



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
FINANCE COMMITTEE
Meeting Agenda
September 14, 2022 - 8:30 a.m.

Purpose: This committee is charged with the oversight of budget development, accurate tracking of expenditures, monitoring unrestricted funds, and to ensure adequate financial controls in coordination with appropriate staff and directors.

Committee Members:

Laura Bright, Golisano Children’s Museum of Naples
Douglas Szabo, Henderson, *Franklin, Starnes & Holt, P.A.*
Alex Breault, *Director, Talent Initiatives, Naples Chamber of Commerce*

Committee Members, Absent: **Brooke Delmotte**, *Finance Committee Chair, Provider Liaison/Operations Manager Early Steps, SWFL Health Planning Council*

ELC Staff:

Susan Block, *Chief Executive Officer*; **Lugeenya Blackstock**, *Chief Financial Officer*

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

Agenda Items	Discussion	Action/Assignments
1. Welcome and public comments	Doug Szabo called the meeting to order at 8:03 am. A quorum was established No public comments.	
2. Vote on Finance Committee Minutes of June 8, 2022	The meeting minutes were presented for approval	Laura Bright moved to accept the 6/8/22 minutes. Second by Doug Szabo. Motion approved
3. Discuss SR Utilization Management (Forecast)*handout	Susan Block reviewed the highlights of the Utilization Report, including a newly added portion of the report highlighting the demographics of our SR program. The waiting list continues to be low, with families being enrolled as they apply for	

	services where childcare space is available.	
4. Review and Approval of Utilization Reports and Statements of Revenues and Expenditures	Lugeenya Blackstock reviewed the Utilization reports. The ELC is within all required spending targets, per the grant agreement with the Division of Early Learning (DEL)	Motion to approve the Utilization Report by Laura Bright. Second by Doug Szabo. Motion approved.
5. Review Notice of Award and effect on FY2022-2023 Budget	Lugeenya Blackstock presented the updated budget based on the most recent Notice of Award from DEL	Motion to approve the updated budget by Laura Bright. Second by Alex Breault.
6. Approval: FY23 Contracts	<p>Susan Block presented the summary of two contracts: 1. Fred Pryor Learning Management System (\$12,900) and 2. Element Technologies (\$96,080).</p> <p>Susan Block announced that an expected addition allocation, to extend our Mental Health Grant, is expected however, the updated Notice of Award (NOA) hasn't been received yet. Upon receipt of the updated NOA, a Memo of Understanding is needed to authorize use of these new funds.</p>	<p>Motion to approve the two contracts, as presented, by Alex Breault. Second by Laura Bright. Motion approved</p> <p>Motion to authorize Marshall Bower to sign the Health Care Planning Counsel MOU by Alex Breault. Second by Laura Bright</p>
7. Approval: Fiscal Policies update	Lugeenya Blackstock presented updated Fiscal and Information Technology policies	Motion to approve the updated policies by Laura Bright. Second by Doug Szabo. Motion approved
8. Approval: FY23 scrapped inventory	Lugeenya Blackstock presented the scrap inventory listing for review.	Motion to approve the scrap inventory to be distributed by Alex Breault. Second by Laura Bright. Motion approved.

9. Update on FY21 audit	Susan Block announced that audit report will be ready for review by the committee within the next week. A special meeting of the Finance Committee will be held prior to the 9/28/22 Board Meeting.	Susan Block will send a calendar appointment for the 9/28/22 Finance Committee meeting at 8:15 am, 9/28/22.
Adjournment		
Next Meeting –November 2, 2022	Susan Block talked about the need to recruit a committee member to replace Nate Halligan. She also talked about the need to recruit Private Sector Board Members, including Gubernatorial Appointees.	The meeting adjourned at 8:33 am.