



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Wednesday, April 18, 2018 at 9 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Neil Thompson, Chair; Gus Guadagnino

Committee Members Present via Phone: Dr. Amy Anderson, Adam Horn

Committee Members Excused: None

Coalition Staff Present: Jak Jakubauskas, Betsy Kier, Steve Knobl

Others Present: None

I. Welcome and Call to Order

Mr. Thompson called the Finance/Audit Committee to order at 9:01 a.m.

II. Public Comment on any Action Items

No public in attendance.

III. Review/Adoption, Draft Minutes from Finance/Audit Committee Meeting of March 21, 2018

Mr. Thompson requested a motion to approve the minutes from the March 21, 2018 meeting as presented. Dr. Anderson so moved and Mr. Horn seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review/Approval, March 2018 Financial Statements

In Ms. Hardy's absence, Ms. Kier reported that the budget for Direct Services was expected to be expended at 77.18%, but the actual spending rate was at 75.74% for the fiscal year budget. She explained the spending categories were all within the required minimum and maximum spending rates. The Administration current year to date is at 2.95% and Quality is at 5.58% for the year. Year to date Direct Services of 85.33% combined with Quality indicates over 90% is being expended on children.

Ms. Kier reported that a deficit of \$29,844.13, as indicated by the School Readiness Direct Services Utilization Report, is being projected for FY 2017-18. Ms. Kier reported that even with this projected deficit, the waitlist has been opened to an additional fifty (50) children.

For VPK, Ms. Kier reported the current spending rate is at 76.43% with administration at 3.36% for year to date.

Mr. Thompson requested a motion to approve the March financial statements. Mr. Guadagnino so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Kier pointed out the Utilization Reports indicate that enrollment has dropped by 89 children. However, a number of providers did not turn in their attendance rosters on time, perhaps due to the Easter holiday. These numbers will be reflected in next month's report.

She reported that VPK enrollment for March is over 5,000, but numbers will begin to decrease as programs end. She explained that VPK enrollment for the upcoming school year has been on-going. Mr. Thompson inquired if it was known what the financial impact is on providers with fewer children enrolled during the summer. Ms. Kier informed the Committee there was no way for the Coalition to predict the financial impact.

V. First Review, Draft Budget for FY 2018-19

Dr. Knobl reviewed the initial budget proposal explaining the grant award amount is usually released in May. However, any increases in the School Readiness budget will go directly to Direct Services.

A 3% salary increase across the organization for staff is included to be awarded based on annual performance.

A reduced amount for YOTYC is being proposed due to the number of community outreach events attended by the Mobile Outreach Specialists. Additionally, partnerships with vendors should result in donations to the vans to refresh items and advertising costs should be reduced due to donations from media sources. The funds will be re-directed to increase the number of Sunshine Star providers by offering incentives. Ms. Kier explained that a marketing push will be needed and she will work with Ms. Carolyn Casler and her team to encourage more providers to join Sunshine Stars.

Dr. Knobl explained the budget proposal retains the same amount of funds for staff performance incentives. Management will work to expand the criteria for incentives in order to provide more opportunities for more staff members.

An application was submitted for the Help Me Grow grant which would fund half a position for parent outreach. An additional \$15,000 may be budgeted to increase this to a full-time position to cover additional Coalition duties.

Ms. Kier and her team are working on the EFS mod. More clients and providers may seek to upload required documents at Coalition offices resulting in the need for an additional kiosk in each office.

Dr. Knobl explained he has reviewed and compared salaries based on experience and education level. This has been compared to salaries for similar positions in other Coalitions (ELC of Hillsborough and Flagler/Volusia). Based on the initial review, many

Coalition staff will have a salary adjustment. A more comprehensive report will be presented at the May meeting.

Dr. Knobl reported that he has requested a spreadsheet detailing the current computer equipment and their ages. He predicts 7-8 may have to be replaced in the FY 19 budget.

Additionally, the website will be redesigned to make it more mobile phone friendly as most parents today use their phones to view information on various websites. A brief discussion followed on obtaining estimates from various web designers to include allowing the Coalition to have the ability for more local control to add or delete information on the website.

Dr. Knobl reported that a donation has been received from Mr. McHugh in the amount of \$1,500 from a chili cook-off that was held. The funds will be used for match and may remove 4-5 children from the waitlist.

Mr. Thompson requested further clarification on the Contracted Services line item on the proposed budget. He was informed fewer legal fees and billable hours from contracted employees are expected. He also inquired about the increase in the PFP grant award. Ms. Kier explained that OEL is increasing the funding award to attract more providers.

Mr. Guadagnino suggested providing providers with information on developing community demographics such as the new 3,000 family home development being planned in Brooksville.

VI. Next Meeting will be held Wednesday, May 16, 2018

Mr. Thompson stated the Finance/Audit Committee will meet next month on May 16, 2018 at 9 am.

VII. Public Input

None.

VIII. Adjournment

Mr. Thompson adjourned this meeting of the Finance/Audit Committee at 10:01 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas,
Administrative Assistant I