



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
FINANCE COMMITTEE
Meeting Minutes
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	Brook Goldstein began the meeting at 8:33 a.m. Attendees include. Brooke Goldstein, Aaron Stitt, Sharon Love, Dr. Melanie Stefanowicz, Gilda Duran, Wynetta Upshaw, Leon Adkins and No public attendance and no public comment. Quorum established.
2. Request Approval of Finance Committee Minutes: September 13, 2023	Brooke Goldstein	Motion to approve Finance Committee Meeting minutes made by Aaron Stitt, Second by Sharon Love
3. Informational: Staffing Update	Brooke Goldstein	Dr. Melanie provided staffing update. The CFO position is currently vacant. Working on getting (3) quotes and contacting options. Taking time to secure a professional that has worked with non-for-profit organizations prior and is familiar with MIP.
4. Discussion of SR Utilization through September 2023	Brooke Goldstein	Dr. Melanie went over the utilization report line by line. Board members committed own the look of the new format and the clarity it provided to the review process. Will need to identify a board member who will be responsible for reviewing monthly bank statements.
5. Discussion and Approval of Summary of Revenues and Expenditures	Brooke Goldstein	Motion to approve report by Alex Breault. Second by Sharon Love

6. Request Approval of Updated FY24 Budget	Brooke Goldstein	Motion to approve Updated Budget for FY24 made by Sharon Love and Second by Alex Breault.
7. Request Approval of FY24 Contracts and	Brooke Goldstein	Dr. Melanie went over FY24 contract Request for Proposal (RFP)
Requests for Proposals (RFP) <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. Marco Polo Learning System m. RFP – Attendance Software n. RFP – Transition to Kinder Kits o. RFP – Re-branding Services p. RFP – Outreach / Mall Panels 		Request for Proposals (RFP') Committee reviewed A-F. Gilda Duran stated RFPs are posted on Coalition website. Sunbiz and the Department of Management Services are used to finding trusted vendors. Motion to approve Request for Proposals (RFP) A-F. Motion Alex Breault Second by Sharon Love
8. Request Approval of FY 2024 Surplus Inventory	Brooke Goldstein	Dr. Melanie went over the process of moving surplus inventory. We contact D.E.L First, and then we solicit other coalitions and then to United Way. Motion to approve Alex Breault and Second by Sharon Love
Next Meeting: January 17, 2024 8:30 a.m. – 9:30 a.m.	Brooke Goldstein	Brooke Goldstien instructed that Next meeting is scheduled for January 17, 2024, 8:30 a.m.- 9:30 a.m.
Adjournment	Brooke Goldstein	Meeting adjourned at 9:35 a.m.