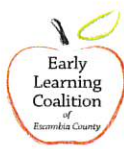


**Executive Committee Meeting  
March 28, 2024**

**Consent Agenda**

- |                                      |               |
|--------------------------------------|---------------|
| <b>1. Agenda</b>                     | <b>CA 1</b>   |
| <b>2. Public Announcements</b>       | <b>CA 2-3</b> |
| <b>3. Minutes: February 22, 2024</b> | <b>CA 4-6</b> |



## Executive/Finance Committee Meeting

March 28, 2024, at 8:30 a.m.

### Agenda

- I. Welcome and Introduction
  - a. Notification of the Executive Finance Committee Meeting scheduled for March 28, 2024, was sent to the Pensacola News Journal and posted to the Coalition Public Calendar Board on March 1, 2024.
- II. Public Comments **(EA)**
- III. Consent Agenda **(EA)**
  - a. Approval of the Consent Agenda: Agenda, and Minutes of February 22, 2024.
- IV. Coalition Status Reports: Financial Update, Enrollment/Wait List Status, and Contracting Summary **(D)**
- V. Committee Recommendations
  - a. None
- VI. Old Business
  - a. ARPA Grant Funding - Update **(D)**
  - b. MIP Implementation **(D)**
  - c. Board Member Orientation April 2024 **(I)**
  - d. Joyce Griffin Room Dedication **(D)**
- VII. New Business
  - a. IACET Plaque **(D)**
  - b. Kindergarten Readiness Rates **(D)**
  - c. Legislative Session Results Preview **(D)**
- VIII. Audits and Reviews In Progress
  - a. A-133 Audit for 2022-2023 – In Process, Onsite April 1-5, 2024 **(D)**
  - b. DEL Financial Monitoring 2023-2024 – Draft Report **(D)**
- IX. Adjourn

**Next Meeting: April 25, 2024, at 8:30 a.m. at the Early Learning Coalition  
1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501**

**Key: (EA) = EXCOM Level Action/Approval, (CR) = EXCOM Recommendation for Board Action, (D) = Discussion, (I) = Information**

*The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.*



## Early Learning Coalition of Escambia County

1720 West Fairfield Drive, Suite 100/400  
Pensacola FL. 32501

DATE: March 1, 2024

PUBLIC SERVICE ANNOUNCEMENT

A meeting of the legislatively mandated Early Learning Coalition of Escambia County

### **Executive Committee Meeting will be held on Thursday, 28<sup>th</sup> of March 2024 at 8:30 a.m.**

Early Learning Coalition of Escambia County  
1720 West Fairfield Drive, Suite 100/400  
Pensacola, FL. 32501

The agenda and meeting materials will be posted to [www.elcescambia.org](http://www.elcescambia.org)  
For more information, or to receive an invite to the full virtual meeting, call or email:  
Bruce Watson, Executive Director at (850) 607-7620 or [askelc@elcescambia.org](mailto:askelc@elcescambia.org).

The meeting may be accessed by:

Join Zoom Meeting

<https://us02web.zoom.us/j/85477947728?pwd=SVR1cFZZd3VSQXVTOS9RNkE1eWxzQT09>

Meeting ID: 854 7794 7728

Passcode: 028236



## Renee Maxwell

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**From:** Renee Maxwell  
**Sent:** Friday, March 1, 2024 9:53 AM  
**To:** Pensacola News Journal (business@pnj.com)  
**Subject:** Public Service Announcement March 2024

Good morning,

Please post the following March 2024 meeting in your free government meeting calendar for the Early Learning Coalition of Escambia.

### **Executive Committee Meeting on Thursday, March 28<sup>th</sup>, 2024, at 8:30am.**

The meeting will be held at the Early Learning Coalition of Escambia County at 1720 West Fairfield Drive Suite 100/400 Pensacola, FL. 32501

The meeting may be accessed by:

Joining the Zoom Meeting

<https://us02web.zoom.us/j/85477947728?pwd=SVR1cFZZd3VSQXVTOS9RNkE1eWxZQT09>

Meeting ID: 854 7794 7728  
Passcode: 028236

Thank you.

