



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Monday, June 15, 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, Rachel Hardy, Jak Jakubauskas

Others Present: None

I. Welcome and Call to Order

Mr. McHugh called the Finance/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 of April 20, 2015

Mr. McHugh requested a motion to approve the minutes of the April 20, 2015 Finance/Audit Committee meeting as presented. Dr. Anderson so moved and Deacon Conway seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, May 2015 Financial Statements

Ms. Hardy reported that the spending rates were still within the maximum and minimum requirements with 86.35% spent on Direct Services for the year. The actual spending rate was 91.79%. Ms. Hardy reported that \$522.31 had been received for match funds bringing the year to date total to \$2,611.42. A deficit of \$99,700.36 is forecast for School Readiness.

Ms. Hardy reported the VPK Direct Services spending is currently at 96.84% with administrative costs at 3.16% for the year.

To clarify the School Readiness deficit, Ms. Hardy explained the deficit is based on a 4% attrition rate and fewer children were enrolled in May than in April.

Mr. McHugh requested a motion to accept the May 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. Update, End of Spending Year Finances

Mr. Farrelly explained the \$99, 700 deficit is based on 4% attrition for Direct Services only. He stated the Coalition does not have a 4% attrition rate every month and since changing over to the 6 month re-determination, this has affected the attrition rate which has been running at about 1.5% for the last two (2) months. The Coalition is projected to have a \$127,000 deficit by the end of the year in Direct Services. However, the actual numbers will not be known until mid-July.

Mr. Farrelly explained Ms. Hardy has been keeping careful track of spending in all categories and there is a surplus of \$229,000 currently available in these other spending categories. This would leave approximately \$102,000 as a projected surplus with additional purchases to be made prior to the end of the month to utilize these funds.

Mr. Farrelly explained the Coalition has received fewer referrals for clients from Protective Services and/or TANF this year.

V. First Reading, Provider Rate Increase Implementation Policy

Ms. Hardy explained this policy is part of the Coalition Plan and is an OEL requirement.

Mr. McHugh requested a motion to accept this policy and move it to the July Board meeting for formal approval. Deacon Conway so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Forecasting for SR Direct Services Spending

Covered under Item IV.

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

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

VIII. Public Input

Mr. Farrelly presented an idea to possibly change the committee structure in light of the recent high rate of meeting cancellations and number of new members on the Board. In an effort to recruit higher profile members such as the Superintendent of Schools or government officials, Mr. Farrelly suggests moving all committees except for Finance/Audit and Executive to full Board responsibility. Program, Match and Quality issues and/or programs would be discussed and implemented by the full Board.

Mr. Farrelly also suggested since the Board meetings would be longer because of the added discussion, Board meetings could be held quarterly instead of bi-monthly and they could begin at 8 am and finished by 10 or 10:30 am.

This change would result in the Executive Committee consisting of the Governor appointed Chair, the Vice Chair and the Chair of the Finance/Audit Committee. This would allow for more concentration on programs and services rather than infrastructure.

Mr. McHugh stated he does not believe that attending six (6) Board meetings plus a monthly Committee meeting is onerous. Mr. Guadagnino stated he does not believe the members are being pushed enough and suggested having someone from their staff represent them on Committee level so this staff member can then report back to the Board member. It was noted that these suggestions would require changes to the By-laws including the addition of voting by proxy.

Mr. Farrelly will present this proposal to the Executive Committee for further discussion and presentation to the full Board.

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 4:37 p.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas
Administrative Assistant