



FINANCE COMMITTEE APPROVED MINUTES

Monday, February 7, 2022, at 3:00 pm
6302 E. Martin Luther King Jr. Blvd., Suite 100
Tampa, FL 33619

MEETING ATTENDANCE

Facilitator: Luke Buzard, Chair

Committee Members Present:

Luke Buzard*, Lee Bowers*, Carl Harness*, Candy Olson*, and Dr. Shawn Robinson*

Committee Members Absent:

ELCHC Staff:

Gordon Gillette, Kelley Minney*, Kiyana Scott, Gary Meyer*, Yarima Hernandez Tamayo*, Kevin Smith*, Abigail Perez*, Alison Fraga*, Helen Sovich*, Rick Rampersad, Megan Folts*, Hannah Goble*, Erica Turchin*, and Lorinda Gamson*

Other Attendees:

Kelley Parris*, Dr. Sara Aria-Steele*, and Maria Negrón*

**Indicates attendance by Zoom Meeting platform.*

CALL TO ORDER

Quorum Verification

Noting a quorum was present, Committee Chair, Luke Buzard, called the meeting to order at 3:03 pm.

PUBLIC COMMENT

There was no Public Comment.

Approval of Minutes for October 4, 2021, Regular Meeting

Chair Buzard called a motion to approve the October 4, 2021, Finance Committee regular meeting minutes. Dr. Shawn Robinson made a motion to approve. Candy Olson made a second. The motion carried unanimously.

Approval of Minutes for October 18, 2021, Special Meeting

Chair Buzard called a motion to approve the October 18, 2021, Finance Committee special meeting minutes. Dr. Shawn Robinson made a motion to approve. Lee Bowers made a second. The motion carried unanimously.



ACTION ITEMS

A. Approve allocation of funds to Brookes Publishing

Gary Meyer, Chief Financial Officer, presented a proposal to the Finance Committee to purchase Ages & Stages Questionnaires (ASQ) kits for developmental screenings in the amount of \$45,000.

Candy Olson made a motion to approve the allocation of funds to Brookes Publishing in the amount of \$45,000. Dr. Shawn Robinson made a second. The motion carried unanimously.

B. Approve allocation of funds to Champions for Children

Alison Fraga, Chief Development Officer, reported that the Coalition drafted and posted an RFP (request for proposal) to solicit organizations for family engagement programs. The work of Champions for Children will focus on strategies to advance the education of children and help support child care providers with family engagement strategies.

Candy Olson made a motion to recommend to the Board approval of the allocation of funds to Champions for Children in the amount of \$174,433. Carl Harness made a second. The motion carried unanimously.

C. Approve allocation of funds to Learn & Play (Glazer Children's Museum)

Mrs. Fraga reported that the Coalition drafted and posted an RFP (request for proposal) to solicit organizations for family engagement programs. The work of the Glazer Children's Museum will focus on early learning engagement opportunities for families with children ages 0-5.

The Finance Committee recommended that staff include all funding sources for the allocation of funds.

Dr. Shawn Robinson made a motion to approve the allocation of funds to Learn & Play (Glazer Children's Museum) in the amount of \$41,000. Candy Olson made a second. The motion carried unanimously.

D. Approve allocation of funds to Travelers Casualty and Surety Company of America Insurance

Mr. Meyer presented a proposal to increase the Director and Officer (D&O) and Employment Practices Liability (EPL) insurance coverage limit from \$1M to \$3M for FY 2021-2022.

Mr. Meyer reported that the allocation of funds to Travelers Casualty and Surety Company of America in the amount of \$40,000 exceeded the CEO approval threshold and needed the Finance Committee's approval.

Dr. Shawn Robinson made a motion to approve the allocation of funds to Travelers Casualty and Surety Company of America Insurance of up to \$40,000 for FY 2021-2022. Lee Bowers. The motion carried unanimously.

FINANCIAL REPORT

Financials through December 31, 2021

Mr. Meyer reviewed and responded to the Committee's questions about the financial statements.
Mr. Meyer highlighted the following items:

- 647 children are on the School Readiness Waitlist as of February 7, 2022.
- The Coalition informed the Division of Early Learning of the deobligation of School Readiness allocation.

IRS Compliance Update

Mr. Meyer reported that Moore, Stephens, Lovelace (MSL) CPAs & Advisors are assisting the Coalition with resolving the received penalty notices from the Internal Revenue Service (IRS).

CEO REPORT

A. American Rescue Plan Act (ARPA) Stabilization Plan

Mr. Gillette presented to the Finance Committee the ARPA Stabilization Plan and highlighted the following:

- The State of Florida received \$1.5B in funds to provide stabilization grants to child care providers.
- Intake of submitted ARPA applications from child care providers will begin in late February/March.

DISCUSSION ITEM

A. Facilities Update

Rick Rampersad, Chief Information Officer, gave an update on the facilities expansion and reported an increase in labor and material costs due to the economic conditions.

ADJOURNMENT

Dr. Shawn Robinson made a motion to adjourn the meeting at 3:44 pm. Candy Olson made a second. The motion carried unanimously.

Read and approved by: Stephanie Holmquist Date: Apr 8, 2022
Dr. Stephanie Holmquist Johnson, Secretary