

## **Minutes of a Meeting of the Finance Committee of Early Learning Coalition of Southwest Florida.**

January 9th, 2025

### **Time and Place of Meeting**

A meeting of the Finance Committee of Early Learning Coalition of Southwest Florida, was held on January 9th, 2025, commencing at approximately 8:30am EST at the offices of the Early Learning Coalition via teleconference and in person.

### **Call to Order; Roll Call**

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

- Kae Moore, Chairman of the Board of Directors

- Brooke Goldstein, Treasurer and Finance Committee Chair
- Alex Breault
- Jamie Merchant
- Aaron Stitt
- Derek Burkholder

**Others present: ELC Staff**

- 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; Secretary**

Brooke Goldstein presided as Chairman of the meeting; Monica Gaddy served as secretary of the meeting and kept the minutes. A quorum of the Finance

Committee being present, Brooke Goldstein called the meeting to order at approximately 8:30am EST.

### **Welcome & Public Input**

No one attended the meeting from the public, leaving no public input.

### **Adoption of the Meeting Agenda**

Finance Committee members have the opportunity to modify the agenda.

Brook Goldstein initiated a discussion regarding adoption of the meeting agenda. No changes requested to be made to the Finance Committee meeting agenda.

### **Approval of November 7, 2024, Finance Committee Meeting Minutes**

Brooke Goldstein initiated a discussion regarding Finance committee meeting minutes. A full discussion followed. Upon motion duly made by Derek Burkholder and seconded by Aaron Stitt, the Committee unanimously approved.

### **Direct Services Utilization through November 30, 2024**

Brooke Goldstein initiated a discussion regarding direct services utilization through November 30, 2024. Reported number of Children paid by month, number of SR enrollments by month, number of VPK enrollments by month and number of children on SR waitlist. A full discussion followed. Upon motion duly made Kae Moore and seconded by Derek Burkholder, the Committee unanimously approved.

### **Approval of Financial Statements**

- Statement of Financial Position as of 12.19.2024
- Motion to approve made by Derek Burkholder and Seconded by Jamie Merchant.
- Statement of Activities 7.1.2024-11.30.2024
- Summary of Fiscal Year Budget FY24-25
- Procurement Requests

Motion to approve made by Derek Burkholder and Seconded by Jamie Merchant.

### **Surplus Inventory**

Brooke Goldstein initiated a discussion regarding approval of Surplus Inventory. A full discussion followed going over items to be donated. Upon motion duly made by Derek Burkholder and seconded by Jamie Merchant, the Finance Committee unanimously approved the list.

The financial statements are included in this voting record: Statement of Financial Position Statement of Activities October 2024 - November 2024, and FY24-25 Budget Utilization.

### **Procurement Requests**

Brooke Goldstein initiated a discussion regarding approval of Procurement Request to move forward with the contract award for Managed IT Services. A full discussion followed. Upon motion duly made by Derek Burkholder and seconded by Jamie Merchant, the Finance Committee unanimously approved the list.

### **New Business**

Kae Moore mentioned that he will be unable to attend the January 22, 2025, Board of Directors meeting. A full discussion followed to determine if the meeting will be held in person. Meeting to remain in person with virtual option. No formal action taken at this time.

Dr. Melanie announced request for an appeals hearing was requested by a provider. Appeals will require that three Board member participate. An announcement will be sent out with possible dates via email requesting participation.

### **Next Meeting**

Next Meeting for March 13, 2025, was presented. No formal action was taken or required.

### **Adjournment**

Adjournment was presented. A full discussion followed. Motion to adjourn meeting was made by Kae Moore and seconded by Derek Burkholder.

### **Next Meeting; Adjournment**

There being no further business, the meeting was adjourned at approximately p.m. EST. The next meeting was scheduled for March 13, 2025, at 8:30am. EST via teleconference.

Respectfully submitted,

