



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, March 3, 2021

8:30- 9:30 a.m.

Purpose: This committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability for funds, and to ensure adequate financial controls in coordination with appropriate staff and directors.

Committee Member Present:

Douglas Szabo, Board Treasurer, Attorney, Henderson, Franklin, Starnes & Holt, P.A.

Committee Members via Zoom:

Jeff Alluri, Principal/VP Consulting, Element Technologies, LLC

Brooke Delmotte, Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council

Nate Halligan, Business Banker/Portfolio Manager, Busey Bank

Amy McLean, Exceptional Student Education Administrator, Lee County School District

Staff Present:

Susan Block, CEO

Lugeenya Blackstock, Chief Financial Officer

Ginger McHale, Executive Coordinator

Staff via Zoom:

Kim Usa, Chief Program Officer

Leona Adkins, Chief Quality Officer

Presenter via Zoom: Ed Moss, Moss Krusick & Associates

(*) Materials included in Finance Committee Packet.

Agenda Items	Discussion	Action/Assignments
1. Welcome & Introductions	<ul style="list-style-type: none"> The meeting was called to order at 8:30 am by Mr. Szabo. A quorum was established. 	
2. Vote on Finance Committee Minutes of January 13, 2021*	<ul style="list-style-type: none"> The January 13, 2021 Finance Committee minutes were approved. 	Motion to approve the January 13, 2021 Finance Committee minutes made by Mr. Halligan and

		seconded by Ms. Delmotte. Motion approved.
3. Discuss Utilization Management (Forecast)*	<ul style="list-style-type: none"> Ms. Block reported the First Responders' program ends March 31, 2021. A few of the children may qualify as income eligible going forward. We are continuing to enroll off the Waitlist. At the end of Feb. there were 1,137 children listed. This number consistently changes as we enroll children and more children are added to the Waitlist. VPK enrollment is slightly up. We are encouraging providers to provide a summer VPK program. 	
4. Review Utilization Reports and Statements of Revenues and Expenditures*	<ul style="list-style-type: none"> Ms. Blackstock presented the financial reports ending January 2021. Ms. Blackstock reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs. There was a lengthy discussion about the impact of COVID-19 on parents and providers, number of SR slots and number of children in need. Parents have concerns about their children's safety. Providers are reluctant to increase the number of children, as it is easier to comply with CDC regulations when caring for a smaller number of children. Currently, some providers are not allowing parents into their centers. 	Motion made to approve and move the Utilization Reports and Statements of Revenues and Expenditures to the Executive Committee made by Mr. Halligan and seconded by Ms. Delmotte. Motion approved.
5. Review FY18-19 Provider Reconciliation	<ul style="list-style-type: none"> Ms. Blackstock reported one hundred and seventeen (117) providers reconciliation letters have been mailed. Fifteen (15) providers have paid in full. The Office of Early Learning (OEL) has accepted eighty (80) providers' payment plans for a total of \$736,000.00. Twenty-Two (22) providers are pending negotiations. The amount owed is over \$400,000.00. If no response to a repayment plan is received, a twelve (12) month payment plan will start in April. 	
6. Update on FY2020 Single Audit – Moss, Krusick &	<ul style="list-style-type: none"> Mr. Moss with Moss, Krusick & Associates presented the FY2020 Single Audit. The audit contains 	

Associates	<p>standard language in accordance with Government Auditing Standards. The ELC of SWFL is a low-risk auditee.</p> <ul style="list-style-type: none"> • The 990 Report will be completed after the audit is approved at the board meeting. 	
7. OEL Monitoring Report	<ul style="list-style-type: none"> • Ms. Blackstock stated the OEL monitoring period was Sept. 1, 2018 to Oct. 31, 2020. There were no findings. • Ms. Blackstock explained there two technical assists relating to The Portal (EFS Mod) and salaries. These two assists were given to all Coalitions. OEL is applying state regulations to the Coalitions but we are not state employees. 	
8. Update: Implementation of SR Rate Increase	<ul style="list-style-type: none"> • Ms. Block presented OEL's statewide 50M rate increase to provider rates for infants, toddlers, and 2-year-olds. The increase was included in the provider January 2021 payments. This increase is more in line with private pay. 	
9. Updated NOA 2-25-21	<ul style="list-style-type: none"> • Ms. Blackstock presented the 1.2M Notice of Award for the Cares Act, First Responders program and increase to provider payments. 	
10. Budget work Group: FY2022	<ul style="list-style-type: none"> • Ms. Block requested two volunteers for the FY2022 budget work group. Mr. Halligan and Ms. Delmotte agreed to be on the budget workgroup. 	
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 9:22 am. 	
Next Meeting	April 21, 2021	