



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, May 6, 2020

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 via Zoom:

Douglas Szabo, Board Treasurer, *Attorney, Henderson, Franklin, Starnes & Holt, P.A.*

Jeff Alluri, *Principal/VP Consulting, Element Technologies, LLC*

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*

Staff Present:

Susan Block, CEO

Kim Usa, *Chief Operating Officer*

Ginger McHale, *Ex. Admin. Asst. to CEO*

Staff via Zoom:

Nga Cotter, CFO

Leona Adkins, *Chief Quality Officer*

(*) *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 8:30 am by Mr. Szabo. A quorum was established. 	
2. Vote on Finance Committee Minutes of March 4, 2020*	<ul style="list-style-type: none"> The March 4, 2020 minutes were approved. 	Motion to approve the March 4, 2020 minutes made by Ms. McLean and seconded by Mr. Halligan. Motion approved.

<p>3. Discuss Utilization Management (Forecast) - Handout</p>	<ul style="list-style-type: none"> • Ms. Usa explained the results of the special School Readiness (SR) Program for first responders and essential health care workers that is part of COVID-19 response by the Office of Early Learning (OEL). The referral originates with the HR departments and parents provide their child care provider's information. The SR services are for 3 months with no parent co-pay. At the end of April there were 248 referred children, 141 enrolled children and 113 children attending. This program has increased the community's awareness of early learning and the ELC. • Ms. Block stated we have over 300 providers with 233 closed at this time. The good news is some are re-opening. • Starting 3-1-2020 the ELC is reimbursing providers for all absences and closures for 100% of children enrolled at that time per OEL. • Ms. Block reported the waitlist has increased. We are presently only enrolling at-risk children. 	
<p>4. Review Utilization Reports and Statements of Revenues and Expenditures*</p>	<ul style="list-style-type: none"> • Ms. Cotter presented the financial reports ending March 2020. Ms. Cotter reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs. • The COVID-19 Cares Program is providing the funds for the first responders and essential health care workers SR services. 	
<p>5. Update of FY20-21 Budget</p>	<ul style="list-style-type: none"> • Ms. Cotter stated the FY20-21 budget update has been moved to the June 3rd Finance Committee meeting. • Ms. Delmotte, Mr. Halligan, Ms. Cotter and Ms. Block will meet on May 21st to review the FY20-21 budget. 	

6. Other	<ul style="list-style-type: none">• Mr. Szabo thanked the ELC staff for their flexibility during this present situation.	
Adjournment	<ul style="list-style-type: none">• The meeting was adjourned at 9:03 am.	
Next Meeting	June 3, 2020	