

**Early Learning Coalition of Escambia County
Board Meeting Minutes
December 9, 2021 10:00 a.m.
Chair: Van Mansker**

Members in Attendance

Van Mansker	Roger Thompson	Mary Ann Bickerstaff
Mona Jackson	Marcus McBride	Brian Wyer
Melody Meier	Craig Jones	Deborah Tucker
Richard Wright	Cindy Kirk	

Members Absent

Shannon Nickinson	Judy Dickinson	Paul Fetsko
Angela Strumeyer	Edna Williams	Steven Sanchez
Shanna Robinson		

Public in Attendance

None

Staff in Attendance

Bruce Watson	Dawn Engel	Paula Rollins
Vicki Pugh	Fred Perkins	Nina Daniels

I. Welcome and Introduction

Notification of this meeting of the Board of Directors was posted to the Coalition Public Calendar Board on December 1, 2021, and sent to the Pensacola News Journal for publication on November 23, 2021. The meeting was called to order by Mr. Mansker.

II. Public Comments

a. None

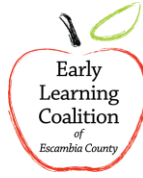
III. Chair Comments

a. **Approval of Consent Agenda: Meeting Agenda, Minutes of the October 14, 2021, Board Meeting, and Financial Statements for July, August, September and October 2021.**

Upon a motion made by Mr. Wright and seconded by Mr. Wyer, approval of the Consent Agenda, consisting of the Meeting Agenda, Minutes of October 14, 2021, meeting, and Financial Statements for July, August, September and October 2021 was approved without objection.

IV. Executive Committee Report:

a. **Board Member Resignation**



Mr. Drew Hardgrave has submitted his resignation from the Board. Mr. Hardgrave explained that while he enjoyed serving on the Board the demands of his personal and professional life compel him to resign. He leaves in good standing and his contributions to the successes of the Coalition will be missed.

b. DOH Board Member Designee Change

The DOH designee, Ms. Beate Bolton, has retired. The DOH has designated Ms. Deborah Tucker to be their designee. Ms. Tucker has served on the Resource Development Committee for several years and was the contract manager of the Coalition/DOH Medical Support Contract. Upon a motion made by the Executive Committee and seconded by Ms. Kirk, the appointment of Ms. Tucker to the Board as the DOH designee was approved without objection.

c. Operations Policy Approval

The Executive Committee makes a motion for approval of three policies on subjects under the purview of the Operations Department. All three were revised to incorporate recent changes made by DEL to Rules addressed in each of these policies. Upon a motion made by the Executive Committee and seconded by Mr. Wyer, all three policies were approved without objection.

- 1. Child Assessment Program Implementation Policy, ELCEC 4302.1A**
- 2. School Readiness Program Assessment Implementation Policy, ELCEC 4301.1B**
- 3. Developmental Screening Process Policy and Procedure, ELCEC 4300.1C**

d. Personnel Policy Approval

The Executive Committee makes a motion for approval of two personnel policies. The Employee Handbook was revised to incorporate new requirements in the DEL 2021-2022 Grant Agreement. The Employee Code of Conduct was revised to incorporate a more definitive statement regarding anti-discrimination and harassment. Upon a motion made by the Executive Committee and seconded by Ms. Bickerstaff, both policies were approved without objection.

- 1. Personnel Policy and Procedure Manual (Employee Handbook) ELCEC 1101.1E**
- 2. Employee Code of Conduct, ELCEC 1101.5B**

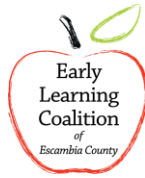
e. Board Orientation February 2022

Tentatively an orientation for new Board members will be conducted immediately after the Board meeting in February 2022. It is requested all members who have not attended an orientation please plan on attending in person.

V. Executive Director's Report

a. FY 2020-2021 Benchmark Tracker, FY 2021-2022 Benchmark Tracker, Enrollment/Wait List Status Report, and Contracting Summary Report

The Benchmark Report through October 2021 was presented. The Coalition is behind in SR spending due to a lack of space available at provider sites. This is primarily due to a lack of staff



to work in the facilities. However, even before deciding to slow pulls from the Wait List there were not enough applicants to use all the funding available.

The question was asked regarding the status of the email notification from DEL that the Coalition exceeded 4% in VPK Admin spending in Fiscal Year 2020-2021. An analysis of staff labor cost allocation has been completed but costing out potential changes has not been done. The Board agreed that the Coalition does not have sufficient unrestricted funds to just pay the amount exceeding the 4% as directed by DEL. The Board is concerned that DEL did not notify the Coalition in time to allow correction of this matter during the fiscal year. The Board also agreed that an email to be insufficient notification and would prefer an official letter from DEL detailing the matter and all the circumstances that led to the Coalition being over the 4% allowable. The letter should also address the responsibility DEL had to have made the notification when other alternatives were still available. The Coalition will refrain from taking further action until formally notified.

There are 2,899 children enrolled in the School Readiness program of which 1,213 are school-age children. For the past eight months prior to October all the children on the Wait List were pulled each week. In October, enrollments had to be slowed as too many parents were unable to find a Provider to serve their children. Currently, pulls from the Wait List occur as the number of children pending provider placement falls below 30.

There are already 2,119 applications approved, and 1,618 enrolled, for the 21-22 VPK program. Continuing efforts to contact parents who submitted applications, but did not enroll their child, have netted 28 new enrollments so far.

There are 83 SR Providers, and 71 VPK Providers. There are no new fraud cases to report.

b. DEL Notice of Award (NOA) November 30, 2021

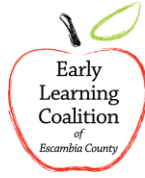
DEL released the latest NOA. All new funding goes toward services and specific quality programs, so a new budget is not required.

VI. Old Business

a. DEL CRRSA Phase VI and ARPA

The DEL has released the CRRSA Phase VI Grants. The Coalition awarded over \$3.2 million last week to SR, VPK and non-contracted childcare Providers. The Coalition is looking for ideas on how to best use over \$500,000 for recruitment, retention and improving the health of the child care industry in Escambia County. The Coalitions have begun to develop recommendations for DEL on how to best the ARPA funding.

b. Coalition Relocation



The renovations and related work the Coalition requested are in work. The projected completion, including inspections, is now January 8-12. The move will commence on January 15, 2022. The DEL has been notified.

c. DEL Financial Review, Feb-Apr 2021 Update

The review is still ongoing as the Coalition has yet to receive a response to the proposed Corrective Action Plan, therefore, no action has been taken to resolve any of the findings.

d. DEL Reviews for 2021-2022 – Financial Review February 2022

The Finance Review scheduled for November 2021 was postponed to February 2022, because we were supposed to be moving in November. The DEL agreed that doing a Review while conducting a move was not acceptable.

e. Escambia Children’s Trust Update

The Trust is actively interviewing people to be the first Executive Director.

f. Annual Code of Ethics Training

Three Board members have not completed their Code of Ethics Acknowledgement Form.

VII. New Business

a. 2022 Board and Committees Schedule

The schedule of Board and Committee meetings for 2022 was provided.

b. Executive Director Resignation

The Executive Director of the Coalition has tendered his resignation. His last day at the Coalition will be September 23, 2022.

VIII. Adjourn

The meeting adjourned at 11:25 a.m.

Next Meeting: Thursday, February 10, 2022, at 10:00 a.m. at the Early Learning Coalition Office at 1720 West Fairfield Dr., Suite 100/400, Pensacola, FL 32501

Minutes approved by:

 Marcus McBride, Board Secretary

 Date