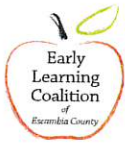


# **Executive Committee Meeting**

## **August 25, 2022**

### **Consent Agenda**

- |                                  |               |
|----------------------------------|---------------|
| <b>1. Agenda</b>                 | <b>CA 1</b>   |
| <b>2. Public Announcements</b>   | <b>CA 2-3</b> |
| <b>3. Minutes: July 28, 2022</b> | <b>CA 4-6</b> |



## Executive/Finance Committee Meeting

August 25, 2022, at 8:30 a.m.

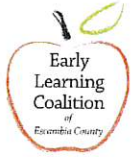
### Agenda

- I. Welcome and Introduction
  - a. Notification of the Executive Finance Committee Meeting scheduled for August 25, 2022, was sent to the Pensacola News Journal on August 1, 2022 and posted to the Coalition Public Calendar Board on August 1, 2022.
- II. Public Comments **(EA)**
- III. Consent Agenda **(EA)**
  - a. Approval of the Consent Agenda: Agenda and Minutes of July 28, 2022.
- IV. Coalition Status Reports: Enrollment/Wait List Status, and Contracting Summary **(D)**
- V. Committee Recommendations
  - a. None.
- VI. Old Business
  - a. DEL 2021-2022 Finance Review - Update **(CR)**
  - b. CRRSA and ARPA Grant Funding - Update **(D)**
  - c. End of Year Funding Transition and Financial Position **(D)**
  - d. County Match Funding and Escambia children's Trust **(I)**
  - e. Executive Director Evaluation **(D)**
- VII. New Business
  - a. Finance Director Selection **(D)**
  - b. SR Provider Contract Termination **(I)**
  - c. Complaint Filed with the Florida Secretary of State Office **(I)**
  - d. ED PTO September **(D)**
- VIII. Adjourn

**Next Meeting: September 22, 2022, at 8:30 a.m. at the Early Learning Coalition, 1720 West Fairfield Dr., Suite 100/400, Pensacola FL 32501**

**Key: (EA) = EXCOM Level Action/Approval, (CR) = EXCOM Recommendation for Board Action, (D) = Discussion, (I) = Information**

*The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.*



## Early Learning Coalition of Escambia County

1720 West Fairfield Drive, Suite 100/400  
Pensacola FL. 32505

DATE: August 1, 2022

PUBLIC SERVICE ANNOUNCEMENT

A meeting of the legislatively mandated Early Learning Coalition of Escambia County

### **Executive Committee Meeting will be held on Thursday, 25<sup>th</sup> of August 2022 at 8:30 a.m.**

Early Learning Coalition of Escambia County  
1720 West Fairfield Drive, Suite 100/400  
Pensacola, FL. 32505

The agenda and meeting materials will be posted to [www.elcescambia.org](http://www.elcescambia.org)  
For more information, or to receive an invite to the full virtual meeting, call or email:  
Bruce Watson, Executive Director at (850) 607-7620 or [askelc@elcescambia.org](mailto:askelc@elcescambia.org).

The meeting may be accessed by:

Joining the Zoom Meeting

<https://us02web.zoom.us/j/84443275789?pwd=UzFSbIRQb25ZY28wTXlNMTRuQjhaUT09>

Meeting ID: 844 4327 5789

Passcode: 042194

One tap mobile

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+13017158592,,84443275789#,,,,\*042194# US (Washington DC)



**Renee Maxwell**

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**From:** Rency Warren  
**Sent:** Monday, August 1, 2022 8:59 AM  
**To:** Pensacola News Journal (business@pnj.com)  
**Subject:** Public Service Announcement August 2022

Good morning,

Please post the following August 2022 meeting in your free government meeting calendar for the Early Learning Coalition of Escambia.

**Executive/ Finance Committee Meeting on Thursday, August 25, 2022, at 8:30AM.**

The meeting will be held at the Early Learning Coalition of Escambia County at 1720 West Fairfield Drive Suite 100/400 Pensacola, FL. 32501

The meeting may be accessed by:

Joining the Zoom Meeting

<https://us02web.zoom.us/j/84443275789?pwd=UzFSb1RQb25ZY28wTX1NMTRuQjhaUT09>

Meeting ID: 844 4327 5789

Passcode: 042194

One tap mobile

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+13017158592,,84443275789#,,,,\*042194# US (Washington DC)

Thank You.

Rency B. Warren  
Public Liaison Division  
Early Learning Coalition of Escambia County  
1720 West Fairfield Drive Suite 100/400  
Pensacola, FL. 32501  
850 595-5400  
[rwarren@elcescambia.org](mailto:rwarren@elcescambia.org)

SUNSHINE LAW AND PUBLIC RECORDS CAUTION: 1) The Florida Government in the Sunshine Law prohibits discussion outside a duly noticed meeting between any two or more Early Learning Coalition of Escambia County members regarding any matter that may come before the Board. This prohibition extends to discussions via e-mail. 2) Furthermore, most e-mail communications made or received by the Early Learning Coalition of Escambia County members or staff are considered public records that must be retained and upon request, made available to the public and media



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**  
July 28, 2022 8:30 a.m.

