



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## FINANCE COMMITTEE MINUTES

Wednesday, September 16, 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 Member Present:**

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

**Committee Members via Zoom:**

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

**Brooke Delmotte, Provider Liaison/Operations Manager, 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**

(\*) *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 8:30 am by Mr. Szabo. A quorum was established.</li> </ul>	
2. <b>Vote on Finance Committee Minutes of June 3, 2020*</b>	<ul style="list-style-type: none"> <li>The June 3, 2020 minutes were approved.</li> </ul>	Motion to approve the June 3, 2020 minutes made by Mr. Halligan and seconded by Ms. Delmotte. Motion approved.

<p><b>3. Discuss Utilization Management (Forecast)*</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block reported the number of Voluntary Prekindergarten (VPK) children has decreased across the country. COVID-19 has created the situations where parents are work at home and/or older siblings are in the home.</li> <li>• The Governor has issued an Executive Order extending to October paying School Readiness (SR) providers for full capacity. Executive Orders can only be extended 60 days at a time.</li> <li>• There was a discussion about when SR providers will be paid on enrollment and not full capacity. What will be the impact to providers and the Coalition?</li> <li>• The number of SR enrolled children has increased to 5,602 this includes the first responders' children.</li> </ul>	
<p><b>4. Review Utilization Reports and Statements of Revenues and Expenditures*</b></p>	<ul style="list-style-type: none"> <li>• Ms. Cotter presented the financial reports ending July 2020. Ms. Cotter reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs.</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. Review Notice of Award and Effect on FY20-21 Budget*</b></p>	<ul style="list-style-type: none"> <li>• Ms. Cotter reported the Notice of Award is for \$47.7M for SR and VPK. The FY20-21 budget required realignment and the difference was put into direct services.</li> </ul>	<p>Motion to approve the revised budget made by Ms. McLean and seconded by Mr. Halligan. Motion approved.</p>
<p><b>6. Update on Addendum #1 for FY18-19 Reconciliation*</b></p>	<ul style="list-style-type: none"> <li>• Ms. Cotter discussed the Addendum #1. Seven staff members are reconciling the FY18-19 provider payments. The completion date of Aug. 31<sup>st</sup> was extended by Sept. 20, 2020. Two hundred providers have been identified: 33 providers were overpaid and 177 providers underpaid. OEL is holding funds for the under payments. The 33 overpaid providers are</li> </ul>	

	being re-reviewed before contacting them.	
<b>7. Update on Fiscal FY19-20 Close-out</b>	<ul style="list-style-type: none"> <li>Ms. Cotter stated we are not receiving correct reports from OEL. Ms. Block has contacted Ms. Goff.</li> <li>Ms. Cotter may need to bring in a temporary fiscal expert to assist with the closing. We need to be able to report and back up the numbers.</li> </ul>	
<b>8. Approval of Naples Inventory*</b>	<ul style="list-style-type: none"> <li>Ms. Block explained the Naples inventory was excluded from the previously approved surplus list.</li> </ul>	Motion to disposal of Naples inventory listed made by Mr. Halligan and seconded by Ms. Delmotte. Motion approved.
<b>9. Review of OEL's Expenditure Validation (aka Desk Review) for Jan.-June, 2019*</b>	<ul style="list-style-type: none"> <li>Ms. Block reported there were no questioned costs on the OEL Jan. to June, 2019 expenditure desk review.</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 9:48 am.</li> </ul>	
<b>Next Meeting</b>	November 4, 2020	