

Minutes of a Meeting of the Board of Directors of Early Learning Coalition of Southwest Florida.

September 5th, 2024

Time and Place of Meeting

Finance Committee Meeting on September 5th, 2024, Start time 1:30 p.m. The meeting occurred in person at the Coalition Fort Myers office and via Microsoft Teams.

Call to Order

The following directors, constituting a quorum, were present in person or by teleconference:

- Kae Moore, Governor Appointment Board Chair
- Brooke Goldstein, Treasurer and Finance Committee Chair
- Aaron Stitt
- Alex Breault
- Jamie Merchant
- Dr. Dereck Burkholder

Hi there. How can we help?



- ELC Staff:
- Dr. Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer,
- Gilda Duran, Chief Program Officer
- Wynetta Upshaw, Chief Administrative Officer
- Monica Gaddy, Administrative Coordinator

Presiding Officer

Brooke Goldstein presided as Treasurer and Chair of the Finance Committee

A quorum of the Committee member present, Brooke Goldstein called the meeting to order at approximately 8:30 a.m.

Approval of Agenda and Any Proposed Modifications

Brooke Goldstein initiated a discussion regarding approval of agenda and any proposed modifications. A full discussion followed. Upon motion duly made and seconded, the Committee approved the agenda as presented.

Approval of June 6, 2024 Finance Committee Meeting Minutes

Brooke Goldstein initiated a discussion regarding approval of June 6, 2024 finance committee meeting minutes. A full discussion followed. Upon motion duly made and seconded, the Finance Committee approved the June 6, 2024 finance committee meeting minutes as presented.

Direct Services Utilization through June 30, 2024

Brooke Goldstein initiated a discussion regarding direct services utilization through June 30, 2024. A full discussion followed. Upon motion duly made and seconded, the Board of Directors approved the Direct Services Utilization through June 30, 2024.

Approval of Financial Statements

Brooke Goldstein initiated a discussion regarding approval of financial statements. A full discussion followed. Upon motion duly made and seconded, the Finance Committee approved the financial statements including the Normal Trial Balance (GL Cleanup Record); Statement of Financial Position from MIP (GL Cleanup Record), Statement of Financial Position (6.30.2024), Statement of Activities July 2023 - June 2024, and FY23-24 Budget Utilization.

2024 Pay Plan Update

Brooke Goldstein initiated a discussion regarding 2024 pay plan update. A full discussion followed. Upon motion duly made and seconded, the Finance Committee approved the 2024 Pay Plan Update for implementation on September 25, 2024.

Procurement Requests

Brooke Goldstein initiated a discussion regarding procurement requests. A full discussion followed. Upon motion duly made and seconded, the Finance Committee approved the Procurement Requests as presented in the meeting materials.

Approval of the FY 2024-2025 Coalition Fraud Plan Revisions

Brooke Goldstein initiated a discussion regarding approval of the FY 2024-2025 coalition fraud plan revisions. A full discussion followed. Upon motion duly made and seconded, the Finance Committee approved the 2024-2024 Coalition Fraud Plan revisions as presented with revisions that were required by the DEL and reflecting changes to the 6M Rule governing client repayment requirements.

Approval of the 08/26/2024 Surplus Inventory List

Brooke Goldstein initiated a discussion regarding approval of the August 26, 2024 surplus inventory list. A full discussion followed. Upon motion duly made and seconded, the Finance Committee approved the August 26, 2024 surplus inventory list.

Motion to Adjourn

Upon motion duly made and seconded, the Finance Committee meeting adjourned.

Next Meeting; Adjournment

There being no further business, the meeting was adjourned at approximately 9:30 a.m. EDT. The next meeting was scheduled for November 7, 2024 at 8:30 a.m. EDT via teleconference.

Respectfully submitted,

