



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, September 15, 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:

Brooke Delmotte, Board Treasurer, Provider Liaison/Operations Manage, Early Steps, SWFL Health Planning Council

Committee Members via Zoom:

Laura Bright, American Cancer Society

Committee Member Absent:

Nate Halligan, Business Banker/Portfolio Manager, Busey Bank

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

Staff Present: Susan Block, CEO; Lugeenya Blackstock, Chief Financial Officer; Leona Adkins, Chief Quality Officer and Interim Program Officer; Ginger McHale, Executive Coordinator; Janet Quintero, Administrative Coordinator

(*) Materials included in Finance Committee Packet.

Agenda Items	Discussion	Action/Assignments
<p>1. Welcome & Introductions</p>	<ul style="list-style-type: none"> • The meeting was called to order at 8:30 am by Ms. Delmotte. A quorum was not established. • Ms. Block introduced Janet Quintero as the new Administrative Coordinator & welcomed Laura Bright as the newest Financial Committee member. All present introduced themselves. 	
<p>2. Vote on Finance Committee Minutes of June 2, 2021*</p>	<ul style="list-style-type: none"> • The June 2, 2021 Finance Committee minutes were not approved. 	

3. Discuss Utilization Management (Forecast)*	<ul style="list-style-type: none"> Ms. Delmotte stated the waitlist is dropping due to parents opting out of the program for summer and children are aging out. The number of VPK children has increased with the start of the new school year. 	
4. Review Utilization Reports and Statements of Revenues and Expenditures*	<ul style="list-style-type: none"> Ms. Blackstock presented costs for School Readiness & VPK programs as of July 2021. We no longer have the grant for <u>VPK</u> outreach <u>and</u> awareness. 	
5. Review Notice of Award and Effect on Fy2021-2022 Budget*	<ul style="list-style-type: none"> Ms. Blackstock presented the Notice of Award from the Department of Education to the Division of Early Learning (DEL) dated July 1, 2021, in the amount of \$45,292,746. Budget revising per the award and will be updated. Additional funds expected from future grants & Care programs. 	
6. Update on FY20 Close-Out	<ul style="list-style-type: none"> Ms. Block stated the FY 2021-2022 finances to be tallied and additional items not included will be rolled over to the next FY. 	
7. Approval: Addendum Element Technologies, LLC Contract	<ul style="list-style-type: none"> Ms. Block explained that the CIO position will not be replaced at this time. The IT Addendum contract will cost an additional \$46,080.00 but shall not exceed \$96,080.00. Element Technologies, LLC will provide technical leadership and planning. 	
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 9:04 am. 	
Next Meeting	November 3, 2021.	