



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Monday, June 17, 2013 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair; Dr. Bonnie Clark, Dr. Steve Knobl

Committee Members Excused: Jim Cook, Gus Guadagnino

Committee Members Present via Phone: None

Coalition Staff Present: Danielle Berche, Jim Farrelly, Sherri Singleton

Others Present: None

I. Welcome and Call to Order – Mr. Pat McHugh

Mr. McHugh called the Finance and Audit Committee to order at 4:05 p.m. and welcomed Committee members.

II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting on May 20, 2013

Mr. McHugh requested a motion to approve the minutes from the May 20, 2013 meeting. Dr. Clark so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, April, 2013 Financial Statements

Ms. Berche explained that Administration spending was currently at 4.55% for the year. Non-Direct spending is at 5.26%; Quality is at 5.88% and Direct Services at 84.26%. Ms. Berche explained the Coalition secured \$369.56 this month in match funds bringing the year-to-date total to \$24,464.03.

Ms. Berche briefly discussed the School Readiness Direct Services Utilization Report and explained the Coalition has served 4,362 children as of June and this is more children served than in previous years.

Mr. Farrelly explained since the opening of the wait list the Coalition has enrolled 930 new children. However, the wait list will close on Thursday, June 20, 2013 for the 2012-2013 fiscal year. Mr. Farrelly stated that the legislature is expected to change eligibility requirements effective August 1, 2013 and that if this occurs some children may become ineligible upon their first redetermination date.

Ms. Berche referred the Committee to the VPK report and explained VPK administration is at 2.93% for the year to date and Direct Services was 97.07%. Ms. Berche explained that services are coming to an end and the VPK numbers are going to continue to drop through July.

Ms. Berche directed the Committee to the Financial Statements and explained the costs related to storage and the destruction of documents from CDS and YFA that were over seven (7) years old for the total cost of \$4,236.76. She explained quality expenses are high as providers have submitted their final incentives.

Mr. Farrelly brought attention to quality and explained to the Committee that the Coalition will be conducting an audit on large ticket items purchased through the incentives to ensure the items are being utilized at the center and not being returned after Quality Incentives have been reimbursed. Mr. Farrelly explained this audit comes due to a rumor of providers returning large ticket items. Mr. McHugh inquired if fraud, would the Coalition be mandated to report and Mr. Farrelly confirmed that the Coalition is in fact obligated to report the misuse.

IV. Update, Sage Accounting System

Ms. Berche explained a test payment of \$.01 has been conducted for each billing group. Emails were sent notifying providers of the test and that May services will receive a \$.01 payment on June 18, 2013 for each billing group. This \$.01 will be taken from the actual payments, to be received on June 20th for School Readiness and June 21st for VPK May services.

Ms. Berche explained the new checks have also been received for Sage and contain twenty-six (26) security features.

V. Schedule, Next Meeting Date on Monday, July 15, 2013 at 4:00 p.m.

The next Finance/Audit Committee meeting was scheduled for Monday, June 17, 2013 at 4:00 p.m.

VI. Public Input

None.

VII. Adjournment

Mr. McHugh adjourned the meeting at 4:35 p.m. with no further discussion.

Respectfully submitted by,

Sherri Singleton
Receptionist