**Executive/Finance Committee Meeting Minutes**

July 27, 2023, 8:30 a.m.

**Members Present**

Van Mansker Roger Thompson Mona Jackson

Melissa Birdsall

**Members Absent**

None

**Staff**

Bruce Watson Dawn Engel Melissa Jennings

Darrell Merritt

**Public**

None

1. **Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for July 27, 2023, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on July 10 2023. The meeting was called to order by Mr. Mansker.

1. **Public Comments**

None.

1. **Consent Agenda**

Upon a motion by Mr. Thompson and seconded by Ms. Jackson, the Consent Agenda, consisting of the Agenda and Minutes of May 23, 2023, was approved without objection. (The June 22, 2023 meeting was cancelled.)

1. **Coalition Status Reports**
2. Financials

The Coalition in FY2022-2023 spent $16.5M of the $17.3M SR grant, or 95.2%. Admin was 2.8%, Non-Direct was 16.6% and Quality was 8.4%. VPK’s Admin was less than 3%. 100% of ARPA, CRSSA and ESSER was spent.

1. Enrollment/Wait List Status Report:

There are 2,521 children enrolled in the School Readiness Program. There are 554 children on the Wait List. There are 209 children enrolled in VPK. There are 1,721 approved for VPK for the 2023-2024 school year. 6 weeks of children were pulled from the Wait List on July 18, 2023.

1. Contracting and Fraud Summary Report:

There are 81 SR providers and 73 VPK providers. There are no new fraud cases to report.

1. **Committee Recommendations**
2. 2022-2023 End of Year Reports

End of Year Program Reports were presented to EXCOM. These reports will be presented to the Board in August. There were 1,449 vision screenings performed during FY 2022-2023 from which 87 referrals were made. There were 1,490 hearing screenings performed and 134 referrals were made. CCR&R distributed 17,700 books during FY 2022-2023

1. **Old Business**
2. ARPA Grant Funding – Update

All payments for ARPA Round 2 Final Payments have been completed. The DEL recouped all unexpended direct provider payments and redistributed the funding to Coalitions for ARPA Round 2 Final “Final” payments. This funding will be distributed to the Providers who received the first final payment.

1. Escambia Children’s Trust Help Me Grow ITB

The award of the contract for Help Me Grow went to the ARC. The Coalition looks forward to collaborating with them.

1. 2023-2024 Coalition Budget

The final NOA had not been released by the time the EXOM met so the 2023-2024 Coalition Budget was not available for review. The budget will be presented at the August Board meeting.

1. **New Business**
   1. VPK 2023-2024 Payment Schedule

The VPK 2023-2024 Payment Schedule has been released. The BSA for this fiscal year is $2,941of which Escambia County percentage is 0.9770 making the provider payment $2,872.80.

* 1. ED Annual Performance Evaluation

The ED Annual Performance Evaluation was presented for discussion. Upon a motion made by Mr. Thompson and seconded by Ms. Jackson, it was approved without objection to take the ED Annual Performance Evaluation to the Board.

* 1. Grant Agreement

The Grant Agreement was presented for discussion. Upon a motion made by Mr. Thompson and seconded by Ms. Jackson, it was approved without objection to take the Grant Agreement to the Board.

* 1. 2023-2024 NOA

The first edition of the Notice of Award for 2023-2024 has been released and was presented for discussion. The total SR allocations for this fiscal year is $16,564,162.

* 1. ELC Customer Service Report

The results of the DEL Customer Service Satisfaction Surveys were presented for discussion. There were only 71 participants for ELC of Escambia County. Of these 71 participants, the results were positive.

* 1. Employee Handbook Changes

The Accountability Review had a finding regarding Coalition policy regarding background screenings. New Federal guidance more narrowly defines who is eligible for a Level 2 background screening. Employees who do not work with at risk populations, in our case children, will receive a Level 1 screening. The Coalition must revise the Employee Handbook to address these changes. A staff work group will address these changes and do a full review of the Handbook to see if any other changes are warranted. The goal is to have the revised workbook to the EXCOM in September for Board approval in October.

* 1. Solicitation for Board Secretary

The position of Board Secretary is open if anyone is interested.

1. **Audits and Reviews - In Progress**
2. DEL Accountability Review 2022-2023

The Accountability Review is complete and PCAP is in process.

1. DEL Financial Review 2022-2023

The Finance Review final report and PCAP are complete.

1. Warren Averett A-133 Audit 2021-2022

The Audit for Fiscal Year 2021-2022 is in process.

Before the meeting was adjourned, it was announced that a Celebration of Life will be held in honor of Joyce Griffin on August 10, 2023 after the Board meeting adjourns. There also will be a candle light vigil held in the parking lot that evening at 6:30 p.m.

1. **Adjourn: Meeting was adjourned at 10:15 a.m.**

**Next Meeting: August 24, 2023, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**