



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
FINANCE COMMITTEE
Meeting Agenda
November 1, 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 Delmotte, Finance Committee Chair, Provider Liaison/Operations Manager Early Steps, SWFL Health Planning Council

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

Alex Breault, Director, Talent Initiatives, Naples Chamber of Commerce

Sharon Love, Attorney, Long Murphy & Zung, P.A.

Aaron Stitt, Department of Children and Families, Regional Administrator

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Wynetta Upshaw, Chief Administrative Officer

Gilda Duran, Chief Programs Officer

Leona Adkins, Chief Quality Officer

Monica Gaddy, Administrative Coordinator

(*) *Materials included in Finance Committee Packet.*

(**) *Materials sent electronically to Committee Members.*

Agenda Items	Facilitator	Discussion and Actions
1. Welcome and public comment.	Brooke Goldstein	
2. <u>Request Approval</u> of Finance Committee Minutes: September 13, 2023	Brooke Goldstein	
3. <u>Informational:</u> Staffing Update	Brooke Goldstein	
4. <u>Discussion</u> of SR Utilization Management Forecast	Brooke Goldstein	
5. <u>Request Approval</u> of Utilization Reports and Statements of Revenues and Expenditures	Brooke Goldstein	
6. <u>Request Approval</u> of Updated FY24 Budget	Brooke Goldstein	

Agenda Items	Facilitator	Discussion and Actions
<p>7. <u>Request Approval</u> of FY24 Contracts and Requests for Proposals (RFP)</p> <ul style="list-style-type: none"> a. Priority Marketing b. Teachstone World Class Workforce c. Webauthor Platform d. Childrens' Forum CLASS Assessments e. Discovery Source Curriculum f. LENA Language environment analysis program g. Charles Becker & Bros. h. Provider Mini Grant Payments i. Spirit Consulting j. McKenzie Forensic Auditors k. Welter Consulting l. RFP – Tech for Early Childcare m. RFP – Attendance Software n. RFP – Transition to Kinder Kits o. RFP – Re-branding Services p. RFP – Outreach / Mall Panels 	Brooke Goldstein	
8. <u>Request Approval</u> of FY 2024 Surplus Inventory	Brooke Goldstein	
Next Meeting: January 17, 2024 8:30 a.m. – 9:30 a.m.	Brooke Goldstein	
Adjournment	Brooke Goldstein	