**Members Present**

Van Mansker  
Marcus McBride

Roger Thompson

Mona Jackson

**Members Absent**

None

**Staff**

Bruce Watson  
Dawn Engel

Vicki Pugh

Nina Daniels

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for July 28, 2022, was sent to the Pensacola News Journal on July 5, 2022, and posted to the Coalition Public Calendar Board on July 1, 2022. 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 and Minutes of May 19, 2022, was approved without objection.

**IV. Coalition Status Reports**

a. Enrollment/Wait List Status Report:

There are 2,640 children enrolled in the School Readiness Program. The Coalition has slowed pulling from Wait List each week to keep the number of children whose parents cannot find a childcare provider to no more than 30 children. Future pulls will be dependent upon the number of children waiting for a provider, as opposed to funding available to place children in care. Currently there are 568 children on the Wait List.

b. Contracting and Fraud Summary Report:

There are 85 SR providers and 69 VPK providers. There is no fraud to report for the year.

**V. Committee Recommendations**

a. None.



## Early Learning Coalition of Escambia County

### **VI. Old Business**

#### **a. CRRSA and ARPA Grant Funding - Update**

There was nearly \$1 million in CRRSA funding remaining for this fiscal year. Due to the positive responses for retention and recruitment initiatives, a shift in the distribution of the remaining CRRSA funding has been requested.

All providers have received the first installment of the ARPA Grants. Some providers have also received the second installment. The funding DEL moved to this fiscal year will more than cover the remaining installments.

#### **b. DEL 2021-2022 Finance Review - Update**

The Finance Review final report was received last week from DEL. There were 3 findings, and the Coalition is preparing a response.

#### **c. End of Year Funding Transition and Financial Position**

The end of year funding transition is in progress. The June invoice is in the process of being done and should be submitted next week. Work is being started for the 13<sup>th</sup> invoice which is due September 19, 2022. The invoicing to the DEL by the previous Finance Director left the Coalition under invoiced by approximately \$800,000 dollars this past year. The Finance Department is working vigorously to find all the errors and get them corrected. This deficit will be corrected with the last invoice for the year.

#### **d. FY 22-23 Budget**

The Coalition Budget for FY 2022-2023 for \$30,766,760.00 was presented to the Committee. Upon a motion made by Ms. Jackson and seconded by Mr. Thompson, the FY 22-23 Budget was approved for presentation to the Board without objection.

### **VII. New Business**

#### **a. EOY Program Reports**

End of Year Program Reports were provided. There were 1,413 vision screenings performed during FY 2021-2022 from which 99 referrals were made. There were 1,429 hearing screenings performed and 97 referrals were made. CCR&R distributed 16,600 books during FY 2021-2022. Upon a motion made by Ms. Jackson and seconded by Mr. Thompson, the recommendation to present the EOY Program Reports to the Board was approved without objection.

#### **b. Warren Averett Terms of Engagement (Audit Contract)**

The Letter of Engagement for the 2021-2022 Audit was presented to the EXCOM for review. The new contract rate is \$33,000.00. A motion made by Ms. Jackson and seconded by Mr. Thompson, to present the Letter of Engagement to the Board for approval was approved without objection.



## Early Learning Coalition of Escambia County

### c. County Match Funding and Escambia Children's Trust

The Escambia County Board of County Commissioners held budget workshops on July 13, 2022. When the Coalition budget item was presented, the Commissioners all agreed that funding for the Coalition should now be provided by the Escambia Children's Trust. The Escambia Children's Trust Board is scheduled to meet August 9, 2022 to discuss this matter.

### d. Achieve Escambia Update

The Coalition is no longer involved with Achieve Escambia. The Interim Executive Director has stated she now has a conflict of interest in serving with Achieve Escambia since she is running for a seat on the County Commission.

### e. Executive Director Travel for FY 2022-2023

Upon a motion made by Mr. Thompson and seconded by Ms. Jackson Executive Director Travel for FY 2022-2023 was approved without objection.

### f. Executive Director Evaluation

The SBOE has approved the Rule implementing Coalition evaluations, which includes an annual evaluation of the CEO/ED. This is required to be submitted in August of each year, but because the Rule was just approved it is not due until October 31, 2022.

### g. Finance Director

The Coalition's Finance Director resigned on July 15, 2022. The Coalition is in the process of searching for candidates for the Finance Director position. Mr. Mansker will contribute to the process for selecting a candidate for the position.

## **VIII. Adjourn: Meeting was adjourned at 10:19 a.m.**

**Next Meeting: August 25, 2022, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**