



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, December 2, 2015

8:30- 9:45 a.m.

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

Committee Members Present:

Peter Seif, Finance Committee Chair and Board Treasurer, President, Synergy Networks

Amy McLean, Exceptional Student Education Administrator, Lee County School District

Douglas Szabo, Attorney, Henderson, Franklin, Starnes & Holt, P.A.

Committee Members Absent:

Brad Cherkin, Vice President-Wealth Management Advisor, BB&T Wealth Management

Victor Mraz, Financial Representative, Northwestern Mutual

Curt Neary, Group Controller, Enterprise Holdings

Staff Present:

Susan Block, CEO

Nga Cotter, CFO/Associate Director of Business Service

Gayla Thompson, Chief Quality Officer

Tom Bamrick, Chief Operating Officer

Ginger McHale, Ex. Admin. Asst. to CEO

(*) Materials included in Finance Committee Packet.

Agenda Items	Discussion	Action/Assignments
1. Welcome & Introductions	<ul style="list-style-type: none"> • The meeting was called to order at 8:35 a.m. by Mr. Seif. A quorum was not established. 	
2. Vote on Finance Committee Minutes of October 14, 2015*	<ul style="list-style-type: none"> • The October 14, 2015 minutes were not approved. 	Approval of minutes to be included in the February 10, 2016 meeting agenda.
3. Review Utilization Reports and Statements of Revenues and	<ul style="list-style-type: none"> • Ms. Cotter discussed the financial reports ending October, 2015. Ms. Cotter addressed the summary reports for School Readiness (SR) and Voluntary 	.

Expenditures*	<p>Pre-Kindergarten (VPK) identifying administrative costs, non-direct services and number of children being served.</p> <ul style="list-style-type: none"> • Committee requested the balance sheet to include last years' numbers for comparison • Ms. Cotter explained the Coalition's FY16 deficit decreased to \$233,705 due to an increase in the SR Grant. 	
4. Discuss Utilization Management (Forecast)*	<ul style="list-style-type: none"> • Ms. Block presented the Utilization Report graphs covering three years of data for the number of children served and categories of families served. An in-house system is providing better information. • Mr. Bamrick presented the Wait List numbers. The Wait List process now includes requesting documentation similar to the application process. 	
5. Others	<ul style="list-style-type: none"> • Ms. Cotter stated the audit presentation by Moss, Krusick & Associates will be at the next meeting. • The provider rates will be discussed at the January 2016 Strategic Planning Meeting. 	
Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 9:45 a.m. 	
Next Meeting	February 10, 2016	