

**Early Learning Coalition of Escambia County  
Board Meeting Minutes  
February 9, 2023, 10:00 a.m.  
Chair: Van Mansker**

**Members in Attendance**

Van Mansker	Roger Thompson	Richard Wright
Mona Jackson	Deborah Tucker	Cindy Kirk
Brian Wyer	Mary Ann Bickerstaff	Shannon Nickinson
Angela Strumeyer	Tammy Greer	Melissa Birdsall
Melissa Sidoti	Craig Jones	

**Members Absent**

Melody Meier	Marcus McBride	Shanna Robinson
Reginald Dogan	Paul Fetsko	Edna Williams

**Public in Attendance**

None

**Staff in Attendance**

Bruce Watson	Dawn Engel	Vicki Pugh
Darrell Merritt		

**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 February 1, 2023. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

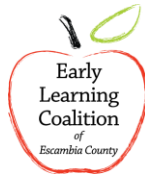
- a. None.

**III. Chair Comments**

- a. **Approval of Consent Agenda: Meeting Agenda, Minutes of the December 8, 2022, Financial Reports for July, August, September, October and November 2022 and a Summary Report for FY 2021-2022.**

Upon a motion made by Ms. Birdsall and seconded by Ms. Sidoti, approval of the Consent Agenda, Meeting Agenda, Minutes of December 8, 2022, Financial Reports for July, August, September, October and November 2022 and a Summary Report for FY 2021-2022, was approved without objection.

**IV. Executive Committee Report:**



**a. 401K Provider Change**

The Coalition’s current 401K provider, Slavic 401K, notified the Coalition that they were terminating their relationship with a third party accounting firm they use to collect the contribution data from ADP. They said the data would now have to be provided by the Coalition. They also expected each payday for the Coalition to get the information from ADP and transfer it to template forms they would provide. The Coalition decided that this change, along with other issues this past year, warranted looking for other options. ADP offers a 401K that is comparable to Slavic’s, and they perform all the admin in house. They also offered the company the option to pay the admin fees instead of taking them out of the employee’s contributions. Upon a motion made by the Executive Committee and seconded by Ms. Jackson, it was approved without objections to change 401K providers from Slavic 401K to ADP 401K.

**b. Health Benefits for Dependents Funding**

It has been brought to the Coalition’s attention that the wording in the Employee Handbook regarding health benefits is either incorrect or too vague. The Handbook states that the Coalition will pay half the cost of dependent health benefits. It is unclear if this includes vision and dental coverages. The wording can be interpreted either way. The Coalition suggested changing the wording and the company policy to pay for half of all dependent health benefits, to include vision and dental. The difference in cost was negligible. Upon a motion made by the Executive Committee and seconded by Mr. Jones, it was approved without objections to make the change in policy effective with the February 15 pay date to pay half the costs of dependent vision and dental coverages, and the wording to be changed in the next revision of the Employee handbook accordingly.

**c. Staff Retirement**

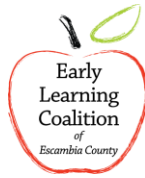
Ms. Pugh will be retiring from the Coalition on May 31, 2023.

**d. Credit Card Changes**

Ms. Pugh is one of the three company credit card holders. Due to her upcoming retirement, a new person needs to be assigned a company credit card. The person nominated is Ms. Maxwell, Administrative Aide. With the change in ownership of the bank, The Coalition has considered going with The First’s corporate credit cards. The First grandfathered in the old cards but they would prefer it if we changed to the one they recommend. This would improve our process as the new account would be a true business account with three cards. The current account is three cards with the business name attached. The credit limits for each account would remain the same as approved by the Board, ED = \$10,000, Ops Dir = \$5,000 and Admin = \$5,000. Upon a motion made by the Executive Committee and seconded by Ms. Kirk, it was approved without objections, to make the change in card holders and closing of the old and opening of a new corporate credit card account.

**e. PSC Board Resolution**

The Resource Development Committee discussed the shortage of people to work in child care. Related to this was the difficulty people working in child care have in progressing their



professional development. It was discussed that PSC has courses on child development that could be taught on line, but the college wants to keep them as in person, daytime courses. This prevents many of our current child care workers from participating. The RDC requested that the Board send a letter to the college, similar in content to an email the Escambia Children’s Trust sent to the college on this same subject, asking them to consider adding more online and after-hour options. Upon a motion made by the Executive Committee and seconded by Mr. Jones, it was approved without objections to send a letter from the Board to PSC. The Board Chair will receive the draft from the Coalition for final approval before it is sent.

**V. Executive Director’s Report**

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

There are 2,744 children enrolled in the School Readiness program of which 99 are SRMT and 1,172 are school-age children. There have been no Wait List pulls since the last week of January. The Coalition still reviews the number of children pending provider placement each week to see if the total is less than 30 and if it is more children are pulled from the list.

There are 1,678 children enrolled for the 2022/23 VPK School Year Program.

There are 85 SR Providers, and 77 VPK Providers. There are no new fraud cases to report.

**b. Mid-Year Reports**

Mid-Year Reports were presented to the Board. There were no questions or concerns regarding the reports.

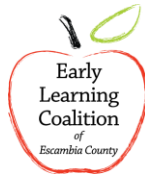
**VI. Old Business**

**a. Coalition Financial System - Update**

The effort to make all the corrections in our financial records is almost complete. The Finance Director decided to purchase a second license for Quickbooks Online (QBO) and start over again entering all the data from fiscal year 2012-2022 rather than attempt to make piece meal corrections on the copy created and used by the previous Finance Director. The old accounting programs, both Quickbooks desktop and the first set of data entered in QBO, will be kept for recording purposes.

**b. DELCRRSA Workforce Initiative – Update**

The local initiatives are complete. The Coalition is waiting on approval of a request to change the application for this initiative from \$725,265 to \$913,000 of this year’s CRRSA Grant. The DEL requires that Coalitions spend all of the CRRSA Grant dedicated to Workforce Initiatives before they can expend money allocated in the APRA Grant for the same type programs. Once the approval is received, a last invoice will complete spending all \$969,348 of the CRRSA grant.



**c. ARPA Grant Funding - Update**

Payments for ARPA Round 2 to Providers who have submitted their applications have gone out and continue to go out as applications are received. Not all Providers have submitted their applications yet. The Coalition has spent \$6,621,085 through December on ARPA.

**d. ECSD Career Academy – Update**

The program coordinator, Ms. Adkison, retired in December. The ECSD has hired someone, but the Coalition has not been told who it is, nor has a first meeting or introduction been arranged. This just reaffirms the Coalition recommendation to discontinue participation in this program.

**VII. New Business**

**a. Rotary, Society of the Debutantes Charity Cotillion and Navy Federal Grants**

The Downtown Pensacola Rotary in partnership with the Five Flags Rotary has awarded the Coalition \$12,390 for the purchase of transition to kindergarten books for our VPK classrooms.

The Society of Debutantes Charity Cotillion has approved the Coalition for their annual grant. The grant is for \$1,500.

Navy Federal has approved the Coalition for a \$2,500 grant this year. The money has not been received as of this meeting.

**b. Notice of 2022-23 Reallocation of School Readiness Funds**

The Coalition is on target for spending this year and we are not involved in the round of Coalition mid-year re-obligations and de-obligations.

**c. Staff Professional Development Milestone**

The Coalition has a staff member that graduated with a Bachelor of Science in Early Childhood Education. This employee made good use of the professional development college assistance the company provides and is the first employee to earn a degree with the help of this program.

**VIII. Audits and Reviews in Progress**

**a. DEL Accountability Review 2022-2023 – In Progress, Review January 23-27**

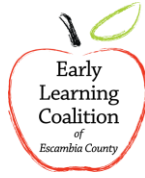
The Accountability Review took place 4 weeks ago. The Coalition is still in the data gathering stage of the review. The official report will not be issued until May.

**b. DEL Financial Review 2022-2023 – In Progress, On Site February 13-17**

DEL will be here the week of February 13 – 17 for the 2022-2023 Financial Review.

**c. Warren Averett A-133 Audit 2021-2022 – In Progress, On Site April 10**

The Coalition has been working on uploading files to Warren Averett for the 2021-2022 A-133 Audit. The official Audit date is April 10.



**VIV. Adjourn**

The meeting was adjourned at 10:55 a.m.

**Next Meeting: Thursday, April 13 at 10:00 a.m. at the Early Learning Coalition offices at 1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501**

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**Minutes of the meeting on October 13, 2022, of the Board of Directors of the Early Learning Coalition of Escambia County were approved by the Board on December 8, 2022.**