



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Tuesday, March 17, 2015, 8:30 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair; Deacon Scott Conway

Committee Members Present via Phone: Dr. Amy Anderson

Committee Members Excused: Cathy Dofka

Committee Members Unexcused: Gus Guadagnino

Coalition Staff Present: Jim Farrelly, Rachel Hardy, Jak Jakubauskas, Betsy Kier

Others Present: None

I. Welcome and Call to Order

Mr. McHugh called the Finance/Audit Committee to order at 8:34 a.m., welcomed Committee members and thanked them for rescheduling the meeting.

II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting of February 16, 2015

Mr. McHugh requested a motion to approve the minutes of the February 16, 2015 Finance/Audit Committee meeting as presented. Deacon Conway so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, February 2015 Financial Statements

Ms. Hardy reported that all of the spending rates are under the maximum and minimums such as Administration which is at 2.74% for the month and 3.43% for the year with 86.18% going to Direct Services for the month. The report also projects a \$459,976.70 surplus based on 4% attrition. She reported that \$297.85 had been received for match funds bringing the year to date total to \$1,687.45.

Ms. Hardy reported that VPK spending is on track for the year with only 2.57% in administrative costs with an overall year to date cost of 3.36%. Ms. Kier explained the on-line VPK process has kept the VPK administrative costs lower.

Mr. McHugh requested a motion to accept the February financials as presented. Dr. Anderson so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review, Internal Budget Reallocations

Ms. Hardy explained only one reallocation has occurred as Mr. Farrelly requested \$10,000 be moved from Salaries to Incentives. No action is required as this reallocation is informational only.

V. Review/Approval, Revisions to Anti-Fraud Plan

Ms. Kier explained the changes have been finalized by OEL who requested additional details on appeals, grievances, etc. Mr. McHugh requested a motion to approve the revisions to the Anti-Fraud Plan as presented. Deacon Conway so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Follow Up Information, Unemployment Tax “Pool”

Ms. Hardy reported this tax “pool” is actually a tax which government agencies and 501(c)(3)’s are not required to pay. Corporations must pay the tax and whether they have an unemployment claim or not, these “taxed” funds are not refunded. She explained that if the Coalition would have paid this tax, it would have amounted to \$7,749 where the actual outlay for unemployment has been \$7,460. Ms. Hardy explained this amount is high due to the two (2) claims. Deacon Conway explained his school is self-insured through the Diocese which is a different pool.

Mr. Farrelly reported that a possible third claim for unemployment has been submitted and Ms. Kier has submitted a response to this claim.

VII. Forecasting, SR Direct Services Spending

Mr. Farrelly stated the projected surplus of \$459,000 has been reduced by about \$200,000 from last month’s \$657,000. School Readiness enrollments have declined slightly for February, but Ms. Kier projects that the new re-determination extension will stop the decline. Mr. Farrelly recommends continuing to actively enroll children. The Coalition will be present at the upcoming Chasco Festival with eligibility staff on-site available to help pre-determine parents to see if they would be eligible for services. However, a wait list is being predicted to open by the end of the year.

Mr. McHugh inquired if the attrition assumption has changed. Ms. Hardy stated it has remained at 4% for past two (2) months. Ms. Kier stated she is confident that enrollments will remain level and by mid-April, the majority of clients will be on a 6-month re-determination.

VIII. Initial Presentation/Review, FY 2016 Proposed Operating Budget

Mr. Farrelly distributed the (attached) documents and explained this is a very early review being presented for feedback. This proposed budget will also be presented to the Executive Committee in April and back to Finance in April/May before being presented

to the full Board at the May meeting. Mr. Farrelly explained the Coalition historically receives its budget allocation information from the state in July.

Dr. Anderson signed out at 9 am.

Mr. Farrelly announced the remainder of the meeting will be informational only. He explained the proposed budget is based on the current year budget and may be higher. He stated the same amount of funds will be allocated for School Readiness and if additional funds are received, they will be added to the School Readiness line item. He then reviewed and explained the initiatives and program improvements under Priority One and Two in greater detail.

Feedback was requested from the Committee and Mr. McHugh requested that the columns on the budget proposal be renamed to indicate Actual and Remaining Budget under all categories. Deacon Conway recommended moving the additional office space initiative from Priority 2 into Priority 1 as the projected new staff members under Priority 1 will require office space.

Mr. Farrelly explained that certain items, such as the server, from the proposed budget may be able to be purchased with this current year's surplus funds.

The Committee also discussed presenting a better explanation to the full Board as to how the numbers were derived for the School Readiness category in the proposed budget.

IX. Schedule, Next Meeting Date on Monday, April 20, 2015 at 4:00 p.m.

The next Finance/Audit Committee meeting has been scheduled for Monday, April 20, 2015 at 4 p.m.

X. Public Input

None.

XI. Adjournment

Mr. McHugh adjourned the Finance/Audit Committee at 9:38 a.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant