



**Finance Committee Meeting Minutes
May 22, 2007 at 4:30 p.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610**

Committee Members Present: Elizabeth Callaghan, Dave Meglay, Jean Rags

Committee Members Excused: John Druzbeck

Staff Present: Debbie Antioco, Lenore Zulauf

Others Present: Susan McPhee, Jim Cook, Lisa Hammond, Carol Eurton

Jean Rags called the meeting to order at 4:35 p.m. All members and guests introduced themselves. The committee reviewed the draft minutes from the April 16, 2007 and the April 25, 2007 meetings. All members reached a consensus that no revisions and/or additions were necessary. Minutes were approved.

The following information was discussed and reviewed during this meeting:

2006-2007 Coalition Budget Projections

Debbie Antioco, Fiscal Manager, presented the new School Readiness Budget Projection Worksheets for both direct and non-direct services. Debbie guided the Committee members through reading the budget projections explaining that the grant award (\$15,151,219.00) had been broken up into counties. The non-direct categories had been deducted and the remaining amount was the slot budget dollars. Debbie mentioned that the Coalition could expect to see the deficit increase as the wait list is now at zero. She explained that out of the 455 children on the waitlist 250 were served.

Debbie explained the Pasco direct service surplus is projected at \$1,031,500 and the Hernando direct service deficit is projected at \$149,755 - an overall surplus totaling \$881,645. Debbie mentioned that the numbers reflected in May would reflect how the wait list impacted the total cost of care in Hernando County. Debbie explained that she and Carol Eurton, CDS Chief Program Officer, estimated approximately \$200,000 for Hernando's deficit. Discussion ensued regarding the possibilities of what the actual deficit could be.

2006-2007 Quality Initiatives Budget

Debbie presented the Quality Initiatives Budget and mentioned that all expenses, including salaries and benefits, were current. She reviewed the line items and stressed the amounts could change in the future. She explained that the Board previously approved reallocating a portion of the surplus to offset the projected Hernando year-end deficit (\$230,000), the reduction of the Hernando waitlist from 250 to zero (\$124,000) and the Pasco Safety-Net deficit (\$25,000). She also reiterated that the Board approved

utilizing these surplus dollars to fund the Infant Toddler increases in both Pasco and Hernando counties (\$32,648); which the Coalition is still awaiting AWI/OEL approval. In addition, Debbie also stated that an amendment to CDS' contract included the \$75,000 for their provider resources and materials.

Discussion ensued regarding the remainder of the Quality Initiatives surplus. The items discussed were as follows:

- Dental Kits for Pasco/Hernando providers (\$10,000)
- Computer Training Lab (\$21,936)
- Provider Incentives – Pasco/Hernando (\$255,000)
- Infant Toddler Incentives (\$60,000)
- Inclusion Materials (\$12,000)
- Central Agency – Resource Room Quality Initiatives/Materials – Pasco/Hernando (\$75,000)
- Goodwill Book Program (\$15,000)
- Provider Training DVD's (\$6,093)

Discussion followed regarding the dental contracts in Pasco County. Debbie reported that there are a total of three contracts (\$10,500 in the West Pasco area, \$10,500 in the East Pasco area and \$5,000 in Wesley Chapel). Discussion ensued on promoting preventative oral hygiene in the schools. The Committee further discussed giving providers a way to continue their education via DVD and the possibility of allowing providers to use funds to purchase a computer for their center.

Dave Meglay expressed concerns regarding the surplus and the current scrutiny that the Coalition is experiencing. It was suggested that the Board employ a Quality Manager to help with this concern. This individual would be responsible for monitoring the Quality Initiatives Budget and all Quality Programs to assure dollars are spent wisely and accordingly. Discussion ensued regarding the size of the Coalition's Quality Initiatives Budget and if it may need to be adjusted in the future to a lesser amount.

Jean Rags called for a consensus vote for the spending of the additional above-mentioned items recommended by the Quality Committee. Consensus was reached, with only Dave Meglay opposing.

Further Discussion

Lisa Hammond expressed the possibility of an additional 401K contribution be made to all staff. Discussion followed regarding salary increases, additional employee position(s) and the possibility of employee bonuses.

The Committee further discussed the utilization of office space. Debbie mentioned the possibility of using additional space on the second floor of the County Line office. Coalition staff is to contact the leasing company to pursue expanding the current office space.

Without any further discussion, the meeting adjourned at approximately 5:40 p.m.

Respectfully submitted by,

Angela Westmoreland
Coalition Temp