

Early Learning Coalition of Escambia County
Board Meeting Minutes
December 14, 2023, 10:00 a.m.
Chair: Van Mansker

Members in Attendance

Van Mansker	Brian Wyer	Deborah Tucker
Melissa Sidoti	Roger Thompson	Shannon Nickinson
Tammy Hicks	Mona Jackson	Reginald Dogan
Richard Wright	Tammy Abrams	Cindy Kirk
Mary Ann Bickerstaff	Paul Fetsko	Melissa Birdsall
Craig Jones	Bambi Sealy	

Members Absent

Edna Williams	Tarae Donaldson	Melody Meier
Shacondra Primm		

Public in Attendance

None

Staff in Attendance

Bruce Watson	Dawn Engel	Melissa Jennings
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 December 1, 2023. The meeting was called to order by Mr. Mansker.

II. Public Comments

- a. None.

III. Chair Opening Comments

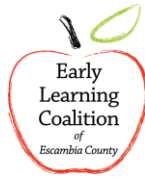
a. Approval of Consent Agenda: Meeting Agenda, Minutes of October 12, 2023

Upon a motion made by Mr. Wyer and seconded by Mr. Jones, approval of the Consent Agenda, Meeting Agenda and Minutes of October 12, 2023, was approved without objection.

b. Addition to the Meeting Agenda: Appointment of Bambi Sealy to the Board

Upon a motion made by Mr. Fetsko and seconded by Ms. Sidoti, it was approved without objection to add the appointment of Bambi Sealy to the Board to the meeting Agenda.

c. Appointment of Bambi Sealy to the Coalition Board.



Ms. Bambi Sealy has been appointed by The Department of Children and Families to be their designated representative to the Board. Upon a motion made by Mr. Fetsko and seconded by Ms. Sidoti, it was approved without objection to appoint Ms. Bambi Sealy to the Board of Directors.

IV. Executive Committee Report:

a. Appointment of Edna Williams to a Second Term

Upon a motion made by the Executive Committee and seconded by Ms. Hicks, the appointment of Edna Williams to a second term was approved without objection.

b. Appointment of Shannon Nickinson to a Second Term

Upon a motion made by the Executive Committee and seconded by Ms. Hicks, the appointment of Shannon Nickinson to a second term was approved without objection.

c. Appointment of Mona Jackson to a Second Term

Upon a motion made by the Executive Committee and seconded by Ms. Hicks, the appointment of Mona Jackson to a second term was approved without objection.

V. Executive Director's Report

a. Financial Snapshot – October 2023 Invoice Dashboard

Through October the Coalition has spent \$5.1 million of the \$17.3 million SR grant which is 29.6%. Admin was 2.4%, Non-Direct 17.5% and Quality 9.0%. VPK Admin was under 4% at 3.6% as predicted now that the Coalition has started paying for VPK services for the year.

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

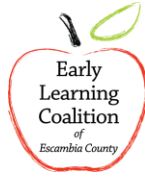
There are 2,506 children enrolled in the School Readiness program of which 90 are SRMT and 962 are school-age children. There are 666 children on the waitlist. 37 children were pulled from the wait list on December 13, 2023. Their parents applied for services at the end of June. There are 1,680 children enrolled in the VPK School Year Program.

There are 84 SR Providers, and 73 VPK Providers.

VI. Old Business

a. ARPA Grant Funding - Update

The Coalition has begun spending the ARPA Discretionary and ARPA Early Learning Discretionary grants, spending over 2\$ million in November alone. The Coalition is using sole source and RFP processes that are charting new ground in procurement. The first sole source application was approved by the DEL. This was for purchase of Teachings Strategies curriculum materials totaling \$350,000.



The Coalition wants to purchase the Marco Polo web-based learning program that interacts with teachers and children in the classroom and has a family engagement piece that follows the children home. Due to the cost, a RFP had to be put out. There were two offers submitted. The two companies were Marco Polo and HATCH. Both offers were reviewed and scored. Marco Polo scored a 100 while HATCH scored a 90. The RFP was submitted to EXCOM and was approved for submission to the Board. Upon a motion made by Mr. Fetsko and seconded by Ms. Nickinson, the RFP and contract with Marco Polo was approved without objection.

b. Joyce Griffin Center - Update

The Coalition has raised over \$330 through donations for the plaque to dedicate the Training Room. The total costs are estimated to be \$500. Once sufficient funds are raised the plaque will be purchased and a date and time will be set for the dedication ceremony. Several donations were made at the end of the meeting which got the Coalition to the goal needed to order the plaque. The plaque will be ordered by the end of the week.

VII. New Business

a. RFP for Accounting Program

Only one company responded to the Accounting Program RFP. MIP Fund Accounting, that offers a cloud-based program, submitted a bid that has a one-time implementation cost of \$26,255.00, an annual service cost of \$7,300.00 and a total cost of \$48,125.00 for the 3-year contract. This is the company that two thirds of the Coalitions are using. There will be a window of 3-6 months for the transition and training to take place. The goal is to have the system in use by July 1, 2024. Upon a motion made by Mr. Thompson and seconded by Mr. Jones, the RFP response and authorization to contract with MIP for 3 years was approved without objection.

b. Governor's Holiday Closure Announcement

The Governor authorized State Offices to be closed for the day before Thanksgiving, the day after Christmas, December 29, 2023, and January 2, 2024. The DEL has confirmed that Coalitions are authorized to be closed for business on these days as well.

VIII. Audits and Reviews in Progress

a. Warren Averett A-133 Audit 2021-2022

The draft report has been reviewed. The final report is expected to be presented at the January EXCOM, and the February Board meeting.

VIV. Adjourn

The meeting was adjourned at 10:49 a.m.

Next Meeting: Thursday, February 8, 2024, at 10:00 a.m. at the Early Learning Coalition offices at 1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501