



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## FINANCE COMMITTEE MINUTES

Wednesday, November 14, 2018

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:**

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

**Brad Cherkin**, *PCG Financial Planning Officer, BB&T Scott & Stringfellow*

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

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

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

**Committee Member via ZOOM:** **Jeff Alluri**, *Principal/VP Consulting, Element Technologies*

**Staff Present:**

**Susan Block**, *CEO, attended via the phone*

**Gayla Thompson**, *Chief Quality Officer*

**Kim Usa**, *Chief Operating Officer*

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

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

Agenda Items	Discussion	Action/Assignments
<p><b>1. Welcome &amp; Introductions</b></p>	<ul style="list-style-type: none"> <li>• The meeting was called to order at 8:30 am by Mr. Szabo. A quorum was established.</li> <li>• Mr. Szabo asked all present to introduce themselves.</li> </ul>	
<p><b>2. Vote on Finance Committee Minutes of May 2, 2018 and September 20, 2018*</b></p>	<ul style="list-style-type: none"> <li>• The May 2, 2018 and September 20, 2018 minutes were approved.</li> </ul>	<p>Motion to approve the May 2, 2018 and September 20, 2018 minutes made by Mr. Cherkin and seconded by Mr. Middleton. Motion approved.</p>

<p><b>3. Discuss Utilization Management (Forecast)*</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block explained in details the problems with the EFS Portal (the database implemented as of 7/1/18) and how the various departments are being affected. Ms. Cotter is completing a manual process to better determine provider payments for October's School Readiness payment.</li> <li>• Ms. Block stated beginning in July we have been in communication with providers via ZOOM meetings and emails to keep them informed of the EFS Portal status, their record keeping and estimated payments.</li> <li>• There was an in-depth discussion about the payment process, EFS portal migration issues and eligibility enrollment process.</li> <li>• Based on the best available information, Ms. Usa provided current Waitlist list numbers that verified the Waitlist has decreased. The Coalition is continuing to enroll children.</li> <li>• The Finance Committee made three recommendations: Discuss with our auditor how the Coalition should prepare for the future audit that will be effected by the EFS portal issues and document the recommendations in a communication with them; a letter to be sent to the Office of Early Learning (OEL) addressing assurances from OEL regarding payment adjustments to providers; and a letter to providers stressing the importance of their using best efforts to provide the Coalition with accurate information.</li> </ul>	<p>Motion made by Mr. Halligan to forward the three recommendations to the Executive Committee and seconded by Mr. Middleton. Motion approved.</p>
<p><b>4. Review Utilization Reports and Statements of Revenues and Expenditures*</b></p>	<ul style="list-style-type: none"> <li>• Mr. Middleton suggested an additional column be added to the expenditure report, comparing the, current budget to date versus year to date actual expenses.</li> </ul>	
<p><b>5. Update on Audits and Monitoring Reviews</b></p>	<ul style="list-style-type: none"> <li>• Ms. Block reported we are having three different audits between Nov. 5th-16th. The Office of Early Learning is monitoring both fiscal and program efforts; Moss</li> </ul>	

	Krusick is performing our annual independent audit.	
<b>6. Approve Proposed Benefits Increase</b>	<ul style="list-style-type: none"> <li>Ms. Block discussed the current health insurance renewal situation for the 2019 benefits year.</li> <li>Ms. Block recommended that the ELC contribution toward employee health insurance be increased by 20%.</li> </ul>	Motion made by Mr. Halligan to support the request for a 20% increase in the ELC contribution toward employee health insurance beginning January 1, 2019 and seconded by Mr. Cherkin. Motion approved.
<b>7. Other</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned at 9:37am.</li> </ul>	
<b>Next Meeting</b>	January 16, 2019	