



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE – via Teams

Meeting Minutes

April 19, 2023 - 8:30 a.m.

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

Committee Members:

Brooke Goldstein, Finance Committee Chair, Provider Liaison/Operations Manager Early Steps, SWFL Health Planning Council

Alex Breault, Partnership Manager, Collaboratory

Committee Members, Absent: Douglas Szabo, Henderson, Franklin, Starnes & Holt, P.A, Sharon Love, Attorney, Long, Murphy & Zung, P.A.; Aaron Stitt, Department of Children and Families, Regional Administrator

ELC Staff:

Susan Block, Outgoing Chief Executive Officer, Dr. Melanie Stefanowicz, Incoming CEO, Lugeenya Blackstock, CFO

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

Agenda Items	Discussion	Action/Assignments
1. Welcome and public comments.	Brooke Goldstein opened the meeting at 8:34 am. Quorum could not be established. Committee members introduced themselves as Brooke Goldstein welcomed Melanie Stefanowicz to the ELC.	
2. Vote on Finance Committee Minutes of March 1, 2023 and Budget Group Workgroup minutes of April 12, 2023	The items are tabled for approval at the next Finance Committee meeting due to the lack of a quorum to conduct business.	Table for approval at 6/7/23 Finance Committee meeting.
3. Discuss SR Utilization Management (Forecast)	Susan Block reviewed the data presented. Nothing unusual was reported for this time of the year.	
4. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures	Lugeenya Blackstock reviewed Utilization Reports. As of February 2023, SR Administration is at 4.48%.	This item will be presented to the Executive Committee for approval on 4/19/23.

	VPK Administration is at 2.80%. All expenses are within the requirements of the DEL Grant Agreement.	
5. Approval: FY 24 Budget	Lugeenya Blackstock reviewed the proposed budget for the Budget Workgroup (Laura Bright and Tara Sherrod) 4/12/2023. She expanded a bit upon the written budget narrative, part of the budget packet.	This item will be presented to the Executive Committee for approval on 4/19/23.
6. Approval: FY 24 DEL Agreement	A draft grant agreement was uploaded to the Board SharePoint on April 18, 2023. Signing authority for Dr. Kelly Roy is needed.	
7. Approval: Teachstone Contract	The contract with Teachstone supports the ELC's implementation of the ARPA grant. The ELC is seeking approval for this vendor today to allow the training to commence immediately. Executive Committee is asked to approve (4/19/23). The Board will be asked to affirm this decision (5/3/23)	This item will be presented to the Executive Committee for approval on 4/19/23.
8. Approval: 8 x 8 phone implementation Agreement	Susan Block offered the ELC's recommendation to update the ELC phone system to improve efficiencies.	This item will be presented to the Executive Committee for approval on 4/19/23.
9. Approval: FY 24 RCMA Contract	Susan Block reviewed the two elements of this Contract: Funding toward a shared staff member and the funding to manage the RCMA VPK Contract	This item will be presented to the Executive Committee for approval on 4/19/23.
10. Approval: FY 24 Collier County DOH Contract	Susan Block presented this continuing contract with Collier County DOH for nursing supports in all four counties.	This item will be presented to the Executive Committee for approval on 4/19/23.
11. Approval: FY 24 Webauthor	Susan Block shared the recommended continuation of this Customer Relationship Management	This item will be presented to the Executive Committee for approval on 4/19/23.

	platform designed to improve work efficiencies.	
12. Approval: FY 22 990	The Draft 990 for the FY 220.	This item will be presented to the Executive Committee for approval on 4/19/23.
Adjournment		
Next Meeting June 7, 2023	The meeting adjourned at 8:56 am	