



**FINANCE/AUDIT COMMITTEE MEETING MINUTES**  
**Wednesday, November 4, 2009 at 4 p.m.**  
**15506 County Line Road**  
**Spring Hill, FL 34610**

**Committee Members Present: Elizabeth Callaghan, Chair; Susan Arnett, Burt Harres, Debora Martoccio, Janis McKnight**

**Committee Members Excused: Jack Mariano**

**Committee Members Present via Phone: None**

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

**I. Welcome and Call to Order - Ms. Elizabeth Callaghan**

Ms. Callaghan called the meeting of the Finance/Audit Committees to order at 4:05 p.m. Roll call was taken. Ms. Callaghan requested a motion to adopt the Agenda. Ms. Arnett so moved and Ms. McKnight seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Callaghan requested a motion to approve the Draft Minutes from the October 12, 2009 Meeting. Ms. McKnight so moved and Ms. Martoccio seconded the motion. All were in favor with no abstentions and the motion carried.

**II. ARRA Spending Update**

Ms. Wersan informed the Committee that the Coalition is in contact with the State regarding moving “BG8” (working poor) clients into ARRA funded child care slots. She stated that the Coalition has \$2.4 million in ARRA funding that needs to be spent by June, 2011 and was informed by the State that the possibility is there. However, it has not yet been finalized. If approved, clients will be informed that these funds will be utilized until they are spent and then be re-determined to a qualified funding group. Mr. Farrelly stated that of the \$2.4 million, the Coalition has allocated \$700,000 for two (2) new outreach programs. One of these is for families receiving unemployment compensation and the other is for those enrolled in a re-training or educational program. Currently, the Coalition has no waiting list for families requesting child care assistance. The number of clients using these programs has been increasing, with 105 of 200 slots filled to date; a number of referrals are coming from Career Central. Ms. Callaghan recommended further advertising to continue promoting the programs.

### **III. Provider Reimbursement Process, Status and Needs**

Mr. Farrelly stated the Coalition assumed reimbursement in July of 2009 and reimburses approximately \$2 million to VPK and School Readiness providers monthly. However, some providers have complained about reimbursement timing so the Coalition conducted two (2) reimbursement forums offering providers an opportunity to meet staff and ask questions. Several issues were generated by the providers:

- 1. Having a more efficient mechanism in place to distribute attendance rosters.** The providers were faxing their rosters the last day of the month and constantly receiving a busy signal. The problem was solved by putting an internet fax system into place.
- 2. Need documentation of what monthly payments are for.** The providers receive their monthly provider reports, but they are very extensive. A process will be in place to generate a simple “check stub.” This “documentation of earning” will be mailed to the providers with their reimbursement reports.
- 3. Not being paid on time.** The providers’ contracts state they will be paid on the 20<sup>th</sup> business day of the month. The Coalition has been paying a minimum of a week earlier than required, but is in the process of working to speed up the payment process. The former contractor paid providers on the 15<sup>th</sup> calendar day of the month.

### **IV. Update on Progress/Transfer to SAGE Accounting System**

Ms. Wersan informed the committee that the SAGE system does issue a payment stub that can be saved in a PDF format and emailed to the provider or generate a hard copy for mailing purposes. Ms. Wersan has spoken with the SAGE representative and provided them with the Coalition’s Chart of Accounts and filled out a 5-page questionnaire. Ms. Wersan indicated that SAGE is on schedule to go on-line as of January 1, 2010. Ms. Wersan and Ms. Pattie Eacobacci currently have access to the system and Ms. Gail Secor will also be scheduled to be trained on the system. Ms. Callaghan suggested having another person cross-trained, a layer three (3) deep, to ensure someone is always available with access to the system.

Ms. Callaghan suggested having the attendance rosters available on the internet for the providers to fill out. Ms. Wersan stated that SAGE does have an online attendance program that interfaces with the accounting system. Further discussion followed on SAGE, its capabilities and further speeding up the reimbursement process.

### **V. Approval, Invoices over \$5,000**

There are no invoices over \$5,000 at this time. Mr. Farrelly explained this procedure for Ms. Martoccio’s benefit.

Ms. Wersan stated she would like to add a new item to the agenda to bring before the Committee - the Coalition requires additional signers on its bank account. Currently, Ms. Lisa Hammond and Mr. Farrelly are the only authorized signers. Ms. Wersan would like to recommend adding Ms. Callaghan as well as Ms. Nicole Miller, who is the Vice Chair of the Executive Committee, as signers.

Ms. Arnett motioned that she would like to recommend the entire Executive Committee be designated as authorized signers and Dr. Harres seconded the motion. All were in favor with no abstentions and the motion carried. Ms. Callaghan stated she would have to inquire at the Department of Health whether or not this would be a conflict for her.

Ms. Callaghan inquired if this Committee will review and approve the monthly administrative budget before it goes to the full Board. Mr. Farrelly explained the budget will be sent to Ms. Callaghan prior to the Board meeting along with a narrative explaining certain items for her review.

#### **VI. Schedule of Next Meeting Date**

The Committee agreed their next meeting date will be Wednesday, December 9, 2009 at 4 p.m.

#### **VII. Public Input**

Ms. Arnett commented that United Way of Pasco is offering a free tax service and will email Mr. Farrelly with more information to share with providers.

Ms. Arnett inquired if the Coalition had received any type of backlash from the Board's decision regarding Happy Land Daycare. Mr. Farrelly stated that all School Readiness children had been removed as of October 30, 2009 but the center still offers a VPK program. He informed the Committee that the center had lodged a complaint with AWI that they were being treated unfairly and that the State had requested back up information from the Coalition to review our procedural process. Mr. Farrelly stated the process may take several months before the procedural complaint is reviewed and responded to.

Mr. Farrelly stated some internal changes were made as a result. VPK standards were discussed as they are prescribed by the State and not the Coalition. Only one (1) annual assessment is required, but the Coalition attempts to do two (2). The VPK assessment does not evaluate health and safety issues; DCF handles those issues. The State's assessment for VPK is much less stringent than the monitoring assessment for School Readiness.

### **VIII. Adjournment**

Ms. Callaghan requested a motion to adjourn the meeting. Ms. Arnett so moved and Ms. McKnight seconded the motion. The Finance/Audit Committee meeting was adjourned at 4:41 p.m. without further discussion

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant