

Minutes of a Meeting of the Finance Committee of the Board of Directors of Early Learning Coalition of Southwest Florida.

April 16th, 2026

Time and Place of Meeting

A meeting of the Finance Committee of the Board of Directors of the Early Learning Coalition of Southwest Florida was held on April 16, 2026, commencing at approximately 8:30am. EST at the Coalition's offices located at 2675 Winkler Avenue, Suite 300. Fort Myers, Florida and virtually via Microsoft Teams.

Call to Order; Roll Call

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

- Kae Moore, Board Chairman
- Laura Richardson Bright, Vice Chair
- Dr. Derek Burkholder, Ex Officio
- Jamie Merchant, Committee Member
- Aaron Stitt, Committee Member

Directors absent:

- Brooke Goldstein, Treasurer and Finance Committee Chairperson
- Alex Breault, Committee Member

Others present:

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer

Presiding Officer; Secretary

Kae Moore presided as Chair of the meeting; Melanie Stefanowicz served as secretary and kept the minutes. A quorum of the Committee being present, Brooke called the meeting to order at approximately 8:30am EST.

Welcome & Public Input

The section "Welcome & Public Input" was presented. Since no members of the public were present, no formal action was taken or required.

Adoption of the Meeting Agenda

Kae initiated a discussion on adopting the meeting agenda. Upon a motion duly made by Aaron and seconded by Laura, the committee members adopted the agenda as presented.

Approval of February 12, 2026, Finance Committee Meeting Minutes

Kae initiated a discussion regarding the approval of the February 12, 2026, Finance Committee meeting minutes. A full discussion followed. Upon motion duly made by Laura and seconded by Aaron, the Finance Committee approved the February 12, 2026, Finance Committee meeting minutes.

Approval of the Direct Services Utilization

Kae initiated a discussion regarding approval of the direct services utilization. A full discussion followed. Upon motion duly made by Laura and seconded by Jamie, the committee approved the Direct Services Utilization report.

Recommend Financial Statements as presented for further review and consideration by the Executive Committee

Kae initiated a discussion regarding approval of financial statements. A full discussion followed. Upon motion duly made by Jamie and seconded by Laura, the Finance Committee unanimously approved the financial statements including the Statement of Financial Position, Statement of Activities, FY24-25 Budget Utilization, Preliminary FY 2025-2026 Budget, the Compensation Framework Alignment, and the 04.16.2026 procurement requests.

Recommend General Procurements as presented for further review and consideration by the Executive Committee.

The Board considered procurement-related action items in three separate voting iterations to ensure appropriate disclosure, recusal, and voting procedures were followed.

Kae initiated a discussion of the procurement requests as three separate items.

First, the Board considered the general procurement action items for which no voting conflicts were identified. All eligible voting Board members participated in the discussion and vote. A motion was duly made by Aaron and seconded by Laura; the Finance Committee unanimously approved the general procurement requests.

Second, the Board considered contracts involving the Health Planning Council. Prior to discussion and action on these items, the Treasurer and Finance Committee Chair disclosed a voting conflict, filed Form 8B, and recused herself from discussion and voting on the Health Planning Council-related contracts (she was absent from this meeting). The remaining eligible voting Board members proceeded with discussion and action. A motion was duly made by Jamie and seconded by Aaron; the Finance Committee unanimously approved the Health Planning Council procurement requests.

Third, the Board considered School District Memoranda of Understanding. Prior to discussion and action on these items, the Program Committee Chair disclosed a voting conflict, filed Form 8B, and recused herself from discussion and voting on the School District MOUs. The remaining eligible voting Board members proceeded with discussion and action. A motion was duly made by Jamie and seconded by Laura; the Finance Committee unanimously approved the general Memorandums of Understanding with the Collier County Public School and the School District of Lee County.

The completed Form 8B disclosures are maintained in the Coalition's general records and are included with these minutes.

New Business

The section, New Business, presented the DRAFT Grant Agreement with the Division of Early Learning. A full discussion followed. No formal action was taken or required.

Current recoupment efforts with multiple providers were also discussed. No formal action was taken or required.

Next Meeting; Adjournment

There being no further business, the meeting was adjourned at approximately 9:30 a.m. EST. The next meeting was scheduled for June 10, 2026, at 8:30 a.m. EST via teleconference.

Respectfully submitted,

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Goldstein-Brooke-Allise		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Early Learning of SW FL Finance Committee</i>	
MAILING ADDRESS 17295 Blue Sapphire Drive		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☒ OTHER LOCAL AGENCY	
CITY Fort Myers	COUNTY Lee	NAME OF POLITICAL SUBDIVISION: <i>Early Learning Coalition of SW FL</i>	
DATE ON WHICH VOTE OCCURRED 04/16/26		MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brooke Goldstein, hereby disclose that on April 16th, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am employed by The Health Planning Council of SW FL, which provides services to the Early Learning Coalition of SW FL. The vote involved could financially impact my employer. I will abstain from voting on any matters that involve HPC.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

04/16/26

Date Filed

Brooke Goldstein

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Quisenberry Bethany Lynne		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition SWFL	
MAILING ADDRESS 9294 Bexley Dr		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Fort Myers	COUNTY Lee	☐ CITY ☒ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 4/29/2026		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS:	
		☐ ELECTIVE ☒ APPOINTIVE	

WHO MUST FILE FORM 8B

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Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

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APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Bethany Quisenberry, hereby disclose that on 04/29, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

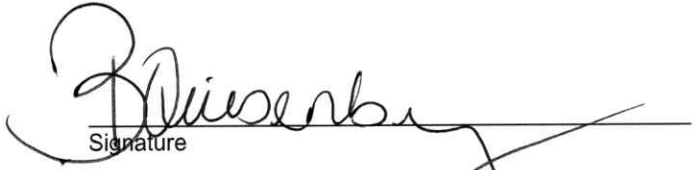
- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____ , by
whom I am retained; or
- ☐ inured to the special gain or loss of _____ , which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

4/29/26

Date Filed


Signature

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