



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## FINANCE COMMITTEE MINUTES

Wednesday, April 21, 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**

**Kim Usa, Chief Program Officer**

**Ginger McHale, Executive Coordinator**

**Staff via Zoom:**

**Leona Adkins, Chief Quality Officer**

(\*) Materials included in Finance Committee Packet.

Agenda Items	Discussion	Action/Assignments
<b>1. 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>	
<b>2. Vote on Finance Committee Minutes of March 3, 2021*</b>	<ul style="list-style-type: none"> <li>The March 3, 2021 Finance Committee minutes were approved.</li> </ul>	Motion to approve the March 3, 2021 Finance Committee minutes made by Ms. Delmotte and seconded by Ms. McLean. Motion approved.

<b>3. Discuss Utilization Management (Forecast)*</b>	<ul style="list-style-type: none"> <li>Mr. Szabo reported we are continuing with live time enrolling off the waitlist. Families are receiving a referral for care with-in one to two days after signing up on to the waitlist.</li> <li>At the end of March there were 238 children listed. This number decreased to zero and is presently at 24 children today.</li> <li>VPK enrollment has remained the same. The state has adjusted the summer VPK hours from 300 to 200 hours. We are encouraging providers to provide a summer VPK program.</li> </ul>	
<b>4. Review Utilization Reports and Statements of Revenues and Expenditures*</b>	<ul style="list-style-type: none"> <li>Mr. Szabo presented the financial reports ending February 2021. Mr. Szabo reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs.</li> <li>We await the Office of Early Learning (OEL) guidance regarding an Executive order that has waived the 78% minimum requirement for SR allocation.</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 Mr. Alluri. Motion approved.</p>
<b>5. Status FY2019 Provider Reconciliation</b>	<ul style="list-style-type: none"> <li>Ms. Blackstock reported one hundred and seventeen (117) providers were overpaid in FY2019. Of this number, 20 providers have paid in full, totaling \$37,000.00. Twelve-month payment plans started in April 2021 for the remaining ninety-seven (97) providers for a total of \$832,000.00. The funds will be forwarded to OEL.</li> </ul>	
<b>6. Approval, FY2021 Budget Modifications</b>	<ul style="list-style-type: none"> <li>Ms. Blackstock presented the FY2021 budget modifications. The line item changes do not change the budget total.</li> </ul>	<p>Motion made to approve and move the FY2021 Budget Modifications to the Executive Committee made by Mr. Alluri and seconded by Mr. Halligan. Motion approved.</p>
<b>7. Budget Presentation: FY2022</b>	<ul style="list-style-type: none"> <li>Ms. Delmotte and Mr. Halligan presented the FY2022 budget.</li> <li>The recommendation is to approve the FY2022 Budget as presented and allow the Coalition to make</li> </ul>	<p>Motion made to approve the recommendation and move the FY2022 Budget to the Executive Committee made by Ms. McLean and seconded by Mr. Alluri.</p>

	<p>budget adjustments based on the final Notice of Award (NOA) and report at the September/October board Meeting.</p> <ul style="list-style-type: none"> <li>• Ms. Block discussed the possible re-obligation of funds and mini grants to providers. This will be discussed at the May 5, 2021 Board Meeting.</li> </ul>	Motion approved.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned at 9:22 am.</li> </ul>	
<b>Next Meeting</b>	June 2, 2021	