



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**

March 23, 2023, 8:30 a.m.

**Members Present**

Van Mansker

Roger Thompson

Mona Jackson

Melissa Birdsall

**Members Absent**

Marcus McBride

**Staff**

Bruce Watson

Dawn Engel

Melissa Jennings

Darrell Merritt

Vicki Pugh

Nina Daniels

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for March 23, 2023, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on March 1, 2023. 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 Mr. Thompson, the Consent Agenda, consisting of the Agenda, Minutes of February 23, 2023, and Financials for January 2023 and February 2023, was approved without objection.

**IV. Coalition Status Reports**

a. Financials

The Coalition is still working on a new version of the Benchmark report. As of the end of February, revenues and expenses equal approximately \$24 million of the \$42 million Grant. \$8 million of ARPA and CRRSA funding has yet to be awarded to the Providers.

b. Enrollment/Wait List Status Report:

There are 2,738 children enrolled in the School Readiness Program. Currently there are 644 children on the Wait List. There are 1,642 children enrolled in VPK. Three weeks of children were pulled from the Wait List last week.



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### c. Contracting and Fraud Summary Report:

There are 85 SR providers and 77 VPK providers. There is no fraud to report.

## V. **Committee Recommendations**

### a. Ideas to Improve Child Care Employment Levels

During the last RDC meeting, the committee discussed the critical shortage of people working in childcare and the need to identify ways to improve childcare employment levels. The most actionable idea from this discussion was from Ms. Kirk who said that the more people that enroll in college early learning and child development programs the more likely they will remain in the field. Prior to this meeting the Coalition Board had sent a letter to Pensacola State College expressing the need to make classes more accessible to people who are interested in pursuing a career in early education.

## VI. **Old Business**

### a. DEL CRRSA Workforce Initiative

The local CRRSA workforce recruitment and retention initiatives are complete. The Coalition has spent all the money originally allocated to this program. The Coalition has submitted a request to the DEL for an additional \$20,000 to cover funding requests that exceeded the original allocation.

### b. ARPA Grant Funding – Update

All payments for ARPA Round 1 third installments and Round 2 have been completed. The DEL intends to recoup all unexpended direct providers payments and redistribute the funding to Coalitions in time for ARPA Round 2 Final Payments. These payments are to be made no later than June 30, 2023. The Coalition expects to return approximately \$6 million in unexpended funds but will receive \$4.75 million for final payments. All ARPA funding originally connected with this current fiscal year must be completed by September 30, 2023.

### c. VPK Program Assessments and Progress Monitoring

VPK program assessments and child progress monitoring's are going well. VPK Program Assessments are 100% complete and SR Program Assessments are 75% complete. The Coalition did have one family childcare home that scored 6.4, the highest score to date.

### d. Change in 401K Providers

The transition from Slavic 401K to ADP 401K is going well. The Coalition is in the blackout period that will end April 1, 2023. Deductions are planned to resume on April 1, 2023. The delay in transition the Coalition had with Slavic 401K has now been resolved.

### e. Credit Card Change

The credit card change is in process. The Coalition is finishing up the application with the new company.



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### f. Letter to PSC Concerning Early Learning Courses

The letter to PSC is provided. No response has been received from the college regarding this letter. However, the program director for the courses in question has discussed possible changes to when the courses will be taught and how they might be taught, such as virtual options. Hopefully the letter is having the desired effect.

### g. Escambia Children's Trust Help Me Grow ITB

The invitation to bid was issued, and the bid was reviewed by the Coalition. Following an assessment of the bid, the Coalition found that the requirements of the ITB are not aligned with the mission of the Coalition. If another entity wants to take the lead and responsibility for coordinating this service, the Coalition will offer our services as a collaborator.

## VII. New Business

### a. 2023-2024 Sliding Fee Scale

The new 2023-2024 fee scale is provided. A good reference point for discussing eligibility is for a family of four at 150% of FPL to be eligible for SR services is \$45,000, and income out at just under \$71,000.

## VIII. Audits and Reviews In Progress

### a. Accountability Review – Data Gathering Complete, Waiting Draft Report

The accountability review is almost complete. The out brief will be done the first week of May.

### b. Financial Review – On Site complete, Waiting Draft Report

The financial review draft was received two days ago. There were 3 findings on the final report.

### c. A-133 Audit – In Process, On Site Late March

The Coalition has been working on getting data in the system for the A-133 Audit. Warren Averitt is scheduled to be onsite April 10-14 for the audit.

## IX. Adjourn: Meeting was adjourned at 9:25 a.m.

**Next Meeting: April 27, 2023, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**