



DRAFT
FINANCE/AUDIT COMMITTEE MEETING MINUTES
Tuesday, May 26, 2009 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Sister Roberta Bailey

Committee Members Excused: Susan Arnett, Burt Harres

Committee Members Present via Phone: Curt Bromund, Elizabeth Callaghan

Staff Present: Jim Farrelly, Ramute “Jak” Jakubauskas, Maryrose Wersan

Others Present: Carol Eurton, CDS (via phone)

I. Welcome and Call to Order - Ms. Maryrose Wersan

In the absence of a Chair, Fiscal Manager Ms. Maryrose Wersan called the meeting of the Finance/Audit Committees to order at 4:25 p.m. Roll call and introductions were made.

As there was no voting quorum, Roll Call, Adoption of Agenda and Approval of Draft Minutes from April 20, 2009 Meeting were tabled.

II. Review/Approval of Policies:

- **Procurement Policy – 2nd Reading**
- **Disposition of Stale Checks – 2nd Reading (page 30)**
- **Close Out of Federal Awards – 2nd Reading (page 50)**

Ms. Wersan stated since the Coalition had received no feedback for changes or amendments to the above mentioned policies, they will be presented to the full Board for adoption and approval at the May meeting.

III. Update, Safeguarding Coalition Funding

Ms. Wersan informed the Committee that she has been in communication with SunTrust regarding the Coalition’s sweep account into the Ridgeworth Institutional Government Money Market Mutual Fund. After further investigation, Ms. Wersan determined that this fund is not FDIC insured. Ms. Wersan stated that one option would be to keep an operational account and remove the sweep followed by opening two (2) new business accounts. The first account would be a business money market which is FDIC insured and a “select” business checking account just to perform provider reimbursements. Mr. Bromund questioned if the accounts would be at the same bank because his understanding was the FDIC insurance applies to a maximum amount at a bank not per account. Ms. Wersan will verify with her SunTrust representative. She hopes to clarify this by the Board meeting.

Ms. Wersan stated she would have to open at least one (1) account to make provider reimbursements, the selective business checking recommended by SunTrust and there are no fees attached to this account for the anticipated 600 monthly transactions that will be done.

IV. Review, Sliding Fee Scales for Pasco/Hernando

Ms. Wersan reported that the fees are effective as of July 1, 2009 and the fees for participants are based on federal poverty levels. These fees will be compared to the current fee scales and then presented to the full Board for adoption.

V. Approval, Telephone Installations and Office Equipment at New Sites

Since the Coalition's threshold for purchasing items is \$1,000, Ms. Wersan informed the Committee that prior approvals were submitted to the State for approximately \$26,000 (\$13,000 - telephone equipment/installation and \$13,000 - computer equipment/printers). This prior approval was granted and will be placed on the full Board agenda for approval at the May meeting.

VI. Approval, Additional Coverage for Crime Protection Plus Insurance

Ms. Wersan has been reviewing the Coalition's liability insurance. Due to the additional transition services, the Coalition is seeking an increase from \$500,000 of coverage to \$1 million at a cost of approximately \$2,000 per year. Ms. Wersan explained this would protect the Coalition during provider reimbursements, employee theft and/or fraud, fraudulent checks, incorrect computer transactions, etc.

Mr. Bromund stated that every CDS employee is bonded and insured for \$300,000 and recommends Ms. Wersan check her current policy and if need be add a bonding rider. He commented that the State may require some level of limits for fiscal personnel. Ms. Wersan stated she would investigate.

VII. Update, American Recovery and Reinvestment Act Stimulus Funds

Ms. Wersan stated the Coalition is still waiting for clarification on spending stimulus dollars. Since we have no wait list and these funds are to be allocated for direct services, Ms. Wersan contacted the State for more information. They recommended since there is no wait list to contact Career Central and our Regional Work Force Boards to inform them this level of funding is available as there has been an increase in individuals seeking assistance while unemployed. Those individuals actively seeking employment or who need training can receive temporary childcare assistance. The Coalition has 18 months to spend \$735,000; 80% is mandated for direct services and 20% to administration.

VIII. Discussion, FY 2009/2010 VPK Grant Award Allocation

Ms. Wersan stated the Coalition has been notified of our VPK grant award allocation – an increase in the amount of \$479,000 for a total FY 09/10 budget of approximately \$13 million which is based on current enrollment. A 5% cap for administration is still in place

and being carried over into this year. Further clarification will be provided once the grant award notice is received in July.

IX. Review/Discussion, FY 2009-2010 Preliminary Budget

Ms. Wersan explained that the preliminary budget was based on the allocation of our current grant awards. The Coalition has not yet received information from the State on FY 09/10 School Readiness funds. Discussion followed on some of the increases in line items within the budget including the addition of a Curriculum Specialist and an additional monitor to be shared between VPK and School Readiness. Ms. Wersan stated Quality Initiatives will remain at \$274,500. She informed the Committee the Coalition's budget had increased by 45% with the addition of new staff. Increases were also noted under office and computer equipment, office supplies, and office rental for all four (4) sites.

Mr. Farrelly stated the Coalition is still on target to be able to return, from what was projected in terms of the consolidation recommendation, approximately \$400,000. He also stressed this is a preliminary budget proposal.

X. Schedule of Next Meeting Date

The next meeting of the Finance/Audit Committee will be on Friday, June 12, 2009 at 4 p.m.

XI. Public Input

None

XII. Adjournment

The meeting was adjourned at 5:05 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant