



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA FINANCE COMMITTEE

Meeting Minutes

February 28, 2024 - 8:30 a.m.

Microsoft Teams meeting

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Meeting ID: 274 472 276 381

Passcode: u7ayqm

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

Committee Members:

Brooke Goldstein, Finance Committee Chair, Provider Liaison/Operations Manager Early Steps, SWFL Health Planning Council

Alex Breault, Director, Talent Initiatives, Naples Chamber of Commerce

Sharon Love, Esq., Long, Murphy & Shimkus, P.A.

Aaron Stitt, Department of Children and Families, Regional Administrator

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Tricia Delles, CPA, Interim CFO (not attending)

Wynetta Upshaw, Chief Administrative Officer

Gilda Duran, Chief Programs Officer

Leona Adkins, Chief Quality Officer

Monica Gaddy, Administrative Coordinator

Agenda Items	Facilitator	Discussion and Actions
1. <u>Welcome and public comment.</u>	Brooke Goldstein	Meeting called to order at 8:30 a.m. No public comment.
2. <u>Request Approval</u> of Finance Committee Meeting Minutes: January 17, 2024	Brooke Goldstein	Motion to approve January 17, 2024, meeting minutes made by Aaron Stitt. Seconded by Sharon Love. Motion carried.
3. <u>Informational:</u> a. CFO Staffing Update b. Single Audit Update: March 14, 2024, Board Meeting	Brooke Goldstein	Two candidates have been selected for in person interviews. One with many years of coalition experience and the 2 nd has nonprofit experience. Single audit underway update on findings will be reported during the Board Meeting.
4. <u>Discussion</u> of SR Utilization through January 2024	Brooke Goldstein	SR-4841, VPK-668. Waitlist was at 14 but is cleared weekly.
5. <u>Discussion and Approval</u> of Summary of Revenues and Expenditures and Financial Statements	Brooke Goldstein	Statement of Activities was presented, and staff continues to complete the clean up activities to reduce the net loss. Grants/Notice of Award SR-\$49,767,688 QPI \$1,313,285 Gold Seal (SR) \$1,512,978 Special Needs (SR) \$ 497,503

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		Motion to approve the Summary of Revenues and Expenditures and Financial Statements was made by Sharon Love. Second by Aaron Stitt. Motion carried.
6. <u>Request Approval</u> of FY24 Contracts: NONE	Brooke Goldstein	FY24 Contacts-Currently no contact pending approval.
7. <u>Next Meeting:</u> April 18, 2024 8:30 a.m. – 9:30 a.m.	Brooke Goldstein	Next scheduled meeting confirmed for 04/28/224 at 8:30 a.m.
8. <u>Adjournment:</u>	Brooke Goldstein	Meeting adjourned at 8:55 a.m.

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