



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, April 20, 2022

8:30 am

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 Members via Zoom: **Brooke Delmotte**, Board Treasurer, *Provider Liaison/Operations Manage, Early Steps, SWFL Health Planning Council*; **Douglas Szabo**, Attorney, *Henderson, Franklin, Starnes & Holt, P.A.*; **Laura Bright**, *Golisano Children's Museum of Naples*; **Nate Halligan**, *Business Banker, VP Commercial Lending, Charlotte State Bank & Trust.*

Committee Member Absent: **Leona Adkins**, *Chief Quality Officer*; **Gilda Duran**, *Chief Program Officer.*

Staff Member via Zoom: **Susan Block**, CEO; **Lugeenya Blackstock**, *Chief Financial Officer*; **Janet Quintero**, *Executive Coordinator.*

(*) *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 Ms. Delmotte. A quorum was established. 	
2. Vote on Finance Committee Minutes of March 2, 2022*	<ul style="list-style-type: none"> The March 2, 2022, Finance Committee minutes were approved. 	Motion to approve March 2, 2022, minutes made by Doug Szabo. Second by Laura Bright. Motion approved.
3. Discuss Utilization Management (Forecast)*	<ul style="list-style-type: none"> Susan Block reported the waitlist number is at 138 children and fluctuates daily. There is a lack of available space due to providers being understaffed. 	
4. Review Utilization Reports and Statements of Revenues and Expenditures*	<ul style="list-style-type: none"> Ms. Blackstock reported that administrative costs are at 2.07% for VPK, which is under the required 4%. The ELC has requested additional funding for SR. 	Motion to approve Utilization Reports and Statements of Revenue by Nate Halligan. Second by Laura Bright. Motion approved.

<p>5. Approval: FY 2022 Budget Modifications</p>	<ul style="list-style-type: none"> Ms. Blackstock presented the budget modifications. Currently, there are 10 vacancies that need to be filled. ELC has hired temporary employees in the meantime. Decreased out of state travel and an increase in local travel due to lifting COVID restrictions and the need for monitoring. 	<p>Motion to approve the Budget Modifications as presented by Doug Szabo. Second by Nate Halligan. Motion approved.</p>
<p>6. Approval: FY23 Budget Workgroup Minutes of April 14, 2022</p>	<ul style="list-style-type: none"> The FY 23 Budget Workgroup Minutes of April 12, 2022, were presented for approval. 	<p>Motion to approve FY 23 Budget Workgroup minutes made by Alex Breault. Second by Laura Bright.</p>
<p>7. Proposed Budget Presentation & Approval: FY 2023</p>	<ul style="list-style-type: none"> Laura Bright reviewed the proposed budget. She noted the increase of grant funding for next year. Alex Breault assured that the goal is to increase the waitlist and expand capacity. Direct Services is budgeted at a 80% utilization however, may be modified later due to the amount of funding available. 	<p>Motion to approve proposed Budget Presentation made by Alex Breault and seconded by Nate Halligan.</p>
<p>8. Affirmation of Approval Sliding Fee Scale FY2023</p>	<ul style="list-style-type: none"> Susan Block presented the Affirmation of Approval of the Sliding Fee Scale FY2023 to the Board. 	<p>Affirmation presented. Motion to approve proposed by Nate Halligan and seconded by Laura Bright. Motion Approved.</p>
<p>9. Approval: FY2023 SR Rate Increase</p>	<ul style="list-style-type: none"> Susan Block was excited to share this proposal. The SR rate increase will take care of more providers and children. There are no figures yet, but it is estimated to pay for 5,500 children. The Legislative budget is likely to be signed which will include a 63% increase in funds allocated to SWFL. The current capacity shortage is hindering the ability of the ELC to serve 	<p>Motion to approve FY 23 SR Rate Increase made by Doug Szabo and seconded by Nate Halligan.</p>

	children & families.	
10. Update: FY 2022 Single Fiscal Audit, Moss Krusick	<ul style="list-style-type: none"> Lugeenya Blackstock assured progress is being made to close the audit. Moss Krusick has given a 6-month extension. The issues at hand stems back to errors that were made in 2019 due to the state database implementation. ELC has solicited help from DEL. 	
11. Approval: Summary of Contracts	<ul style="list-style-type: none"> Susan Block discussed the use of the outreach funds from DEL will help get the word out about VPK. This will include the use of flyers, tv, radio and other platforms to get information out to the community. Budgeted contracts cost of \$25,000 from May 2022- June 2022. Webauthor LLC will advance the ELC's efficiency in handling various programs by creating opportunities to streamline systems. Currently, there are 9 different data systems that we are working with that do not fully integrate with each other creating the need for tracking sheets. Budgeted contract cost \$60,000 from May 2022- May 2023. 	Motion to approve the Summary of FY Contracts made by Laura Bright. Second by Doug Szabo.
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 9:05 am. 	
Next Meeting	June 8, 2022	