



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA**  
**FINANCE COMMITTEE**  
**Meeting Agenda**  
**September 13, 2023 - 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:**

- Brooke Delmotte, Finance Committee Chair**, Provider Liaison/Operations Manager Early Steps, SWFL Health Planning Council  
**Douglas Szabo**, Henderson, Franklin, Starnes & Holt, P.A.  
**Alex Breault**, Director, Talent Initiatives, Naples Chamber of Commerce  
**Sharon Love**, Attorney, Long Murphy & Zung, P.A.  
**Aaron Stitt**, Department of Children and Families, Regional Administrator

**ELC Staff:**

- Dr. Melanie Stefanowicz**, Chief Executive Officer  
**Lugeenya Blackstock**, Chief Financial Officer  
**Gilda Duran**, Chief Programs Officer  
**Leona Adkins**, Chief Quality Officer  
**Monica Gaddy**, Administrative Coordinator

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

*(\*\*) Materials sent electronically to Committee Members.*

<b>Agenda Items</b>	<b>Page</b>	<b>Facilitator</b>	<b>Discussion and Actions</b>
1. Welcome and public comments		Brooke Delmotte	
2. <b>Approve</b> Finance Committee Minutes: June 7, 2023		Brooke Delmotte	
3. Discuss SR Utilization Management Forecast		Melanie Stefanowicz	
4. Review and <b>Approve</b> Utilization Reports and Statements of Revenues and Expenditures		Lugeenya Blackstock	

5. Approval: Updated FY24 Budget		Lugeenya Blackstock	
6. Approval: Fiscal Policies <ul style="list-style-type: none"> <li>a. I-PO-B10 Suspected Misconduct Policy</li> <li>b. I-PO-B11 Lobbying Policy</li> <li>c. I-PO-B2 Conflict of Interest</li> <li>d. I-PO-D Procurement Policy</li> <li>e. I-PO-E4 Credit Card Policy</li> <li>f. I-PO-G Records and Maintenance Policy</li> <li>g. I-PO-H Travel and Business Expense Policy</li> <li>h. I-PO-I10 Purchasing Policy</li> <li>i. I-PO-I11 Accounts Payable Management Policy</li> <li>j. I-PO-I12 Disbursement Policy</li> <li>k. I-PO-I13 Payroll and Related Policy</li> <li>l. I-PO-I14 Cash Management Policy</li> <li>m. I-PO-I15 Government Returns Policy</li> <li>n. I-PO-I16 Capitalized Assets and Inventory Requirement Policy</li> <li>o. I-PO-I20 Billing/Invoice Policy</li> <li>p. I-PO-I6 Revenue Recognition Policy</li> <li>q. I-PO-M Match Policy</li> <li>r. I-PO-S federal Awards Costs Policy</li> <li>s. I-PR-F Tangible Personal Property Maintenance</li> <li>t. ISSP-06.00.21 Electronic Signature Policy</li> </ul>		Lugeenya Blackstock	
7. Approval: FY24 Contracts <ul style="list-style-type: none"> <li>a. Fred Pryor 23-24</li> <li>b. Element Technologies</li> <li>c. Spirit Consulting</li> </ul>		Melanie Stefanowicz	
Adjournment			
<b>Next Meeting:</b> November 1, 2023 8:30 a.m. – 9:30 a.m.			

Finance Committee Members may attend in person or Via Microsoft Teams

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