



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

FINANCE COMMITTEE MINUTES

Wednesday, March 4, 2020

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:

Brooke Delmotte, *Provider Liaison/Operations Manage, Early Steps, SWFL Health Planning Council*

Nate Halligan, *Business Banker/Portfolio Manager, Busey Bank*

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

Committee Member via Zoom:

Jeff Alluri, *Principal/VP Consulting, Element Technologies, LLC*

Members Absent:

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

Ryan, Middleton, *CPA, President, Accounting on the Gulf*

Staff Present:

Susan Block, *CEO*

Nga Cotter, *CFO*

Leona Adkins, *Chief Quality Officer*

Kim Usa, *Chief Operating Officer*

Ginger McHale, *Ex. Admin. Asst. to CEO*

Guest Present via Zoom: **Ed Moss**, *Moss, Krusick and Associates*

(*) *Materials included in Finance Committee Packet.*

| Agenda Items | Discussion | Action/Assignments |
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| 1. Welcome & Introductions | <ul style="list-style-type: none"> The meeting was called to order at 8:30 am by Mr. Halligan. A quorum was established. | |
| 2. Vote on Finance Committee Minutes of January 15, | <ul style="list-style-type: none"> The January 15, 2020 minutes were approved. | Motion to approve the January 15, 2020 minutes made by Ms. |

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| <p>2020*</p> | | <p>Delmotte and seconded by Ms. McLean. Motion approved.</p> |
| <p>3. Discuss Utilization Management (Forecast) - Handout</p> | <ul style="list-style-type: none"> • Ms. Block reviewed the utilization report ending January 2020. The waitlist remained the same as the previous month at 1,493 children. Waitlist eligibility is verified every 6 months. • The number of SR children has increased to 5,157. We are currently only enrolling at-risk children. | |
| <p>4. Review Utilization Reports and Statements of Revenues and Expenditures*</p> | <ul style="list-style-type: none"> • Ms. Cotter presented the financial reports ending January 2020. Ms. Cotter reviewed the summary reports for School Readiness (SR), Voluntary Prekindergarten (VPK), and administration costs. • Ms. Cotter talked about our request to the Office of Early Learning (OEL) to release the Coalition of the responsibility to manage the Redlands Christian Migrant Association's (RCMA) VPK contract in our grant agreement with OEL. This request would require legislative action. RCMA processes its own families for School Readiness and with The Portal, it would be more efficient for OEL to contract directly for VPK as well. A reduction of administrative offsets the loss of administrative fees. | <p>Motion to accept the financial reports presented made by Ms. McLean and seconded by Ms. Delmotte. Motion approved.</p> |
| <p>5. Update of FY18/19 Single Audit - Moss, Krusick</p> | <ul style="list-style-type: none"> • Ms. Cotter welcomed Ed Moss with Moss, Krusick Associates via phone. • Mr. Moss stated everyone is familiar with the EFS Mod (The Portal) problems that started with FY18/19. Ms. Cotter distributed copies of the Management's Corrective Action Plan that states "responsibility for this finding lies entirely with the State of Florida's Office of Early Learning (OEL), not the Coalition". In July 2018 OEL deployed a flawed new version of EFS (The Portal) that lacked critical functionality needed to comply with OEL and the State of Florida's own | |

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| | <p>requirement for monthly provider payment processing.</p> <ul style="list-style-type: none"> • Mr. Moss reported this is clearly an OEL problem and does not impact the Coalition's risk rating. Even if the two audit findings repeat in the audit of FY19/20, the Coalition would continue to have a low risk rating. • Mr. Moss stated the draft single audit would be available for the March 17th Board Meeting. The submission to the Federal Clearinghouse requires board approval. | |
| 6. Update - Building Lease | <ul style="list-style-type: none"> • Ms. Block stated we are close to signing a new lease with our present landlord. The new lease includes a re-design of the lobby providing additional security and a larger training area. | |
| 7. Review Updated Policies | <ul style="list-style-type: none"> • Ms. Cotter presented the accounting policies that were reviewed and updated in 2018. No changes or updated have been included. | Motion made to move the accounting policies to the Ex. Committee made by Ms. Demotte and seconded by Ms. McLean. Motion approved. |
| 8. Form Budget Workgroup for FY2020/2021 | <ul style="list-style-type: none"> • Mr. Halligan and Ms. Delmotte volunteered to be on the FY20/21 budget work group. Once it is scheduled, the Finance Committee (budget review) appears on the webpage. | |
| 9. Review DOE Audit | <ul style="list-style-type: none"> • The reported included one technical assistance item. A repeat of this type of error is not documented as a finding at this time. | |
| 10. Other | <ul style="list-style-type: none"> • New finance committee members are needed | If you know of anyone who is interested in serving the Finance Committee, please let Nga Cotter or Susan Block know. |
| Adjournment | <ul style="list-style-type: none"> • The meeting was adjourned at 9:25 am. | |
| Next Meeting | May 6, 2020 | |