



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## FINANCE COMMITTEE MINUTES

Wednesday, March 2, 2022

8:30 am

**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:** **Brooke Delmotte**, Board Treasurer, *Provider Liaison/Operations Manage, Early Steps, SWFL Health Planning Council*; **Douglas Szabo**, Attorney, *Henderson, Franklin, Starnes & Holt, P.A.*; **Laura Bright**, *Golisano Children's Museum of Naples.*

**Committee Members Absent:**

**Nate Halligan**, *VP Commercial Lending, Charlotte State Bank & Trust*

**Staff Member via Zoom:** **Susan Block**, CEO; **Lugeenya Blackstock**, *Chief Financial Officer*; **Janet Quintero**, *Executive Coordinator.*

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

Agenda Items	Discussion	Action/Assignments
1. <b>Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 8:34 am by Ms. Delmotte. A quorum was established.</li> </ul>	
2. <b>Vote on Finance Committee Minutes of January 12, 2022*</b>	<ul style="list-style-type: none"> <li>The January 12, 2022, Finance Committee minutes were presented for approval.</li> </ul>	Motion to approve January 12, 2022, minutes made by Doug Szabo. Second by Alex Breault. Motion approved.
3. <b>Discuss Utilization Management (Forecast)*</b>	<ul style="list-style-type: none"> <li>Susan Block reported that the waitlist for February was 18 children. The rate of childcare termination has been high. ELC staff are looking into the reasons why. Alex Breault voiced concerns as to whether the rules of care are being followed. Susan Block explained some of the reasons why childcare is terminated. The goal is to get children into childcare and there plenty of funding available.</li> </ul>	

<p><b>4. Review Utilization Reports and Statements of Revenues and Expenditures*</b></p>	<p>Ms. Blackstock reported that VPK enrollment for all four counties is over 7,000 children. There are many more SR children enrolled than are being paid for. We are analyzing this data to better understand why.</p>	<p>Motion to approve Utilization Reports and Statements of Revenue made by Brooke Delmotte. Second by Laura Bright. Motion approved.</p>
<p><b>5. Updated Notice of Award and Effect on FY2021-2022 Budget*</b></p>	<ul style="list-style-type: none"> <li>Ms. Blackstock presented the Notice of Award from the Department of Education to the Division of Early Learning (DEL) was issued February 10, 2022, in the amount of \$95,194,920. This includes American Rescue Plan Act (ARPA) Stabilization Funding and School Readiness Program Assessment (SRPA).</li> </ul>	<p>Motion to approve the updated budget resulting from the new NOA made by Alex Breault. Second by Laura Bright. Motion approved.</p>
<p><b>6. DEL Fiscal Monitoring (preliminary)</b></p>	<ul style="list-style-type: none"> <li>Ms. Blackstock explained that there were two preliminary findings during the recent fiscal monitoring. The findings showed updated provisions were missing in our contracts. We are awaiting a final report.</li> <li>In a related matter, we do not have the final report from the A-133 audit yet, but a draft report and presentation is scheduled for the March 16, 2022 board meeting.</li> </ul>	
<p><b>7. Discussion CRSSA-ARP-Overtime</b></p>	<ul style="list-style-type: none"> <li>Susan Block explained the staff at the ELC is running behind due to the amount of grants. The ELC is not at fully staffed and current staff is having to work overtime to try to keep up with demand. Non-exempt staff are being paid overtime, where appropriate, to complete the additional work. Guidance from the Division of Early learning clarified that the CRRSA and ARPA funds can be used to pay administrative, bonuses, or supplemental payments to staff for work related to the pandemic.</li> </ul>	<ul style="list-style-type: none"> <li>A motion of support for the approval of a supplemental pay plan for exempt employees who are working on CRRSA and ARPA projects was made by Alex Breault. Second by Laura Bright. Motion approved.</li> </ul>
<p><b>8. Teachstone Contract Assessments</b></p>	<ul style="list-style-type: none"> <li>Susan Block presented the need for the Teachstone Contract. The ELCSWFL is responsible for classroom observations due and is behind schedule due to COVID related delays. The Division of Early Learning allocated funding to support this contract. The Teachstone Contract will give ELC additional assistance to fulfill its obligation to DEL by allowing ELC to outsource some of the workload.</li> </ul>	<p>Motion to approve the Teachstone contract, as presented, by Laura Bright. Second by Alex Breault.</p>

	<ul style="list-style-type: none"> <li>Susan Block will present to Executive Committee for full approval at the meeting on 3/2/22, 1:00 pm.</li> </ul>	
<b>9. Budget Workgroup: FY22-23</b>	<ul style="list-style-type: none"> <li>Lugeenya Blackstock provided the committee with the rationale for the Budget Workgroup. Doug Szabo and Brooke Delmotte have previously served. This activity is a good way for new members to become familiar with the ELC operation.</li> </ul>	Alex Breault and Laura Bright volunteered to serve on the Budget Workgroup for FY 22-23. Lugeenya Blackstock will schedule a meeting sometime before the April 20, 2022, Finance Committee meeting.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 9:01 am.</li> </ul>	
<b>Next Meeting</b>	April 20, 2022	