



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Wednesday, February 17, 2010 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Committee Members Present: None

Committee Members Excused: Susan Arnett, Bonnie Clark

Committee Members Present via Phone: Elizabeth Callaghan, Chair; Debora Martoccio, Pat Mulieri

Staff Present: Jim Farrelly, Ramute “Jak” Jakubauskas, Betsy Kier

I. Welcome and Call to Order - Ms. Betsy Kier, Assistant Executive Director

Ms. Kier, on behalf of Ms. Callaghan, called the meeting of the Finance/Audit Committee to order at 4:05 p.m. Roll call was taken. Ms. Kier requested a motion to adopt the agenda. Ms. Martoccio moved to adopt the agenda and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried. Ms. Kier requested a motion to approve the Draft Minutes from the January 20, 2010 meeting. Ms. Martoccio so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried.

II. Status, Financial Director Vacancy

Mr. Farrelly explained the Coalition was in the final process of filling the Financial Director position. This position has been vacant since January 8, 2010 and Ms. Kier has been acting as the interim Financial Director with the assistance of accounting services provided by CDS. He informed the Committee that two (2) candidates have been selected and have been scheduled for final interviews with both Ms. Elizabeth Callaghan and Mr. Dave Meglay.

III. Fiscal & Accounting Policies & Procedures, Amended (2nd review)

Ms. Kier asked for any comments on the policies and procedures. She stated the policies and procedures will be brought back to the March meeting for any final comments and then placed on the agenda for the March Board meeting for a first review.

IV. Discussion, EFT Process for Recurring Monthly Invoices

Ms. Kier stated a Board member had suggested paying some of the Coalition's recurring expenses via EFT rather than processing a check. She stated that the electric bills, gas bills for the mobile outreach vans, and the Verizon bills for the fax lines are the types of invoices that could be paid via EFT. Ms. Kier inquired if the Committee would like a complete list compiled of any and all recurring invoices that could be paid via EFT or have the Coalition move forward with paying these invoices via EFT. Ms. Callaghan recommends proceeding to pay via EFT as long as there are no additional fees to pay via the EFT process. The Committee members agreed.

V. ARRA Spending Update

Ms. Kier stated the slots that had been set aside for unemployment compensation clients and clients in training/educational programs have all been filled. Currently the Coalition is spending ARRA funds by transferring any income eligible clients, upon re-determination of eligibility, into ARRA funds. Mr. Farrelly stated that the Coalition has targeted ARRA funds for slots and has been transferring children over as they become eligible. As of the January payments, the figures show there will be about \$.5 million dollars in ARRA funds remaining. At this point, the children placed into ARRA funds will be moved back into the regular slot budgets. Mr. Farrelly explained that in both counties children will be re-directed back to School Readiness funds as these funds are showing an excess and need to be spent out by the end of the fiscal year. ARRA funds can be carried over into next year, but not the School Readiness funds.

VI. Status/Transfer to SAGE Accounting System

Ms. Kier stated the Coalition is scheduled to do full implementation as of July 1, 2010. One of the first responsibilities of the new Financial Director will be to work on the system to make sure everything is in place and ready for the July 1st deadline. Ms. Kier stated the Coalition is targeting the second quarter of the new fiscal year to implement and bring payroll in-house. Mr. Farrelly stated there are two (2) large priorities for the incoming Financial Director. The first is repairing the fiscal year 2009 audit; the results of which the Executive Committee and the Board will see at the February meetings and the second priority will be an effective transfer to SAGE on or about July 1, 2010 and then transferring payroll to in-house on or about October 1, 2010.

VII. Proposed Amendment, Personnel Policies and Procedures

Ms. Kier stated this is in regards to employee health insurance coverage and a stipend which is available in lieu of an employee taking the Coalition's group health insurance. Mr. Farrelly stated this will also be discussed at the Executive Committee and then go to the Board in March. Mr. Farrelly explained that the Coalition's Personnel Policy allows health insurance for full-time employees. The way the policy is written now, as an option

should employees choose not to avail themselves of the health insurance benefit, a stipend equal to the amount of the insurance premium is added to the individual's weekly payroll amount. Mr. Farrelly feels that without including a requirement to offer proof of current and continued medical insurance, it may leave the Coalition unprotected. He recommends rewording the policy to say: **"Employees with their own health insurance coverage may, as an option, choose to receive the stipend and that a proof of current and continued medical insurance must be provided."** Committee members agreed this would be prudent.

Ms. Callaghan recommended asking the Coalition's attorney if the wording used is appropriate. Ms. Mulieri inquired what the stipend is and Mr. Farrelly stated the current policy reads that if the cost would have been \$800 for the insurance premium then the employee receives that amount. The Coalition does pay 80% of the employee's actual premium. Ms. Callaghan inquired that since the Coalitions' staff has no incentive to take the group health insurance, what if the Coalition would re-negotiate with the health insurance company stating we have a policy requiring all staff members to have insurance, would the insurance company give us a discount. And if so, why would the Coalition give the employee an option to receive a stipend. Mr. Farrelly stated he will review the insurance policy and have the attorney review it as well.

VIII. Discussion, Next Meeting Date on March 17, 2010

The Committee agreed their next meeting date will be Wednesday, March 17, 2010 at 4 p.m.

IX. Public Input

None

X. Adjournment

Ms. Kier requested a motion to adjourn the meeting. Ms. Martoccio so moved and Ms. Mulieri seconded the motion. The Finance/Audit Committee meeting was adjourned at 4:30 p.m. without further discussion

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant