



**FINANCE & AUDIT COMMITTEE MEETING MINUTES**  
**Monday, April 20, 2015, 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Pat McHugh, Chair; Dr. Amy Anderson, Deacon Scott Conway**

**Committee Members Present via Phone: Gus Guadagnino**

**Committee Members Excused: None**

**Committee Members Unexcused: Cathy Dofka**

**Coalition Staff Present: Jim Farrelly – via phone, Rachel Hardy, Betsy Kier, Sherri Sabadishin**

**Others Present: None**

**I. Welcome and Call to Order**

Mr. Farrelly called the Finance/Audit Committee to order at 4:03 p.m. and welcomed Committee members.

**II. Selection of Chair, 2015-2016**

Mr. Farrelly explained it is time to select a new chair as Mr. McHugh has completed his first year as chair. Deacon Conway moved to nominate Mr. McHugh as chair for 2015-2016 and Dr. Anderson seconded the motion. Mr. McHugh accepted the nomination. As there were no other nominations from the floor, the motion was called. All were in favor with no abstentions and the motion carried.

**III. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting of March 17, 2015**

Mr. McHugh requested a motion to approve the minutes of the March 17, 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.

**IV. Review, March 2015 Financial Statements**

Ms. Hardy reported that all of the spending rates are well within the maximum and minimum requirements with the actual spending rate at 74.04%. The spending for Direct Services is at 85.98% for the year. Ms. Hardy reported that \$141.76 had been received for match funds bringing the year to date total to \$1,829.21. The report also shows a \$63,836.95 deficit for the fiscal year.

Ms. Hardy reported the VPK spending rate is currently at 74.11% with administrative costs at 3.23% for the year.

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

## **V. Forecasting for SR Direct Services Spending**

Ms. Hardy distributed the (attached) End of Year Spending Plan, FY 2015 and Mr. Farrelly explained the wait list has been open for many months; the change in re-determination for clients has gone from three (3) months to every six (6) months and an additional 371 children have been enrolled in services. With these changes, the Coalition is projecting a Direct Services spending deficit of \$64,000 based on a 4% attrition rate.

Mr. Farrelly explained a surplus of \$280,000 does remain in the budget from the other spending categories.

## **VI. Presentation/Review, Proposed FY 2016 Operating Budget**

Mr. Farrelly explained the budget is based on this fiscal year's current funding level for School Readiness and VPK. A special legislative session is being scheduled in June to discuss state wide spending. The Coalition does not expect to have actual budget information until well into July for FY 2016. The proposed budget has increased Direct Services funds by approximately \$18,000 and if the grant award is increased to a higher amount, the additional funds will also go into Direct Services.

Mr. Farrelly explained this is the second draft and recommendations will go to the full Board in May with final ratification in July.

Mr. Farrelly reviewed the following proposed initiatives and program improvements:

- New staffing will include one additional person in Reimbursement; two (2) new Provider Specialists and a new Administrative Assistant.
- A move to SAGE in-house payroll will cost approximately \$12,000, but the Coalition is currently expending about \$4,200 annually for an outside service and the SAGE system will repay itself within three (3) years.
- The Spring Hill office will have its cleaning service reduced to once per week.
- Additional funds are being included for attorney fees.
- Additional office space for new staff will be required with \$22,000 of the projected \$42,000 in rent being reoccurring expenses.
- Staff was presented with salary increases in FY 09/10 and FY 13/14. Current salaries have been compared to those within other coalitions and are consistently lower. It is becoming more difficult to attract and retain qualified staff. A

proposed \$75,000 increase across the board is being proposed and the supervisors will have the option to increase up to 5%.

- Staff Performance Incentives are being increased to a total of \$45,000 for those employees who go above and beyond.

A brief discussion followed on the proposed initiatives within the budget including the possibility of creating a plan for future annual staff increases at 2 or 3% as cost of living increases were discontinued. Discussion also included the variances in salaries for several related positions between this Coalition and ELCs from surrounding counties.

Mr. Farrelly explained that the projected \$280,000 surplus from the other spending categories will allow for the purchases noted under Item B of the End of Year Spending Plan for FY 2015, cover the anticipated deficit of \$64,000 in Direct Services and still maintain approximately \$117,000 in the budget to cover any last expenses.

**VII. Schedule, Next Meeting Date on Monday, May 18, 2015 at 4:00 p.m.**

The next Finance/Audit Committee meeting has been scheduled for Monday, May 18, 2015 at 4 p.m.

**VIII. Public Input**

None.

**IX. Adjournment**

Mr. McHugh requested a motion to adjourn. Deacon Conway so moved and Dr. Anderson seconded the motion. This meeting of the Finance/Audit Committee was adjourned at 4:47 p.m. without further discussion.

Respectfully submitted by,

Sherri Sabadishin  
Communications Specialist