



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**

August 26, 2021 8:30 a.m.

**Members Present**

Van Mansker

Roger Thompson

Marcus McBride

**Members Absent**

Mona Jackson

**Staff**

Bruce Watson

Vicki Pugh

Fred Perkins

Dawn Engel

Paula Rollins

Nina Daniels

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive/Finance Committee Meeting scheduled for August 26, 2021, was sent to the Pensacola News Journal on August 9, 2021, and posted to the Coalition Public Calendar Board on August 1, 2021. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

None.

**III. Consent Agenda**

Upon a motion made by Mr. Thompson and seconded by Mr. McBride, the Consent Agenda, consisting of the Agenda and Minutes of July 22, 2021, was approved without objection.

**IV. Status Reports**

- a. SR/VPK Fiscal Year Benchmark Report, Enrollment/Wait List Status Report, and Contracting Summary Report

1. SR/VPK Fiscal Year Benchmark Report:

This is the beginning of the fiscal year and a benchmark report for July was unavailable.

2. Enrollment/Wait List Status Report:

Just over 3,000 children are enrolled in the School Readiness Program. Over 100 are in the SRMT Program. The Coalition continues to clear the Wait List each week.

3. Contracting and Fraud Summary Report:

There are 80 SR Providers and 66 VPK Providers.



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### **V. Committee Recommendations**

- a. None.

### **VI. Old Business**

- a. DEL Change of Command

The Coalitions were informed that there is a new person in charge of the Division of Early Learning. Mr. Matt Mears has been appointed the new Chancellor for Early Learning. We look forward to this opportunity.

- b. Coalition Relocation Update

The work to remodel the new Coalition offices continues, but a mid-October move is still anticipated.

- c. DEL Reviews for 2021

1. Financial Review, Feb-Apr 2021

The Financial Review process is still ongoing. The Coalition has submitted a Proposed Corrective Action Plan (PCAP) for the 11 findings in the report.

- d. Escambia Children's Trust Update

The Trust has begun the search for a paid Executive Director and the hiring of staff, but no persons have been identified yet. The County has extended the Trust a line of credit to pay for anyone that is hired before the Trust receives its first funding in October 2022.

- e. Time Reporting and Compensation Policy Workgroup Schedule

The DEL still has not published their new guidance on time reporting and compensation, therefore, a schedule for the workgroup meetings is still on hold. The Committee reaffirmed the workgroup will not meet until the new guidance has been published.

### **VII. New Business**

- a. Activation of COOP for Covid Effective August 1, 2021

Providers have seen an increase of COVID cases in August resulting in a significant increase facility and classroom closures. The Coalition recommends activation of the COOP retroactive to August 1, 2021, to ensure approval and payment of all the provider closures. Upon a motion made by Mr. Thompson and seconded by Mr. McBride, the recommendation to the Board to approve activation of the COOP retroactive to August 1, 2021, was approved without objection.

- b. Accounting Program Change/Upgrade

The Coalition is looking at upgrading the accounting program from Quickbooks 2013 to more current software and one that supports online, cloud-based operations. The pricing of options collected to date was presented as an initial estimate of what the change will cost. The



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Committee agreed that changing programs was necessary and asked to be kept advised with regard to the cost pricing and choice of programs.

### c. County Commission Designee Appointment

The County has chosen a designee for the Coalition board of Directors. Their choice is a current Board member. Ms. Melody Meier, with Navy Federal Credit Union, has been appointed as the Escambia County Commission Chair's designee. Upon a motion made by Mr. Thompson and seconded by Mr. McBride, the recommendation to the Board to approve the appointment of Ms. Meier to the Board as the County Commission designee was approved without objection.

Additionally, an application to the Board was received from Mr. Craig Jones. Mr. Jones is a former Board member who has reapplied for appointment. Upon a motion made by Mr. Thompson and seconded by Mr. McBride, the recommendation to the Board to approve the appointment of Mr. Jones to the Board as the County Commission designee was approved without objection.

### d. Annual Code of Ethics Training for October Board

The Executive Director reminded the Committee that the October Board meeting will be when the annual Code of Ethics training and reaffirmation will be conducted.

### e. Annual Internal Control Assessment/ICQ Review

The annual DEL Internal Control Questionnaire (ICQ) review, update and approval was conducted. Upon a motion made by Mr. Thompson and seconded by Mr. McBride, the ICQ was approved without objection.

**Adjourn: Meeting was adjourned at 9:35 a.m.**

**Next Meeting: September 23, 2021, at 8:30 a.m. at the Early Learning Coalition Office, 3300 North Pace Boulevard, Suite 210, Pensacola, Florida 32505**