



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Wednesday, December 9, 2009 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: Elizabeth Callaghan, Chair; Dr. Burt Harres

Committee Members Excused: Susan Arnett, Janis McKnight

Committee Members Present via Phone: Debora Martoccio

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 4:12 p.m. Roll call was taken. Ms. Callaghan requested a motion to adopt the Agenda. Dr. Harres so moved and Ms. Martoccio 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 November 4, 2009 Meeting. Ms. Martoccio so moved and Dr. Harres seconded the motion. All were in favor with no abstentions and the motion carried.

II. ARRA Spending Update

Ms. Wersan informed the Committee that last month \$15,000 was invoiced to the State for 73 children being served under the ARRA funded programs. Currently there are 439 children in Pasco and 212 in Hernando, but these numbers may increase as the month does not close until December 11th. New enrollments have increased dramatically since last month.

Mr. Farrelly stated that due to the increased enrollment, the Coalition is looking at the probability of imposing a wait list. Further information will be available next week after the utilization numbers for the month are tabulated. He stated the number of new, eligible families seeking assistance has skyrocketed and the Coalition had no way of predicting such a large increase. Currently, there is a \$600,000 deficit in Pasco alone. Mr. Farrelly will make a presentation at our upcoming Executive Committee meeting and there is a possibility that an emergency Board meeting may be called to establish a wait list. He informed the Committee that the ELC of the SW has 5,000 children on a waiting list.

Mr. Farrelly also informed the Committee that this is one of only a few Coalitions still serving children through the age of 12. The Board may also want to take a look at reducing the ages of children served to better serve younger children and their siblings. Additional statistics will be presented to the Board in January. Mr. Farrelly informed the Committee that ARRA funding will not solve the problem because we are enrolling 300 new families per month. The stimulus dollars did help, they provided six (6) months of service to children without having to create a wait list.

III. Provider Reimbursement Process, Status and Needs

Ms. Wersan reminded the Committee that providers had requested a payment stub with their provider reports and QuickBooks is now generating a transaction list. In addition, a new fax line was added and the Coalition is slowly moving the payment date up to the 15th and 16th of the month, the dates CDS paid the providers.

Discussion followed on the Coalition paying providers ahead of schedule even though their contracts state that payment will be made on the 20th business day of the month.

IV. Update on Progress/Transfer to SAGE Accounting System

Ms. Wersan informed the Committee that today she spent 6-hours on the phone training on the SAGE system. A database has been created as well as a chart of accounts and the Coalition's funding sources and vendors have been uploaded. Checks are being ordered that will work cohesively with the new software. She stated she is on schedule to be on-line in January. Ms. Wersan stated the new software is also capable of preparing a voided check for an EFT (Electronic Funds Transfer) payment to send to the providers with their payment reports. She stated this voided check can also be sent electronically, but only about 75% of the providers respond to e-mails.

Ms. Wersan informed the Committee that she has spoken with SAGE in regards to obtaining a quote for the payroll module to begin processing payroll in-house some time after January. She stated she would be dedicating 12-hours per week for training until the end of the month, but she is finding the system to be very user-friendly. Ms. Eacobacci will be trained on the accounts payable module and Ms. Wersan is also establishing a step-by-step "policy and procedures" manual for what the Finance Director does, in the event something should happen.

Mr. Farrelly inquired if the system would be operational by the January 1, 2010 deadline and Ms. Wersan replied that it would be.

V. Approval, Invoices over \$5,000

Ms. Wersan informed the Committee that an invoice in the amount of \$38,843.97 was being presented for approval before going to the Board in January. This invoice is for the

purchase of the second mobile outreach van which will be ready for pick-up by the end of next week. Ms. Callaghan requested a motion to approve the payment of this invoice. Dr. Harres moved to approve the motion and Ms. Martoccio seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Schedule of Next Meeting Date

The Committee agreed their next meeting date will be Wednesday, January 20, 2010 at 4 p.m.

VII. Public Input

Dr. Harres thanked staff for their good work and stated that his replacement, Ms. Bonnie Clark, would be a good asset to the Board.

VIII. Adjournment

Ms. Callaghan requested a motion to adjourn the meeting. Dr. Harres so moved and Ms. Martoccio seconded the motion. The Finance/Audit Committee meeting was adjourned at 4:35 p.m. without further discussion

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant