



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Monday, September 16, 2013, 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair; Jim Cook, Gus Guadagnino

Committee Members Excused: Cathy Dofka, Dr. Steve Knobl

Committee Members Present via Phone: None

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

Others Present: None

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

Mr. McHugh called the Finance and Audit Committee to order at 4:08 p.m. and welcomed Committee members.

II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting on August 19, 2013

Mr. McHugh requested a motion to approve the minutes from the August 19, 2013 meeting. Mr. Guadagnino so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, August, 2013 Financial Statements

Ms. Berche explained Administration spending was at 3.00% for the month and 3.44% for the year. Non-Direct spending is at 5.83%; Quality is at 4.12% and Direct Services at 87.05%. Ms. Berche informed the Committee that \$5,988.59 in Match funds has been secured this month, due to the proceeds from the Spelling Bee, with the Coalition required to secure \$303,793.68 this fiscal year.

She reported that the VPK administration rate was at 6.41% and direct services at 93.59%.

Mr. Guadagnino requested that last year's numbers be added to the Financial Statements for comparison purposes.

Ms. Berche reviewed the Revenue and Expense and OCA reports with the Committee. On the School Readiness Utilization Report, she explained the report shows the deficit being reduced to \$1,552.80. The VPK Utilization Report shows a total of 4,745 children being enrolled.

Ms. Berche distributed the (attached) line graph and explained the graph showed VPK enrollment beginning in FY 2009-10. The greater number of children served that year was due to the influx of \$1.4 million in ARRA stimulus funds.

IV. Review, Budget FY 2014-14

Mr. Farrelly explained the Coalition was initially informed the budget would be held harmless for this fiscal year, but the final budget was actually reduced by \$171,574. This budget reflects the reduction with Direct Services for School Readiness showing the largest variance. Mr. Farrelly stated that the salary/benefit expense category is based on current staff with no new staff being added.

Mr. McHugh requested a motion to approve the Budget for FY 2013-14. Mr. Cook so moved and Mr. Guadagnino seconded. All were in favor with no abstentions and the motion carried.

V. Revision, Travel Policy

Ms. Berche explained several slight revisions have been made to the policy to bring it in-line with the state's guidelines regarding reimbursement for overnight stays and meals being reimbursed only for overnight stays.

The Travel Policy will be added to the September Board Agenda for a first reading.

VI. Progress, Forecasting Model for SR Direct Services Spending

Ms. Berche distributed the (attached) School Readiness Utilization Forecast Report and explained a surplus of \$565,443.18 is being shown. With this forecast, the waitlist has been opened to 100 children and a one child out/one child in policy.

Mr. Farrelly informed the Committee the Coalition's waitlist contains nearly 1,000 children. He reported the proceeds from last month's Spelling Bee allowed a child from each county to be placed into services. Additionally, the Coalition has authorized a one in/one out to place children on the waitlist as others are terminated from services due to natural attrition. Mr. Farrelly explained the Coalition projects a minimum of 6% attrition per month as clients move out of the area or are no longer eligible for services.

VII. Eligibility Update for School Readiness – Ms. Betsy Kier

Ms. Kier distributed the two (2) (attached) documents, Sliding Fee Schedule and Eligibility Priority listing. She explained the largest category for services is economically disadvantaged or the working poor. Clients have to be at or below 150% of the federal poverty level. She explained that all income is included, social security, VA benefits, pensions, alimony, and child support. Not included would be adoptive

benefits and if a parent is paying child support that amount would be deducted from the family income.

Ms. Kier explained the purpose of care must be employment or going to school. The child must be a citizen; parents must have proof of residency and proof of income. They are re-determined every three (3) months and appointments are made three (3) weeks prior to expiration of services. Failure to appear for appointments results in termination of services.

The Committee briefly discussed the length of re-determination as some children are moved in and out of services every three (3) months resulting in a lack of continuity of care. Ms. Kier explained that some leeway could be given to those clients in good standing resulting in re-determinations occurring less frequently.

Ms. Kier reported that there has not been an influx of children of domestic violence or homelessness.

Ms. Kier explained the Coalition will begin on-line VPK registration on September 23, 2013 and the Committee also discussed options to possibly allow parents to re-determine via email scan or smart phones.

VIII. Schedule, Next Meeting Date on Monday, October 21, 2013 at 4:00 p.m.

The next Finance/Audit Committee meeting was scheduled for Monday, October 21, 2013 at 4:00 p.m.

IX. Public Input

None.

X. Adjournment

Mr. McHugh adjourned the Finance/Audit Committee meeting at 4:51 p.m. with no further discussion.

Respectfully submitted by,

Ramute Jakubauskas
Administrative Assistant