCAP is in Process.

**b. DEL Financial Review 2022-2023**

The Final Report and PCAP are both complete.

**c. Warren Averett A-133 Audit 2021-2022**

The Audit is in Progress.

**VIV. Adjourn**

The meeting was adjourned at 11:58 a.m.

**Next Meeting: Thursday, October 12, 2023, at 10:00 a.m. at the Early Learning Coalition offices at 1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501**