



**FINANCE/AUDIT COMMITTEE MEETING MINUTES**  
**Monday, March 25, 2013 at 4 p.m.**  
**15506 County Line Road**  
**Spring Hill, FL 34610**

**Board Members Present: Jim Cook, Chair; Bonnie Clark, Steve Knobl, Patrick McHugh**

**Committee Members Present via Phone: None**

**Committee Members Excused: Gus Guadagnino**

**Staff Present: Danielle Berche, Jim Farrelly, Jak Jakubauskas, Betsy Kier**

**Guests Present: None**

**I. Welcome and Call to Order – Mr. Jim Cook, Chair**

Mr. Cook called this meeting of the Finance/Audit Committee to order at 4:00 p.m. Mr. Cook reminded Committee members not to use the “reply all” button when responding to emails as it is a violation of the Sunshine Laws.

**II. Review and Adoption of Draft Minutes from February 18, 2013 Meeting**

Mr. Cook requested a motion to approve the minutes from the February 18, 2013 meeting. Ms. Clark so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review, February, 2013 Financial Statements**

Ms. Berche explained the Administration spending was high for the current month at 6.59%, but Direct Services was down to 80.97%. She explained the Administrative expense included insurance premiums that were paid to United HealthCare for February and March. Non-Direct spending is at 4.97%; Quality is at 7.47%.

Ms. Berche explained the Coalition raised \$709.41 toward match with a year to date of \$21,420.82 total funds raised.

Ms. Berche referred the Committee to the School Readiness Utilization Report and explained the projected surplus is \$239,652.81. She explained that Mr. Farrelly has doubled his efforts by opening another 200 slots for children. Mr. Farrelly explained that walk-in services should be available for parents later this month.

Mr. Farrelly addressed the Administration expense which is currently at 5.93% year to date which is well over the maximum allowed of 5%. He stated that by June 30, 2013, this percentage must be below 5%. Ms. Berche explained the organization runs lean and believes that an increase in Direct Services could affect the percentages. A brief discussion followed on reducing administrative expenses that included making sure that

staffs' PAR forms are being filled out properly. Mr. Farrelly suggested advising all supervisors to fully screen the PAR forms they review.

Ms. Berche explained the VPK utilization report shows expenses for the month at 1.49% and year to date at 3.06% with 96.94% going to Direct Services for the year to date. Ms. Berche suggested that the receptionists in the field offices share their administrative costs between VPK and School Readiness especially during high VPK enrollment times.

Ms. Berche referred the Committee to page 3 of the Budget vs. Actual Report and explained the \$2,203.88 for telephone maintenance was an annual fee for all four (4) offices. She also stated the health insurance expense of \$21,503.56 will reflect a zero balance next month. She also reviewed some of the quality expenses noting that a number of books and resource materials have been purchased for the vans.

#### **IV. Approval, Invoice over \$5,000 – Second Step Kits - \$7,162.05**

Mr. Farrelly explained this was a Quality Committee purchase that the Executive Committee approved last week. The kits are for providers who receive a recommendation from one of the Inclusion Specialists for a special training on how to work with children with special needs or need social and/or emotional training.

Mr. Cook requested a motion to approve the payment of \$7,162.05. Ms. Clark so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

#### **V. Approval to move \$18,039 (Outreach and Awareness VPK allotment) to VPK Administration**

Mr. Farrelly explained that the Coalition receives funds for VPK Direct Services, Administration, and Outreach and Awareness which covers the cost of advertising VPK services. In the past, the Coalition has utilized these funds on billboards, newspaper inserts and mailings. A survey of VPK parents was taken this year and 85% stated they heard about the VPK program through "word of mouth."

Ms. Berche explained the Outreach and Awareness allotment is a less restrictive grant and the funds can be reallocated to Administration. Mr. Farrelly explained that a cost allocation plan is being generated to keep VPK administration below the 4% maximum.

Mr. Cook requested a motion to move the \$18,039 from VPK Outreach and Awareness to VPK Administration. Dr. Knobl so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VI. Approval, Sliding Fee Schedules for Hernando and Pasco**

Ms. Kier explained the Coalition is required to implement the new fee schedule by June 1, 2013 as recommended by the state, but the Coalition is recommending implementation

by May 1, 2013. Mr. Farrelly stated the numbers are imposed by the federal government and will be used by the eligibility staff. The new sliding fee schedules will benefit our clients as the poverty income level has been increased.

Mr. Cook requested a motion to approve the sliding fee schedules. Ms. Clark so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried.

## **VII. Discussion, Election of Committee Chair**

Mr. Farrelly explained the Committee does not have to decide today on a new Chair. Committee Membership will be discussed at the Board meeting when a new Vice Chair is elected and new Committee Chairs will be elected at the April meetings. The Committee Chair will also serve on the Executive Committee.

## **VIII. Update, SAGE Accounting System**

Ms. Berche explained SAGE is very close to being ready. Ms. Pattie Eacobacci has been trained and beginning in April, SAGE will run parallel with QuickBooks until July 1, 2013. Ms. Berche is working on loading the provider information from EFS into SAGE. She explained the state is recommending SAGE to all Coalitions; however, it has not been made mandatory. Without the SAGE software, ELIS will be more difficult to manage with only QuickBooks.

## **IX. Schedule, Next Meeting Date on April 15, 2013 at 4 p.m.**

The next Finance/Audit Committee meeting is scheduled for Monday, April 15, 2013 at 4 p.m.

## **X. Public Input**

None.

## **XI. Adjournment**

Mr. Cook requested a motion to adjourn this meeting of the Finance/Audit Committee. Ms. Clark so moved and the meeting was adjourned at 4:37 p.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,  
Administrative Assistant