Renee Maxwell  
Administrative Aide  
**Early Learning Coalition of Escambia County**  
**1720 West Fairfield Dr.**  
**Suite 100/400**  
**Pensacola, FL 32501**

[rmaxwell@elcescambia.org](mailto:rmaxwell@elcescambia.org) [www.elcescambia.org](http://www.elcescambia.org)  
**Main: 850-595-5400, Direct Office Line: 850-595-5402**

Sunshine Law and Public Records Caution: 1) The Florida Government in the Sunshine Law prohibits discussion outside of a duly noticed meeting between any two or more Early Learning Coalition of Escambia County board members regarding any matter that may come before the Board. This prohibition extends to discussions via email. 2) Furthermore, most email communications made or received by the Early Learning Coalition of Escambia County members or staff are considered public records that must be retained and, upon request, made available to the public and media.



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**

February 22, 2024, 8:30 a.m.

**Members Present**

Van Mansker  
Misi Birdsall

Roger Thompson  
Shannon Nickinson

Mona Jackson

**Members Absent**

None

**Staff**

Bruce Watson  
Nina Daniels

Dawn Engel  
Melissa Jennings

Darrell Merritt

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for February 22, 2024, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on February, 2024. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

None.

**III. Consent Agenda**

Upon a motion by Ms. Jackson and seconded by Ms. Nickinson, the Consent Agenda, consisting of the Agenda, and Minutes of January 25, 2024, was approved without objection.

**IV. Coalition Status Reports**

a. Financial Report

The DEL January invoice was not completed for this meeting. It is in the process of being completed. Therefore, there was no invoice dashboard to be presented.

The Finance Department is currently interviewing for the open Reimbursement Specialist/Accounts Payable position and hopefully will have the position filled this week. The estimated start date for the new hire will be March 4, 2024.

b. Enrollment/Wait List Status Report

There are 2,578 children enrolled in the School Readiness Program. There are 585 children on the Wait List. The last pull from the Wait List was on February 19, 2024, for applications made between September 4 and September 10, 2023. There are 1,652 children currently enrolled in



## Early Learning Coalition of Escambia County

VPK. Since the application window opened on January 1st, for the 2024-2025 program year, 467 applications have been approved.

c. Contracting and Fraud Summary Report

There are 84 SR providers and 73 VPK providers.

### V. **Committee Recommendations**

- a. None

### VI. **Old Business**

a. ARPA Grant Funding - Update

There will be a significant uptick in the money expended on the January invoice. The supplies that were ordered in October through December 2023 have been received and they will be on the January 2024 invoice. As of now, it does not appear that the full \$5 million dollars will be spent.

b. Joyce Griffin Center

The Coalition has found a new company to make the dedication plaque for the training room. This company is still in the process of creating a proof for the Coalition's approval. The new target for the dedication ceremony for the Joyce Griffin Room for Professional Development and Testing is the April Board meeting.

c. MIP Implementation

The Coalition was under the impression that the allocations module was part of MIP's Request for Proposal submission. After consulting with MIP, they have agreed to add the allocations module for free. MIP training will start in two weeks. During the training and implementation phases, overtime will be allowed for the Finance Department to catch up on daily work that cannot be done due to MIP training.

d. Board Member Orientation April 2024

Orientation for new Board members will be conducted after the April Board meeting.

### VII. **New Business**

a. Upcoming Family Engagement and Outreach Events

The Coalition's Community Impact Department is gearing up for a busy March.

- On March 5, the Ice Flyers will be at the Coalition for Read Across America Day. Dr. Suess will be the theme for the day.
- The Coalition will participate in Be My Neighbor Day on March 16 at WSRE's Jean and Paul Amos Performance Studio.
- The Coalition will be at Wahoo Stadium on March 24 from 2 p.m. – 5 p.m. for the Building Brains Ballpark Bash.
- The Coalition will be at Fiesta Pensacola in Downtown Pensacola on March 6.



Early Learning Coalition of Escambia County

- The Coalition will take part in the 2024 North Escambia Baby Shower in Century, Florida on March 13.
- A summary of all these Family Engagements will be sent to all Board members.

b. Mid-Year Reports

Mid-Year reports were presented to the Committee. The reports will be presented to the Board in April.

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

a. A-133 Audit for 2022-2023 In Process

The Coalition is in the process of working on uploading documents to prepare for the audit that is scheduled to start on April 1, 2024.

b. DEL Financial Review 2023-2024 – Onsite Complete, report is in draft with DEL

The onsite portion of the Financial Review was completed last week. There are 8 possible findings that might be in the final report. Once the final report is completed, the number of findings will probably be less than 8.

**IX. Adjourn: Meeting was adjourned at 10:04 a.m.**

**Next Meeting: March 28, 2024, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**