



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE

Meeting Minutes

April 18, 2024, 2024 - 8:30 a.m.

Microsoft Teams meeting

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ID: 278 201 115 47

Passcode: Ccpsv3

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

Sharon Love, Esq., Vice Chair, Long, Murphy & Shemkus, P.A.

Aaron Stitt, Department of Children and Families, Regional Administrator

Alex Breault, FutureMakers

Derek Burkholder, BD Property Management Group, LLC

ELC Staff:

Dr. Melanie Stefanowicz, Chief Executive Officer

Richard Cocchieri, Chief Financial Officer

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>a. Welcome and Public Comment</u> <u>b. Agenda Modifications</u>	Brooke Goldstein	The meeting called to order at 8:33a.m. by Brooke Goldstein. Meeting attendance via Teams. Sharon Love, Aaron Stitt. ELC staff Dr. Melanie Stefanowicz, Rick Cocchieri, Wynetta Upshaw, Gilda Duran, Leona Adkins, and Monica Gaddy Quorum established. Public attendance Derek Burkholder
2. <u>Request Approval</u> of Finance Committee Meeting Minutes for the February 28, 2024, meeting	Brooke Goldstein	Motion to approve by Aaron Stitt Seconded by Sharon Love Motion carried.
3. <u>Informational:</u> a. Sliding Fee Scale b. Lee BOCC ARPA Grant Update c. <u>DRAFT</u> FY 2025 DEL Grant Agreement	Brooke Goldstein	Dr. Melanie went over the sliding fee scale, Lee BOCC ARPA Grant, and Draft FY 2025 DEL Grant Agreement. Draft in progress revisions needed. Draft to be complete by the Board Meeting scheduled for May 2, 2024.

Agenda Items	Facilitator	Discussion and Actions
4. Discussion and Approval of SR Utilization through March 25, 2024	Brooke Goldstein	Motion to approve by Sharon Love Seconded by Aaron Stitt
5. Discussion and Approval of a. Summary of Revenues and Expenditures and Financial	Brooke Goldstein	a. Motion to approve summary of revenues expenditures and financial statements
Statements b. Cost Allocation Plan d. Surplus List (Naples Office)		Motion to approve cost allocation plan made by Aaron Stitt and Seconded by Sharon Love Motion to approve surplus list (Naples office) made by Sharon Love and Seconded by Aaron Stitt
6. Request Approval of FY24 Contracts: a. Element Technologies b. Crown Plaza Fort Myers Gulf Coast c. Blue Outdoor FY 25 Contracts: a. Teaching Strategies, LLC b. Helios Colliers, LLC	Brooke Goldstein	Dr. Melaine requested an addendum to Element Technologies' contract for cloud migration and multi-factor authentication. The total cost for cloud migration \$\$ 34,990.00. Motion to approve made by Sharon Love and seconded by Aaron Stitt Crown Plaza-Review for approval for the June 6, 2024, Professional Development Conference. Motion to approve made by Aaron Stiff and Seconded by Sharon Love. Blue outdoor-Additional \$52,000.00 to be allocated for additional advertisement in us under severed communities. To include mall panels and signage. Motion to approve made by Aaron Stitt and seconded by Sharon Love Teaching Strategies, LLC Motion to approve made by Aaron Stitt and seconded by Sharon Love Helios Colliers, LLC Motion to approve made by Sharon Love seconded by Aaron Stitt
7. Next Meeting: June 6, 2024 8:30 a.m. – 9:30 a.m.	Brooke Goldstein	Brooke Goldstein confirmed next Finance Committee meeting for June 6, 2024, at 8:30 a.m.
8. Adjournment:	Brooke Goldstein	The meeting adjourned at 9:03 a.m.

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