



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, November 6, 2019

8:30- 9:45 a.m.

Purpose: This committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability for funds, and to ensure adequate financial controls in coordination with appropriate staff and directors.

Committee Members Present:

Douglas Szabo, Board Treasurer, *Attorney, Henderson, Franklin, Starnes & Holt, P.A.*
Brooke Delmotte, *Provider Liaison/Operations Manage, Early Steps, SWFL Health Planning Council*
Nate Halligan, *Business Banker/Portfolio Manager, Busey Bank*
Amy McLean, *Exceptional Student Education Administrator, Lee County School District*

Committee Members Absent:

Jeff Alluri, *Principal/VP Consulting, Element Technologies*
Brad Cherkin, *PCG Financial Planning Officer, BB&T Scott & Stringfellow*
Ryan, Middleton, *CPA, President, Accounting on the Gulf*

Staff Present:

Susan Block, *CEO*
Gayla Thompson, *Chief Quality Officer*
Kim Usa, *Chief Operating Officer*
Lugeenya Blackstock, *Director of Accounting*

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

Agenda Items	Discussion	Action/Assignments
1. Welcome & Introductions	<ul style="list-style-type: none"> The meeting was called to order at 8:32 am by Mr. Szabo. A quorum was established. 	
2. Vote on Finance Committee Minutes of May 1, 2019, June 5, 2019 and September 18, 2019*	<ul style="list-style-type: none"> The May 1, 2019, June 5, 2019 and September 18, 2019 minutes were approved. 	<p>Motion to approve the May 1, 2019, June 5, 2019 and Sept. 18, 2019 minutes made by Mr. Szabo and seconded by Ms. McLean. Motion approved.</p>

3. Discuss Utilization Management (Forecast) - Handout	<ul style="list-style-type: none"> Ms. Usa reviewed the utilization forecast. The number of SR children has decreased to 5,316, presently only enrolling at-risk children. The waitlist has increased to 1,588. Mr. Block presented the on-going analysis of FY18/19 provider payment errors. At present the overpayment total is 2M dollars, which will change when the analysis is completed. The state says reconciliation needs to be completed by Dec. 31, 2019. There was a discussion about the impact on providers and continued problems with The Portal in the first quarter of FY19/20. Ms. Usa stated the number of Voluntary Prekindergarten (VPK) children has increased in Oct. to 7,471, this includes Collier County. 	<p>It was proposed that Ms. Block write a letter advising providers of the ongoing issues.</p>
4. Review Utilization Reports and Statements of Revenues and Expenditures*	<ul style="list-style-type: none"> Ms. Block presented the financial reports ending September 2019. Mr. Szabo reviewed the summary reports for School Readiness (SR) and Voluntary Prekindergarten (VPK) identifying administrative costs. 	
5. Approve Disposal of Scrap-Surplus Inventory Items	<ul style="list-style-type: none"> Ms. Block presented the scrap-surplus list. All of the data on IT equipment has been wiped clean to remove any ELC identifying information. It was suggested to offer the items to the United Way. 	<p>Motion to approve the scrap-surplus list made by Mr. Halligan and seconded by Ms. Boone. Motion approved.</p>
6. Building Lease	<ul style="list-style-type: none"> Ms. Block presented potential office locations for Fort Myers. The recommendation will be presented at the Nov. 20th Board Meeting. 	<p>.</p>
7. Other	<ul style="list-style-type: none"> Ms. Block reported the Florida Blue Shield initial quote is 53% higher for the next calendar year. Requesting an increase the Coalition's health insurance contribution from \$6,147.96 to \$6,850.00 annual to help cover the increased cost of employee's share. 	<p>Motion to accept the recommendation made by Mr. Szabo and seconded by Ms. McLean. Motion approved.</p>
Adjournment	<ul style="list-style-type: none"> The meeting was adjourned at 9:38 am. 	
Next Meeting	<p>January 15, 2020</p>	