



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA**  
**FINANCE COMMITTEE MINUTES**  
**Wednesday, January 12, 2022**  
**8:30 am**

**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 via Zoom:** **Brooke Delmotte**, Board Treasurer, *Provider Liaison/Operations Manage, Early Steps, SWFL Health Planning Council*; **Nate Halligan**, Business Banker/Portfolio Manager, *Busey Bank*; **Douglas Szabo**, Attorney, *Henderson, Franklin, Starnes & Holt, P.A.*; **Laura Bright**, *American Cancer Society*

**Staff Member via Zoom:** **Susan Block**, CEO; **Lugeenya Blackstock**, *Chief Financial Officer*; **Leona Adkins**, *Chief Quality Officer and Interim Program Officer*; **Janet Quintero**, *Executive Coordinator*.

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

Agenda Items	Discussion	Action/Assignments
<b>1. Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>The meeting was called to order at 8:32 am by Ms. Delmotte. A quorum was established.</li> <li>Susan Block introduced Alex Breault and welcomed her as the newest member of the Finance Committee.</li> </ul>	
<b>2. Vote on Finance Committee Minutes of November 3, 2021*</b>	<ul style="list-style-type: none"> <li>The November 3, 2021, Finance Committee minutes were not approved.</li> </ul>	Motion to approve November 3, 2021, minutes made by Nate Halligan and seconded by Doug Szabo.
<b>3. Discuss Utilization Management (Forecast)*</b>	<ul style="list-style-type: none"> <li>Leona Adkins informed that the waitlist is at 174 children. We are enrolling students daily. We are cautious due to the large number of COVID cases. Things have been slow moving as capacity is a challenge also because of COVID. The goal is to get all the children off the waitlist as it continuously fluctuates.</li> </ul>	
<b>4. Review Utilization Reports and Statements of Revenues and Expenditures*</b>	<ul style="list-style-type: none"> <li>Ms. Blackstock informed that VPK enrollment for all four counties is 7,143. 50 children have come off the waitlist this week. There is plenty of funds available for enrollment.</li> </ul>	Motion to approve Utilization Reports and Statements of Revenue made by Doug Szabo

		and seconded by Brooke Delmotte. Motion approved.
<b>5. Updated Notice of Award and Effect on Fy2021-2022 Budget*</b>	<ul style="list-style-type: none"> <li>Ms. Blackstock presented the Notice of Award from the Department of Education to the Division of Early Learning (DEL) dated November 1, 2021, in the amount of \$62,417,330. Funds have been added for CRRSA- Phase VI, CRRSA – Workforce Initiative &amp; ESSER.</li> </ul>	Motion to approve the updated NOA made by Doug Szabo and seconded by Nate Halligan. Motion approved.
<b>6. Re-ob./De-ob. Process Discussion</b>	<ul style="list-style-type: none"> <li>Ms. Block stated due to the rise in COVID cases enrollment is at a nationwide low, which leaves us with a surplus of funds. Concerns were raised about returning the funds and how it will affect our providers for future funding. Susan Block stated that we are reaching out to our providers to let them know there is money available for staffing and other necessary costs.</li> </ul>	
<b>7. Review of DEL’s Expenditures Validation (aka Desk Review) for Jan-Jun 2021.</b>	<ul style="list-style-type: none"> <li>Ms. Blackstock informed the Desk Review findings to be few. The use of an FDOT website for travel mileage calculation was to be implemented as opposed to the continued use of the Google search engine. Also, the receipts for goods and services must be signed and dated by the appropriate management for future purchases.</li> </ul>	
<b>8. Lee BOCC ARP Grant</b>	<ul style="list-style-type: none"> <li>Susan Block stated that we are trying to determine whether to accept funding. She expressed that the pool of eligible employees is very low and that it’s difficult to obtain personnel background checks. Ms. Block spoke with Roger Mercado, and he stated that other organizations are having the same issues. Doug Szabo is concerned about the risks of not accepting the funding. There should be an update for Board decision at the meeting on January 26, 2022.</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 9:20 am.</li> </ul>	
<b>Next Meeting</b>	March 2, 2022.	