



Early Learning Coalition of Escambia County

**Executive/Finance Committee Meeting Minutes**  
February 24, 2022 8:30 a.m.

**Members Present**

Van Mansker

Roger Thompson

Marcus McBride

**Members Absent**

Mona Jackson

**Staff**

Bruce Watson

Vicki Pugh

Paula Rollins

Nina Daniels

**Public**

None

**I. Welcome and Introductions**

Notification of the Executive Finance Committee Meeting scheduled for February 24, 2022, was sent to the Pensacola News Journal on February 1, 2022, and posted to the Coalition Public Calendar Board on February 2, 2022. The meeting was called to order by Mr. Mansker.

**II. Public Comments**

None.

**III. Consent Agenda**

Upon a motion by Mr. McBride and seconded by Mr. Thompson, the Consent Agenda, consisting of the Agenda, Financials for December 2021 and Minutes of January 27, 2022, 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:

The Coalition is still over \$1 million under budget in SR. This is due to both insufficient enrollment applications at the beginning of the fiscal year, and since the beginning of the calendar year a slowdown in Wait List pulls because parents cannot find openings to place their children. The situation continues that openings cannot be found because many facilities are operating at reduced capacity due to a lack of staff to maintain ratio. Both SR and VPK are within statutory ratios for spending.

2. Enrollment/Wait List Status Report:



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There are 2,840 children enrolled in the School Readiness Program. The Coalition slowed pulling from Wait List each week to keep the number of children whose parents cannot find a child care 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. In February SRMT numbers were adjusted to keep enrollments in this category capped to 90 children. This is to ensure that Match expenditures for the year do not exceed the combined grants for this purpose from the County and DEL.

### 3. Contracting and Fraud Summary Report:

There are 83 SR providers and 71 VPK providers. There is no fraud to report for the year.

## V. Committee Recommendations

- a. None.

## VI. Old Business

### a. Coalition Relocation Update

The move is complete. There are a few items that the Landlord agreed to that needs to be complete, but none of these impact operations.

### b. DEL CRRSA Phase VI

The Coalition just received approval from DEL for the application for the Coalition Workforce Initiatives for Early Educations (CWIEE) portion of the CRRSA funding. Providers will receive notification of opportunities with assistance to recruit and retain staff. The \$531,253 must be obligated no later than June 30, 2022. This will a challenge and will limit how much assistance, and what type of assistance, the Coalition can provide in the time allotted.

### c. ARPA Grants

The initial allocation of ARPA has been requested and will be deposited soon. The Coalition is slated to receive in total almost \$9 million. The advance request is for \$4.3 million. Unlike prior CARES and CRRSA grants, this grant requires providers to meet more strenuous qualification criteria and agree to specific use of the funding. The providers have started the process to submit applications using the EFS MOD system. Payments will begin for those qualified in late March. The DEL requires that Coalitions pay approved recipients in three 90-day increments.

## VII. New Business

### a. Personnel Handbook Revision

As a result, of implementing new payroll processes, several minor changes to the Personnel Handbook are warranted. How PTO is calculated in the new system needs to be restated for clarity. The amount of PTO that can be earned in a year does not change, only the method for calculating how it is accrued. Instead of earning 9 hours per pay period for Full time employees,



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PTO is now calculated as a factor per each hour worked. This makes calculations for employees working less than Full Time a lot easier to perform. Other changes were to bring probationary periods in alignment with labor law because we no longer rely on Landrum to employ new employees in a separate company. Upon a motion by Mr. McBride and seconded by Mr. Thompson, submitting the proposed revisions to Personnel Handbook to the Board was approved without objection.

b. New DEL NOA February 10, 2022

The latest NOA includes an allocation of \$8,958,508 for ARPA Stabilization Grants and \$26,623 for conducting School Readiness Program Assessments (SRPA). Because this funding goes to specific purposes it is not necessary to revise the Coalition budget.

c. New Headstart Board Designee

The Community Action Program Committee has appointed their new Headstart Director, Ms. Melissa Birdsall, to be their designee to the coalition Board. Upon a motion by Mr. McBride and seconded by Mr. Thompson, the Executive Committee's nomination of Ms. Birdsall to the Board was approved without objection.

### **VIII. Adjourn: Meeting was adjourned at 9:20 a.m.**

**Next Meeting: March 42, 2024, at 8:30 a.m. at the Early Learning Coalition Office, 1720 West Fairfield Dr., Suite 100/400, Pensacola, Florida 32501**