



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA**  
**FINANCE COMMITTEE**  
**Meeting Minutes**  
**June 7, 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**

(\*) Materials included in Finance Committee Packet.

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

<b>Agenda Items</b>	<b>Page No.</b>	<b>Facilitator/ Presenter</b>	<b>Discussion/Action</b>
1. Welcome and public comments	--	Brooke Delmotte	8:35 a.m. Meeting called to order, with no public comment. Quorum not established.
2. A. Vote to approve Finance Committee Minutes of April 19, 2023	--	Brooke Delmotte	The Quorum established at 8:45 a.m. Motion to approve April 19 <sup>th</sup> meeting minutes. Motion approved by Sharon Love, Second by Aaron Stitt.
3. Discuss SR Utilization Management (Forecast)*handout	--	Melanie Stefanowicz	Currently no families on the waiting list. SR funding is still available. Working with DEL on grass root efforts to increase SR enrollment.
4. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures	--	Lugeenya Blackstock	Motion to approve made by Brooke Goldstien, Second Doug Szabo
5. Approval: FY23 Budget Update	--	Lugeenya Blackstock	Motion to approve made by Aaron, Second Doug Szabo

6. Review: DEL Expenditure Validation-2	--	Lugeenya Blackstock	Provided overview stating we are currently in good standing. See pg. 26-28
7. Approval: FY24 Krizner Contract	--	Melanie Stefanowicz	Motion to approve by Doug Szabo, Second by Aaron Still
8. Approval: FY23 Amendment Teachstone Virtual	--	Melanie Stefanowicz	Motion to approve made by Doug Szabo, second by Aaron Stitt

9. Approval: FY24 Children’s Forum Contract-Assessments	--	Melanie Stefanowicz	Motion to approve made by Brooke Goldstien, second by Doug Szabo
10. Approval: FY24 Teachstone Contract-Assessments	--	Melanie Stefanowicz	Motion to approve by Sharon Love, Second by Aaron Stitt
Adjournment		Brooke Goldstien	Meeting adjourned at 9:35 a.m.
<b>Next Meeting –September 13, 2023</b>		Brooke Goldstien	Confirmed next meeting 9/13/2023

Finance Committee Members may attend in person or Via Microsoft Teams

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