



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## FINANCE COMMITTEE MINUTES

Wednesday, June 3, 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.*
- 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 Member Absent:**

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

**Staff via Zoom:**

- Susan Block**, CEO
- Nga Cotter**, CFO
- Kim Usa**, *Chief Operating Officer*
- Leona Adkins**, *Chief Quality Officer*
- Ginger McHale**, *Ex. Admin. Asst. to CEO*

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

Agenda Items	Discussion	Action/Assignments
<b>1. Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>• The meeting was called to order at 8:30 am by Mr. Szabo. A quorum was established.</li> </ul>	
<b>2. Vote on Finance Committee Minutes of May 6, 2020*</b>	<ul style="list-style-type: none"> <li>• The May 6, 2020 minutes were approved.</li> </ul>	Motion to approve the May 6, 2020 minutes made by Ms. Delmotte and seconded by Ms. McLean. Motion approved.

<p><b>3. Discuss Utilization Management (Forecast) - Handout</b></p>	<ul style="list-style-type: none"> <li>• Mr. Szabo reported the number of Voluntary Prekindergarten (VPK) children has decreased due to the end of the school year.</li> <li>• School Readiness (SR) providers where paid for full capacity for May. The providers who were closed need to complete an OEL survey to be paid for June.</li> <li>• The special SR Program for first responders and essential health care workers that is part of the OEL COVID-19 response ends in June. We are waiting to hear if this program will be extended.</li> <li>• There was a discussion about the increase of COVID-19 numbers in Immokalee and the impact on our child care providers in the area.</li> </ul>	
<p><b>4. Review Utilization Reports and Statements of Revenues and Expenditures*</b></p>	<ul style="list-style-type: none"> <li>• Mr. Szabo presented the financial reports ending April 2020. Mr. Szabo reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs.</li> <li>• The impact of The Portal (EFS Mod) issues continue regarding the reconciliation for FY18-19 provider payments.</li> <li>• There was a discussion about the OEL grant amendment that is to be signed by the end of June.</li> </ul>	<p>Motion made to approve and move the Utilization Reports and Statements of Revenues and Expenditures to the Executive Committee made by Mr. Halligan and seconded by Ms. Delmotte. Motion approved.</p>
<p><b>5. Update of FY20-21 Budget</b></p>	<ul style="list-style-type: none"> <li>• Mr. Szabo presented the FY20/21 draft budget. Mr. Szabo thanked Ms. Delmotte and Mr. Halligan for working on the budget workgroup.</li> <li>• The grant award should be received by the beginning of July, at that time the budget will be adjusted to be in compliance with the FY20/21 grant award.</li> </ul>	<p>Motion to move the draft FY20/21 budget to the June Board Meeting made by Ms. McLean and seconded by Ms. Delmotte. Motion approved.</p> <p>Motion to allow the Coalition to make budget adjustments based on the final Notice of Award and report at the September Board</p>

		Meeting made by Ms. McLean and seconded by Ms. Delmotte. Motion approved
<b>6. Approve Form 990*</b>	<ul style="list-style-type: none"> <li>Ms. Block presented the Form 990 that requires Board approval.</li> </ul>	Motion to approve and move the Form 990 to the Executive Committee made by Mr. Halligan and seconded by Ms. McLean. Motion approved.
<b>7. Review and Approve Fy20-21 Contracts</b>	<ul style="list-style-type: none"> <li>Contracts moved to the Executive Committee.</li> </ul>	
<b>8. Approve FY20-21 Finance Committee Meetings</b>	<ul style="list-style-type: none"> <li>FY20-21 meeting calendar moved to the Executive Committee.</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 9:03 am.</li> </ul>	
<b>Next Meeting</b>	September 16, 2020	