



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**  
February 23, 2023 8:30 a.m.

**Members Present**

Van Mansker  
Melissa Birdsall

Roger Thompson

Mona Jackson

**Members Absent**

Marcus McBride

**Staff**

Bruce Watson  
Darrell Merritt

Dawn Engel

Melissa Jennings

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for February 23, 2023, was sent to the Pensacola News Journal, and posted to the Coalition Public Calendar Board on February 14, 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 January 26, 2023, and Financials for December 2022 was approved without objection.

**IV. Coalition Status Reports**

a. **Financials**

A Statement of Activities was added to the financials. The Coalition is still working on a new variant to the benchmark report. At the mid-year mark, revenues and expenses equal approximately \$20 million of the \$42 million Grant.

b. **Enrollment/Wait List Status Report:**

There are 2,745 children enrolled in the School Readiness Program. Currently there are 675 children on the Wait List. There are 1,665 children enrolled in VPK. No children were pulled from the Wait List recently because the number of children determined eligible whose parents and not yet found a facility to enroll them remains over 30.



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### c. Contracting and Fraud Summary Report:

There are 86 SR providers and 77 VPK providers. There is no fraud to report, although there is one case of potential parent fraud under investigation.

## V. **Committee Recommendations**

- a. None

## VI. **Old Business**

### a. DEL CRRSA Workforce Initiative

After the Invoice that was submitted on February 22, 2023, all but 56 dollars of the DEL CRRSA Workforce Initiative money was spent.

### b. ARPA Grant Funding - Update

The unexpended money from Round 1 of ARPA was reallocated to Round 2. It is anticipated that all of the requests for Round 2 funding will be paid by the end of March. The deadline for Round 2 applications is February 28, 2023. The training and related efforts covered by the \$1.3 million Build a World Class Workforce Initiative has to be completed by June 30 and applications submitted by July 15.

### c. VPK Program Assessments and Progress Monitoring

VPK program assessments and child progress monitoring's are going well. Only 3 more VPK assessments are left to complete. SR assessments are progressing as planned.

### d. Change in 401K Providers

The transition from Slavic 401K to ADP 401K is in progress. The Coalition is about to enter the black out period. All employees have been notified of the black out period. Deductions are planned to resume on April 1, 2023.

### e. Credit Card Change

The application for the Coalition to change credit card providers will be complete soon.

## VII. **New Business**

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

Escambia Children's Trust is looking to come up with an Invitation To Bid to start a Help Me Grow program in Escambia County. The Help Me Grow program is a statewide initiative that is a 911/411 for parents who have questions or concerns pertaining to a variety of issues dealing with children. The money for this program is used to hire professionals that have backgrounds in early childhood development. These professionals work to have better rapport with pediatricians, hospitals and mental health providers that are all focused on services for children.

## VIII. **Audits and Reviews In Progress**

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



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The Accountability Review took place 4 weeks ago. The Coalition is still in the data gathering stage of the review. The official report will not be received until May.

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

Two weeks was spent getting the information together for the onsite review. After the information was reviewed, there were 8 findings noted. Of the 8 findings, only 2 or 3 are expected to end up in 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. This should be finished in the next 2-3 weeks. The audit formally starts at the end of March.

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

**Next Meeting: March 23, 2023, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**