



**FINANCE & AUDIT COMMITTEE MEETING MINUTES**  
**Monday, March 17, 2014, 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Pat McHugh, Chair; Jim Cook, Cathy Dofka**

**Committee Members Present via Phone: None**

**Committee Members Excused: Dr. Steve Knobl**

**Committee Members Unexcused: Gus Guadagnino**

**Coalition Staff Present: Danielle Berche, Jim Farrelly, Jak Jakubauskas**

**Others Present: None**

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

Mr. McHugh called the Finance and Audit Committee to order at 4:06 p.m. and welcomed Committee members.

**II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting of January 21, 2014**

Mr. McHugh motioned to approve the minutes of the January 21, 2014 Finance/Audit Committee meeting and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review and Adoption of Draft Informational Minutes from Finance/Audit Committee Meeting of February 17, 2014**

Mr. McHugh requested a motion to approve the informational minutes from the February 17, 2014 Finance/Audit Committee meeting. Mr. Cook so moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Review, February 2014 Financial Statements**

Ms. Berche reported that the Coalition's spending for Administration was at 3.36% for the month and 3.38% for the year; Non-Direct spending was at 7.09% for the month and 6.54% for the year; Quality was at 7.31% for the month and 5.56% for the year and Direct Services was at 82.24% for the month and 84.52% for the year.

Ms. Berche explained that an additional \$150,000 had been approved and added to the Quality Budget (yet to be expended) and the combined spending of Quality and Direct Services funds was above 90%.

She reported that the VPK Administration rate was at 2.82% and 3.74% for YTD which is below the 4% allowed with VPK Direct Services at 97.18% for the month and 96.26% for the year.

**V. Review, Travel Policy**

Ms. Berche explained the policy had been presented to the Board and they had questioned traveling at night. A new sentence was added that states “Consideration may be given by Executive Director for special circumstances.” Ms. Berche stated the policy is mandated by the state and should mirror their policy.

**VI. First Reading, Conflict of Interest Policy**

Mr. Farrelly explained this policy was requested by the state auditors and Ms. Berche stated the third bullet contained detailed information relating to family members or relatives that had not been included as such previously. This will now become a stand-alone policy.

**VII. First Reading, Cost Allocation Plan**

Ms. Berche distributed the (attached) Cost Allocation Plan and explained that it has been finalized with OEL today. She explained that there are many different OCAs (Other Cost Accumulators) in the administration pool and this plan will address those. This plan has been under development for the past two (2) years.

Ms. Berche explained the three (3) Cost Pools consist of a shared cost, a field cost and an administrative pool. She successfully presented to OEL that the Coalition’s three (3) field office administrative costs should not be included in the administrative pool.

Mr. Farrelly stated this plan has been negotiated with OEL and this is the final revision that is acceptable to both OEL and to the Coalition. It will be presented at the March Board meeting.

**VIII. FY 2012-13 Audit Update**

Mr. Farrelly was informed during a conference call this morning with Mr. Eric Fontana that the audit firm had one (1) finding consisting of sixteen (16) adjustments that were made with three (3) adjustments going back to FY 2011. Several other smaller items were noted that included the Conflict of Interest policy. The audit will be presented to the Executive Committee and then to the full Board at the March meeting.

**IX. Schedule, Next Meeting Date on Monday, April 21, 2014 at 4:00 p.m.**

The next Finance/Audit Committee meeting is scheduled for Monday, April 21, 2014 at 4:00 p.m.

**X. Public Input**

Mr. Farrelly informed the Committee that this is Ms. Berche's last week with the Coalition after almost two (2) years as the Finance Director.

**XI. Adjournment**

Mr. McHugh adjourned the Finance/Audit Committee meeting at 4:36 p.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant