



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA**  
**FINANCE COMMITTEE**  
**Meeting Minutes**  
**March 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**

**Alex Breault, VP Teen Initiatives, Boys and Girls Club of Collier County**

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

**Sharon Love, Attorney, Long, Murphy & Zung, P.A.**

**Aaron Stitt, Department of Children and Families, Regional Administrator**

**ELC Staff:**

**Susan Block, Chief Executive Officer**

(\*) Materials included in Finance Committee Packet.      (\*\*) Materials sent electronically to Committee Members.

Agenda Items	Discussion	Action/Assignments
1. Welcome and public comments	Lugeenya Blackstock, CFO, was excused to attend a Finance Director meeting with the Division of Early Learning.	Quorum established. Meeting started at 8:41 am after resolving technical issues
2. Vote on Finance Committee Minutes of January 18, 2023	<ul style="list-style-type: none"> <li>The January 18, 2023, Finance Committee minutes were presented.</li> </ul>	Motion to approve the minutes by Doug Szabo. Second by Alex Breault. Motion approved.
3. Discuss SR Utilization Management (Forecast)	<ul style="list-style-type: none"> <li>Susan Block reviewed the report. School Readiness enrollment dropped off slightly. This is typical after the holidays. Staff are consistently pulling from the Wait List, reducing the number of children to 0. This number fluctuates frequently.</li> </ul>	

	<ul style="list-style-type: none"> <li>• VPK enrollment is down slightly, mostly in Lee County.</li> </ul>	
4. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures	<ul style="list-style-type: none"> <li>• Susan Block reviewed the reports, highlighting the grant targets. All expenditures are aligning with the requirements of the grant.</li> <li>• Administrative costs are within the required maximum percentages with SR at 3.89% and VPK at 3.86%</li> <li>• VPK activities increases in January are due to the opening of the enrollments for Fiscal Year 2023-24.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve the Utilization Reports and Statements of Revenues and Expenditures by Sharon Love. Second by Alex Breault. Motion approved.</li> </ul>
5. Approval: FY23 Budget Modification	<ul style="list-style-type: none"> <li>• Where actual expenditures exceed a \$10K variance from the budget, modifications must be approved by the Board. Susan Block reviewed the requests for modification which are largely due to personnel (understaffing).</li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve the modifications, as presented, by Doug Szabo. Second by Aaron Stitt. Motion approved.</li> </ul>
6. Approval: Updated FY 23 Budget	<ul style="list-style-type: none"> <li>• The amended budget reflected ELC's deobligation of \$3,784,646.</li> <li>• The total ELC budget is now at \$128,694.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve the amended FY Budget, as presented, by Doug Szabo. Second by Sharon Love. Motion approved.</li> </ul>
7. Discussion: FY 23 DEL Fiscal Monitoring	<ul style="list-style-type: none"> <li>• The report from the Division of Early Learning (DEL) annual fiscal audit was reviewed.</li> <li>• The corrective item from FY 22 was resolved. There were no findings or observations.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Committee members expressed their appreciation for the staff effort.</li> </ul>	
8. Approval: FY 2024 Sliding Fee Scale	<ul style="list-style-type: none"> <li>• The annually required sliding fee scale was presented with a recommendation to maintain parent copays at the FY 2023 levels, without increase.</li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve the FY 2024 Sliding Fee Scale was made by Sharon Love. Second by Alex Breault. Motion approved.</li> </ul>
9. Budget Workgroup: FY 23-24	<ul style="list-style-type: none"> <li>• Susan Block announced that Laura Bright and Tara Sherrod are serving on the budget workgroup to review the FY23-24 budget ahead of the next Finance Committee Meeting.</li> <li>• Aaron Stitt plans to participate, calendar permitting.</li> <li>• Dr. Melanie Stefanowicz, incoming ELC CEO will participate in the budget work group.</li> </ul>	
Adjournment	<ul style="list-style-type: none"> <li>• Susan Block noted that the single audit presentation by Moss, Krusick is scheduled for the March 15, 2023, Board Meeting.</li> </ul>	
<b>Next Meeting April 19, 2023</b>	The meeting adjourned at 9:07 am.	