



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE

Meeting Agenda
September 13, 2023 - 8:30 a.m.

Microsoft Teams meeting
[Click here to join the meeting](#)
Meeting ID: 235 273 174 23
Passcode: ZZgKgv

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.

Agenda Items	Page	Facilitator	Discussion and Actions
1. Welcome and public comment		Brooke Goldstein	
2. <u>Request Approval</u> of Finance Committee Minutes: June 7, 2023	4-5	Brooke Goldstein	
3. <u>Discussion</u> of SR Utilization Management Forecast	6-7	Brooke Goldstein	

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4. <u>Request Approval</u> of Utilization Reports and Statements of Revenues and Expenditures	8-21	Brooke Goldstein	
5. <u>Request Approval</u> of Updated FY24 Budget	22-28	Brooke Goldstein	
6. <u>Request Approval</u> of FY24 Contracts and Requests for Proposals (RFP) <ul style="list-style-type: none"> a. Fred Pryor Learning b. Element Technologies c. Priority Marketing d. RFP – Audit e. RFP – Fraud Risk Analysis f. RFP – Marketing and Community Outreach 	29-30	Brooke Goldstein	
7. <u>Request Approval</u> of ARPA Discretionary Grant in the amount of \$12,252,180	31	Brooke Goldstein	
8. Approve: Fiscal Policies <ul style="list-style-type: none"> a. I-PO-B10 Suspected Misconduct Policy b. I-PO-B11 Lobbying Policy c. I-PO-B2 Conflict of Interest d. I-PO-D Procurement Policy e. I-PO-E4 Credit Card Policy f. I-PO-G Records and Maintenance Policy g. I-PO-H Travel and Business Expense Policy h. I-PO-I10 Purchasing Policy i. I-PO-I11 Accounts Payable Management Policy j. I-PO-I12 Disbursement Policy k. I-PO-I13 Payroll and Related Policy l. I-PO-I14 Cash Management Policy m. I-PO-I15 Government Returns Policy n. I-PO-I16 Capitalized Assets and Inventory Requirement Policy 	32 34-38 39-40 41-44 45-53 54-56 57-58 59-60 61-63 64-65 66-72 73-78 79-81 82-87 88-89 90-95	Brooke Goldstein	

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<ul style="list-style-type: none"> o. I-PO-I20 Billing/Invoice Policy p. I-PO-I6 Revenue Recognition Policy q. I-PO-M Match Policy r. I-PO-S federal Awards Costs Policy s. I-PR-F Tangible Personal Property Maintenance t. ISSP-06.00.21 Electronic Signature Policy 	96-97 98 99-101 102-105 106-114 115-116		
Next Meeting: November 1, 2023 8:30 a.m. – 9:30 a.m.		Brooke Goldstein	
Adjournment		Brooke Goldstein	