



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA FINANCE COMMITTEE

Meeting Minutes
January 17, 2024 - 8:30 a.m.

Microsoft Teams meeting
[Click here to join the meeting](#)
Meeting ID: 297 652 789 527
Passcode: LXhmrT

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 & Zung, P.A.

Aaron Stitt, Department of Children and Families, Regional Administrator

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Tricia Delles, CPA, Interim CFO

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. Welcome and public comment.	Brooke Goldstein	Brooke Goldstein meeting called to order at 8:30 a.m. No public attendance and no public comment.
2. Request Approval of Finance Committee Minutes: November 1, 2023	Brooke Goldstein	Motion to approve November 1, 2023, meeting minutes made by Sharon Love Seconded by Alex Breault. Motion approved, none opposed.
3. Informational: Staffing Update	Brooke Goldstein	Dr. Melanie will meet with the consulting firm on 1/19/2024 regarding setting up interviews for CFO candidates. We have two CPA's out of Washington State. They started on 11/28/2023 and have been contracted part-time remotely. Primary focus is the single audit and working with the accounting/reimbursement teams. A request to extend the CPA's contract has been approved as they are working to complete our single audit. Dr. Melanie is working with Wynetta Upshaw on ELC job descriptions, salary range and levels of responsibility. Seeking ways to become more competitive and hire

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		and retain top talent. .
4. Discussion of SR Utilization through November 2023	Brooke Goldstein	Dr. Melanie shared VPK campaign is going very well. There has been an Increase in VPK enrollments. Positive outcome but requires more staff. Programs Services is working on hiring new Programs Service Specialists to manage the workflow and increase productivity. Dr. Melanie discussed staffing issues, are primarily due to salaries. Nonprofits generally pay less than other sectors. Working on ways to offer remote work options. Parents and staff have reported seeing TV aids, billboards, and mall panels in the community. Reported high visibility.
5. Discussion and Approval of Summary of Revenues and Expenditures	Brooke Goldstein	Motion to approve Alex Breault made Seconded by Sharol Love. Motion approved, none opposed.
6. Request Approval of Updated FY24 Budget Item: a. ARPA Special Project Compensation for ELC Staff	Brooke Goldstein	Sharon Love made a motion to approve ARPA Special Project Compensation for ELC. Seconded by Aaron Still. Motion approved, none opposed. Motion carries
7. Request Approval of FY24 Contracts and Requests for Proposals (RFP) a. LENA Language environment analysis program b. Element Technologies c. HR Compensation Consultants, LLC (HRCC) d. David Karem Law, P.A. e. Child’s Play, Inc.	Brooke Goldstein	Sharon Love made motion to approve Request for Proposals (RFP) Seconded by Aaron Stitt. Motion approved none opposed motion carries.
8. Informational: Contracts approved during an off-cycle Executive Committee meeting held on January 5, 2024: a. Tricia Delles, CPA b. Procure Solutions c. Kaplan Early Learning		To be approved during off-cycle Executive Committee meeting 1/5/2024.

Agenda Items	Facilitator	Discussion and Actions
d. Trace Enterprises dba Reach Marketing		
Next Meeting: January 17, 2024 8:30 a.m. – 9:30 a.m.	Brooke Goldstein	Brooke Goldstein confirmed next Finance Committee meeting is February 28, 2024, at 8:30a.m.
Adjournment	Brooke Goldstein	Meeting adjourned at 9:21 a.m.

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