



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Wednesday, April 20, 2016 at 9 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Dr. Amy Anderson, Gus Guadagnino, Sam Shrieves

Committee Members Present via Phone: Cathy Dofka

Committee Members Excused: Pat McHugh, Chair

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

Others Present: None

I. Welcome and Call to Order

In Mr. McHugh's absence, Mr. Guadagnino called the Finance/Audit Committee to order at 9:04 a.m. Mr. Farrelly updated the Committee on Mr. McHugh who is recuperating from heart surgery.

II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting of March 16, 2016

Mr. Guadagnino requested a motion to approve the minutes of the March 16, 2016 Finance/Audit Committee meeting as presented. Dr. Anderson so moved and Mr. Shrieves seconded. All were in favor with no abstentions and the motion carried.

III. Review, March 2016 Financial Statements

Ms. Hardy reported the March 2016 Financial Statements showed the Direct Services spending rate was projected to be 77.39%, but was actually 79.13%. Minimum and maximum rates are well within required levels with 85.60% expended on Direct Services and 5.17% on Quality for a total of 90.77% of funds expended on children for the year.

Ms. Hardy reported that \$9,000 was received for Match resulting in a total balance year to date of \$19,114.35. Mr. Farrelly announced the Coalition has received a \$10,000 donation from the SunTrust Foundation which will remove ten (10) children from the waitlist.

Ms. Hardy reported the projected deficit has been reduced to \$165,657.29.

For VPK, 75.86% of the VPK grant has been expended and the current VPK spending rate is 3.31% for administration for the month and 96.69% on Direct Services.

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

IV. First Review of Budget Proposal, FY 2017

Ms. Hardy distributed the (attached) revised budget and Mr. Farrelly distributed the (attached) Coalition Budget Proposal, 2016-2017. Mr. Farrelly explained this will be the first of three (3) presentations before the budget is finalized at the July Board meeting.

Mr. Farrelly reviewed the proposal explaining the grant award contains an additional \$252,351 for slots. However, these slots will be restricted to children whose families are below Florida's 85% income levels. He also explained there will be some changes to VPK where parents will now have the ability to enroll their child into VPK at 5-years of age.

He explained a Compliance Coordinator position is being recommended to assist in preparing the Coalition for all audits by closely reviewing reimbursement and eligibility files. This person will also assist in preparing the necessary documents for all annual audits, audit follow-ups and any corrective plans. Mr. Farrelly reported that an Inclusion Specialist will be going to part-time at 30 hours per week and a new parent training component will be added to Inclusion. Additionally, the new Administrative Assistant position will be eliminated as not enough work has been generated to warrant the position. However, this individual may not have to be displaced as an internal move may be possible.

Mr. Farrelly explained the budget contains \$50,000 for the Brazelton Partnership and he briefly explained the concept for "Year of the Young Child" for 2017 which will also be a multi-year commitment to build up the concept of Early Learning as educational and not babysitting or child care. To utilize Brazelton's services in our communities will cost about \$100,000 annually and community partnerships with county commissions, United Ways and health departments will be required.

Mr. Guadagnino stated he believes this is an excellent investment.

Mr. Farrelly continued with the proposal explaining that staff incentives continue to be included in the budget as well as salary increases for about ten (10) staff members who did not receive one this year.

V. Review, Preliminary Auditor General Report

Ms. Kier explained this Operational Audit Report is from an onsite visit that occurred a year ago. Five (5) Coalitions, including this Coalition, were selected by the Auditor General's office for an audit. This is the first preliminary report received by the Coalition and it shows findings for both OEL and various Coalitions. Ms. Kier reviewed the findings and noted where our policies had been updated and findings corrected.

VI. Next Meeting will be held Wednesday, May 18, 2016 at 9 a.m.

The Committee will next meet on May 18, 2016 at 9 a.m.

VII. Public Input

None.

VIII. Adjournment

Mr. Guadagnino adjourned this meeting of the Finance/Audit Committee at 9:50 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas
Administrative Assistant I