



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
FINANCE COMMITTEE
Meeting Minutes
September 13, 2023 - 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
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
Lugeenya Blackstock, Chief Financial 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	Page	Facilitator	Discussion and Actions
1. Welcome and public comment.		Brooke Goldstein	The meeting was called to order at 8:35, with no public comments.
2. <u>Request Approval</u> of Finance Committee Minutes: June 7, 2023	4-5	Brooke Goldstein	Motion to approve June 7, 2023, meeting minutes. Motion made by Doug Szabo and second by Sharon Love
3. <u>Discussion</u> of SR Utilization Management Forecast	6-7	Melanie Stefanowicz	Discussed Increase in SR, with 340 additional students registered. Waitlist it pulled every week on Monday's and is currently at zero. Working on providing match dollars for families who are over

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			income. We have created a data analytics position and hope to be conducting interviews very soon.
4. <u>Request Approval</u> of Utilization Reports and Statements of Revenues and Expenditures	8-21	Lugeenya Blackstock	VPK enrollment numbers are low due to summer break. Enrollment picks up late August and early September. Motion to approve Utilization Report and Statement of Expenditures. Motion made by Doug Szabo and second by Sharon Love.
5. <u>Request Approval</u> of Updated FY24 Budget	22-28	Brooke Goldstein	We are currently on our 3 rd notice of award. Motion to approve the Updated FY24 budget Motion made by Doug Szabo and second by Sharon Love.
6. <u>Request Approval</u> of FY24 Contracts and Requests for Proposals (RFP) <ul style="list-style-type: none"> a. Fred Pryor Learning b. Element Technologies c. Priority Marketing d. RFP – Audit e. RFP – Fraud Risk Analysis f. RFP – Marketing and Community Outreach 	29-30	Brooke Goldstein	<p>Alex requests a copy of the contracts due to the amount of funding.</p> <p>Dr. Melanie will provide a list showing cost allocation for each RFP.</p> <p>Motion to approve Fiscal Polices made by Doug Szabo and seconded by Sharon Love</p>
7. <u>Request Approval</u> of ARPA Discretionary Grant in the amount of \$12,252,180	31	Melanie Stefanowicz	<p>Grant application was submitted on Friday September 8, 2023. We are working on quotes from vendors who will help move providers from paper to an electronic portal. We are hoping to streamline the provider attendance process. We had our first demonstration with Bright Wheels</p> <p>Motion to approve ARPA Discretionary Grant made by Doug Szabo and second by Sharon Love</p>

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<p>8. Approve: Fiscal Policies</p> <ul style="list-style-type: none"> a. I-PO-B10 Suspected Misconduct Policy b. I-PO-B11 Lobbying Policy c. I-PO-B2 Conflict of Interest d. I-PO-D Procurement Policy e. I-PO-E4 Credit Card Policy f. I-PO-G Records and Maintenance Policy g. I-PO-H Travel and Business Expense Policy h. I-PO-I10 Purchasing Policy i. I-PO-I11 Accounts Payable Management Policy j. I-PO-I12 Disbursement Policy k. I-PO-I13 Payroll and Related Policies l. I-PO-I14 Cash Management Policy m. I-PO-I15 Government Returns Policy n. I-PO-I16 Capitalized Assets and Inventory Requirement Policy o. I-PO-I20 Billing/Invoice Policy p. I-PO-I6 Revenue Recognition Policy q. I-PO-M Match Policy r. I-PO-S federal Awards Costs Policy s. I-PR-F Tangible Personal Property Maintenance t. ISSP-06.00.21 Electronic Signature Policy 	<p>32 34-38 39-40 41-44 45-53 54-56 57-58 59-60 61-63 64-65 66-72 73-78 79-81 82-87 88-89 90-95 96-97 98</p>	<p>Brooke Goldstein</p>	<p>There were no major changes to policies. Page number change sifted.</p> <p>Motion to approve Fiscal Policies made by Doug Szabo and second by Sharon Love</p>

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	99- 101 102- 105 106- 114 115- 116		
Next Meeting: November 1, 2023 8:30 a.m. – 9:30 a.m.		Brooke Goldstein	Next meeting will be on November 3, 2023
Adjournment		Brooke Goldstein	Meeting adjourned at 9:15 a.m.