



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
EXECUTIVE COMMITTEE via Teams
Meeting Minutes
March 22, 2023
10:00 am

Purpose: The Executive Committee is composed of board officers and the chairpersons of Board committees. The Executive Committee is responsible for direction and oversight regarding the overall program and financial management and operations.

Committee Members: Dr. Kelly Roy, **Interim Board Chair**, *Professor/Coordinator of Early Childhood Education, Florida Southwestern State College*; Douglas Szabo, **Vice-Chair**, *Attorney, Henderson, Franklin, Sterns and Holt*; Dr. Beth McBride, **Secretary, Chair-Human Resources Committee Director, Early Learning, Designee-Collier County Public Schools**; Brooke Goldstein, **Treasurer**, *Provider Liaison/Operations Manager, Early Steps, SWFL Health Planning Council*; Michele King, **Chair-Program Committee**, *Director Child Advocacy Program, Golisano Children’s Hospital of SW Florida*; Rebecca McKellar, **Chair-Nominations & Bylaws, Committee**, *Creative World Schools, Private For-Profit Child Care*; Tara Sherrod, **Chair-Events Committee** *First Baptist Preschool, Representative of Faith-Based Childcare Providers.*

Board Members, Present: Alex Breault, *Director, Talent Initiatives, Naples Chamber of Commerce* Sharon Love, Esq., *Long, Murphy & Zung* Shay Smith, *Executive Community Health Nursing Director, Designee-Florida Department of Health Lee County*

ELC Staff: Susan Block, *Chief Executive Officer*; Lugeenya Blackstock, *Chief Financial Officer*; Leona Adkins, *Chief Quality Officer*; Wynetta Upshaw, *Chief Administrative Officer.*

ELC Guests: Jon Duffy, *Moss, Krusick CPA.*

(*) *Materials included in Executive Committee Packet.*
 (**) *Materials posted on SharePoint for Committee Members.*

Agenda Items	Discussion	Action Items
Welcome and Introductions Chair’s Update	The meeting opened at 10:01 am and a quorum was established	Dr. Kelly Roy opened the meeting.

Public Comments	No members of the public were present.	
1. Executive Committee* Presentation of Single Audit Report: FY 2022	<p>Jon Duffy presented the Draft Financial Statements from FY 2022.</p> <p>Items reviewed are reasonable and typical for ELCs. Administrative expenses are at about 1.5%, overall.</p> <p>One finding, repeated from FY 2021, appeared on the report. Completion of a Corrective Action Plan was delayed due to timing of the report, with an extended filing deadline after the close of FY 2022. Hurricane Ian created additional challenges to address the deficiencies found. This does not affect the ELC status as a Low-Risk Auditee.</p> <p>A new Corrective Action Plan for FY 2022 is in place to remove this finding in future audits.</p>	Motion to accept the Draft Finance Statements from FY 2022 by Doug Szabo. Second by Rebecca McKellar. Motion approved.
Adjournment	Meeting adjourned at 10:17 am	
Next Meeting	Wednesday, April 19, 2023	