



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, January 13, 2021

8:30- 9:30 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 Manage, 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

Lugeenya Blackstock, Chief Financial Officer

Ginger McHale, Executive Coordinator

Staff via Zoom:

Kim Usa, Chief Program Officer

Leona Adkins, Chief Quality Officer

(*) Materials included in Finance Committee Packet.

Agenda Items	Discussion	Action/Assignments
1. Welcome & Introductions	<ul style="list-style-type: none"> The meeting was called to order at 8:30 am by Mr. Szabo. A quorum was established. 	
2. Vote on Finance Committee Minutes of November 4, 2020*	<ul style="list-style-type: none"> The November 4, 2020 Finance Committee minutes were approved. 	Motion to approve the November 4, 2020 Finance Committee minutes made by Ms. Delmotte

		and seconded by Ms. McLean. Motion approved.
3. Discuss Utilization Management (Forecast)*	<ul style="list-style-type: none"> Ms. Usa reported new referrals for First Responders' program ended in December 2020 and the program ends in March 2021. The numbers of enrolled School Readiness (SR) children and Waitlist children have decreased. Ms. Usa stated it appears many parents are not applying for services due to continued COVID-19 concerns and some parents are working from home. The Coalition has started a new SR enrollment campaign to move children off the Waitlist to utilize \$4.4 M allocated to the ELC for this purpose. VPK enrollment is lower than this time last year. COVID-19 is negatively impacting VPK as well as SR enrollment. 	Mr. Szabo requested the previous year's VPK enrollment numbers be included on the forecast.
4. Review Utilization Reports and Statements of Revenues and Expenditures*	<ul style="list-style-type: none"> Mr. Szabo presented the financial reports ending November 2020. Mr. Szabo reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs. Staff are aware that VPK administrative costs are high and taking steps to manage them. 	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 Mr. Alluri. Motion approved.
5. Review FY2018-2019 Provider Reconciliation	<ul style="list-style-type: none"> Ms. Blackstock reported the third reconciliation letter was mailed to one hundred and seventeen (117) providers; One-hundred and ten (110) providers returned the letters with thirty-nine (39) agreeing to payment plans. Seventy-one (71) providers must submit documentation to settle negotiations with the ELC by the end of January. All negotiated repayment amounts must be uploaded into the Office of Early Learning data base. Cherwell, by February 1, 2021. 	

6. Review of OEL's Expenditure Validation (aka Desk Review) for Jan. – June 2020	<ul style="list-style-type: none"> Ms. Blackstock stated there were no questioned costs in this Review. Technical assistance was received for a travel expense incurred at the start of COVID-19 telework period that was not paid within thirty days. 	
7. Discuss Gold Seal Differential	<ul style="list-style-type: none"> Ms. Block gave a brief history of Gold Seal designation for childcare. Twenty-eight of the thirty early learning coalitions provide a differential rate of 20%. Incentivizing the Gold Seal differential would allow providers an increase payment for their increased attention to quality. There was a discussion about the impact of the increased differential on the Gold Seal providers. An incorrect date on the brief was noted. The correct date is January 27, 2021. 	<p>Motion to increase Gold Seal differential from 15-20% effective July 1, 2021 made by Ms. McLean and seconded by Mr. Alluri. Motion approved.</p>
8. Compensation & Classification Study	<ul style="list-style-type: none"> Ms. Block stated in November 2020 voters approved an increase of the state's minimum wage until reaching \$15.00 per hour in September 2026. Ms. Block stated a study of our present salary scale is needed to understand our market to remain a competitive employer when hiring and retaining staff. The financial impact is not to exceed \$20,000.00. Depending upon the status of the FY20/21 administrative costs, this cost will appear in the FY21/22 budget. Request for a motion to approve the procurement of a third party to examine ELC Compensation and Classification to produce a report for standardization of salaries and wages for ELC to be used as a guide for hiring and retention of ELC staff. An incorrect date on the brief was noted. The correct date is January 27, 2021. 	<p>Motion to approve \$20,000.00 toward an outside study during the next budget year, effective July 1, 2021, and move request to the Executive Committee made by Mr. Alluri and seconded by Ms. Delmotte. Motion approved.</p>
9. Request for Extended	<ul style="list-style-type: none"> Ms. Block presented the Families First Coronavirus 	<p>Motion to approve the request for</p>

COVID-19 PLT	<p>Response Act (FFCRA) effective April 1, 2020 and expired December 31, 2020. The Act required employers to provide paid sick leave or expanded family and medical leave benefits for specified reasons related to COVID-19. Eligible employers qualified for a dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA.</p> <ul style="list-style-type: none"> • Request for a motion to offer up to two weeks (up to 80 hours) of paid sick leave when staff are unable to telework due to the qualifying reasons of COVID-19 through March 31, 2021. This action would be retroactive to January 4, 2021. • An incorrect date on the brief was noted. The correct date is January 27, 2021 	<p>extended COVID-19 PLT up to 80 hours made by Mr. Halligan and seconded by Ms. Delmotte. Motion approved.</p>
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 9:30 am. 	
Next Meeting	March 3, 2021	