



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
FINANCE COMMITTEE
Meeting Minutes
November 2, 2022 - 8:30 a.m.

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

Committee Members:

Brooke Delmotte, Finance Committee Chair, Provider Liaison/Operations Manager Early Steps, SWFL Health Planning Council
Alex Breault, VP Teen Initiatives, Boys and Girls Club of Collier County
Laura Bright, Golisano Children’s Museum of Naples

Committee Members, Absent: Douglas Szabo, Henderson, Franklin, Starnes & Holt, P.A

ELC Staff:

Susan Block, Chief Executive Officer; Lugeenya Blackstock, Chief Financial Officer

(*) Materials included in Finance Committee Packet. (**) Materials sent electronically to Committee Members.

Agenda Items	Discussion	Action/Assignments
1. Welcome and public comments		Quorum established. Meeting started at 8:33 am.
2. Vote on Finance Committee Minutes of September 14, 2022	<ul style="list-style-type: none"> • The September 14, 2022, Finance Committee minutes were presented. 	Motion to approve the minutes by Laura Bright. Second by Alex Breault. Motion approved.
3. Discuss SR Utilization Management (Forecast)	<ul style="list-style-type: none"> • Susan Block reviewed the report. School Readiness enrollment remains around 5400 children. Staff are regularly pulling from the Wait List. • VPK enrollment will increase in October once the Collier VPK students are recorded. 	
4. Review and Approval of Utilization	<ul style="list-style-type: none"> • Lugeenya Blackstock reviewed the 	<ul style="list-style-type: none"> • Motion to approve the

<p>Reports and Statements of Revenues and Expenditures</p>	<p>reports, highlighted the grant targets. All expenditures are aligning with requirements of the grant.</p> <ul style="list-style-type: none"> • Administrative costs are within the required maximum percentages with SR at 3.23% and VPK at 3.92% • VPK includes funding allocated for providers opting in to the \$15/hour wage for VPK staff. 	<p>Utilization Reports and Statements of Revenues and Expenditures by Laura Bright. Second by Alex Breault. Motion approved.</p>
<p>5. Approval of Updated FY 23 Budget</p>	<ul style="list-style-type: none"> • The amended budget reflected the Notice of Award including ARPA Stabilization and Preschool Development Grant funding. • The total ELC budget is now at \$131,868,698. 	<ul style="list-style-type: none"> • Motion to approve the amended FY Budget, as presented, by Laura Bright. Second by Alex Breault. Motion approved.
<p>6. Approval: FY 23 Contracts</p>	<ul style="list-style-type: none"> • Susan Block reviewed the request for contract approval. The contract with Health Care Planning Council created a conflict for Brooke Delmotte, who works for this organization. She completed a Form 8B and recused herself from the committee vote. • 2 contracts to implement CLASS observations, as required by the DEL Grant, with Teachstone and Children’s Forum were presented. Lugeenya Blackstock noted that the ELC did not need to procure as DEL had procured, providing the ELC with authority to contract. 	<ul style="list-style-type: none"> • Motion to approve FY 23 Contracts by Laura Bright. Second by Alex Breault. Brooke Delmotte abstained during the vote. Motion approved.
<p>7. FY 23 Single Audit and Review of the 990 Form</p>	<ul style="list-style-type: none"> • Lugeenya Blackstock reported that the audit and 990 had been completed and filed by the September 30th (extended) deadline. Board members were offered the opportunity to 	<ul style="list-style-type: none"> • Lugeenya Blackstock will invite Moss Krusick to present, via Zoom, on November 16, 2022.

	<p>review both reports prior to submission.</p> <ul style="list-style-type: none"> • Since the board meeting on 9/28/22 was cancelled, due to Hurricane Ian, Moss Krusick will be invited to present at the 11/16/22 board meeting 	
New Business	<ul style="list-style-type: none"> • Susan Block asked for authority to request funding for mini grants to assist providers with post Hurricane Expenses. The ELC Continuation of Operations Plan authorizes spending only up to \$5000. • Survey records, reported by providers, will help the ELC to award small grant to assist with recovery. At the peak of the post hurricane period, 103 provider reported damage to their programs. The ELC will request authority to spend an average of \$500 per provider, \$51,500 in total. • Susan Block asked for help to recruit another Finance Committee member in addition to private sector business members, including gubernatorial appointees. 	<ul style="list-style-type: none"> • Motion to approve the post hurricane mini-grant funding at \$51,500 by Alex Breault. Second by Laura Bright. Motion approved.
Adjournment	<ul style="list-style-type: none"> • The meeting adjourned at 9:00 am. 	
Next Meeting January 18, 2023		