



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE

Meeting Minutes

June 6, 2024, 2024 - 8:30 a.m.

Microsoft Teams meeting

[Click here to join the meeting](#)

ID: 265 013 649 436

Passcode: LJJd7G

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 was called to order at 8:31 a.m. by Committee Chair Brook Goldstein. No one from the public attended the meeting and there were no agenda modifications. Members in attendance: Sharon Love, Alex Breault, Derek Burkholder, ELC staff: Dr. Melanie Stefanowicz, Richard Cocchieri, Gilda Duran, Leona Adkins and Monica Gaddy. Absent members: Aaron Stitt and Wynetta Upshaw. Quorum has been established.
2. <u>Request Approval</u> of Finance Committee Meeting Minutes for the April 18, 2024, meeting	Brooke Goldstein	Motion to approve April 18, 2024, meeting minutes made by Sharon Love and Seconded by Alex. All in favor motion carries.
3. <u>Discussion and Approval</u> of SR Utilization through April 2024	Brooke Goldstein	Numbers are holding steady, VPK experiencing normal decline due to VPK graduations, and family vacations. Motion to approve SR Utilization through April 224, made by Sharon Love and seconded by Derek Burkholder.

<p>4. <u>Discussion and Approval</u> of</p> <ul style="list-style-type: none"> a. Summary of FY 23-24 Budgets b. FY 23-24 Statement of Activities c. Statement of Financial Position as of 4/30/2024 d. 24-25 Proposed COLA and Merit Increases 	<p>Brooke Goldstein</p>	<p>Discussion and approval of a. Summary of FY23-24</p> <ul style="list-style-type: none"> A. Motion to approve made by Derek Burkholder and seconded by Sharon Love motion carries with no one opposed. B. FY 23-24 Statement of Activities. Motion to approve Sharon Love and Seconded by Alex Breault. C. Motion to approve made by Alex Breault and seconded by Derek Burkholder motion carries with no one opposed D. Motion to approve COLA and Merit Increases made by Alex Breault and seconded by Derek Burkholder motion carries with no one opposed.
<p>5. <u>Request Approval of FY25 Contracts:</u></p> <ul style="list-style-type: none"> a. The Krizner Group b. Trace Enterprise dba Reach c. David Karem, PA d. Children’s Forum e. RCMA f. Department of Health in Collier County g. HRCC h. Tricia Delles, CPA i. RFP - Employee Benefits Package j. RFP – Computers and Computer-related Equipment 	<p>Brooke Goldstein</p>	<p>5. Approval made by standing committee for items a-j. All in favor with no one opposed. Motion carries.</p>
<p>7. <u>Next Meeting:</u> September 5, 2024, 8:30 a.m. – 9:30 a.m.</p>	<p>Brooke Goldstein</p>	
<p>8. <u>Adjournment:</u></p>	<p>Brooke Goldstein</p>	<p>The meeting adjourned at 9:09 a.m.</p>