



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE

Meeting Agenda

January 17, 2024 - 8:30 a.m.

Microsoft Teams meeting

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Meeting ID: 297 652 789 527

Passcode: LXhmrT

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, Director, Talent Initiatives, Naples Chamber of Commerce

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

Aaron Stitt, Department of Children and Families, Regional Administrator

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Tricia Delles, CPA, Interim CFO

Wynetta Upshaw, Chief Administrative Officer

Gilda Duran, Chief Programs Officer

Leona Adkins, Chief Quality Officer

Monica Gaddy, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
1. Welcome and public comment.	Brooke Goldstein	
2. Request Approval of Finance Committee Minutes: November 1, 2023	Brooke Goldstein	
3. Informational: Staffing Update	Brooke Goldstein	
4. Discussion of SR Utilization through November 2023	Brooke Goldstein	
5. Discussion and Approval of Summary of Revenues and Expenditures	Brooke Goldstein	
6. Request Approval of Updated FY24 Budget Item: a. ARPA Special Project Compensation for ELC Staff	Brooke Goldstein	

Agenda Items	Facilitator	Discussion and Actions
<p>7. Request Approval of FY24 Contracts and Requests for Proposals (RFP)</p> <ul style="list-style-type: none"> a. LENA Language environment analysis program b. Element Technologies c. HR Compensation Consultants, LLC (HRCC) d. David Karem Law, P.A. e. Child’s Play, Inc. 	Brooke Goldstein	
<p>8. Informational: Contracts approved during an off-cycle Executive Committee meeting held on January 5, 2024:</p> <ul style="list-style-type: none"> a. Tricia Delles, CPA b. Procure Solutions c. Kaplan Early Learning d. Trace Enterprises dba Reach Marketing 		
<p>Next Meeting: January 17, 2024 8:30 a.m. – 9:30 a.m.</p>	Brooke Goldstein	
<p>Adjournment</p>	Brooke Goldstein	

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