



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Monday, November 14, 2011 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Board Members Present: Jim Cook, Chair; Patrick McHugh

Committee Members Present via Phone: Bonnie Clark, Debbie Martoccio

Committee Members Excused: Pat Mulieri

Staff Present: Sonya Bosanko, Jak Jakubauskas, Betsy Kier

Guests Present: None

I. Welcome and Call to Order – Mr. Jim Cook, Chair

Mr. Cook called the meeting of the Finance/Audit Committee to order at 4:02 p.m. Introductions were made.

Mr. Cook requested a motion to approve the draft minutes from the Finance/Audit Committee Meeting of October 17, 2011. Mr. McHugh so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried.

II. Review, October Financial Statement Report

Ms. Bosanko reported the current spending rate for School Readiness is 32.74% through October. She explained that this quarter's match goal is \$110,172 and only \$6,510 has been raised to date. A brief discussion followed on potentially acquiring match funds from United Way and Hernando's Board of County Commissioners. Ms. Kier informed the Committee that a match solicitation letter has been sent by the Coalition.

Mr. Cook inquired if there was any news from the state in regards to paying back the match funds. Ms. Bosanko explained in the past the Coalition was in a "hold harmless" situation and that funds were rolled into one match account from all Coalitions. Some of the larger Coalitions that have Children's Boards have better advantages for raising match dollars. This year that may change, as the Grant Agreement indicates those funds may be deducted from future grant awards.

Ms. Bosanko explained the 14% maximum for Non-Direct spending for the Committee's benefit and that this Coalition has one of the lowest administrative costs that Ms. Bosanko has seen.

The VPK expenses are at 4.34% for October and Ms. Bosanko stated the Coalition would not be reimbursed the .34% over the maximum of 4%, but this would only occur at the

end of the fiscal year and only if the budget did not come down. She explained this 4% is difficult for many Coalitions to achieve because administrative and support services must be provided. She explained that additional funds are available in the VPK Outreach and Awareness grant that allows for advertising the VPK program. If these funds are not spent down, a journal entry can be made to shift unspent funds into the VPK budget.

The Committee reviewed the School Readiness Utilization Report and a discussion on potentially projecting the average daily rate per child as well as projecting deficits followed. Mr. Cook inquired if the Board should revisit 90 day redeterminations. Ms. Kier stated the continuity of care for children should be consistent. She informed the Committee that the Executive Committee has authorized the opening of 500 slots for children which may wipeout the majority of the Coalition's current waiting list because many of the parents will not qualify for services.

Ms. Bosanko explained that real time data for utilization reports will be more readily available once the new ELIS (Early Learning Information System) becomes operative. She also explained that the months of December as well as March and April will be more expensive as children will be out of school for holiday breaks and in care full-time.

The Committee reviewed the Financials for the period ending October 31, 2011 and requested an explanation of the Working Poor category. Ms. Kier explained a family of two (2) making \$14,710 is considered below the 150% of the Federal poverty level and the majority of the Coalition's clients are well below the poverty level.

Ms. Bosanko volunteered to write a narrative report for next month's meeting to explain the expenditures on the Financials.

III. The Numbers Behind the Numbers

Mr. Cook informed the Committee that he has requested information from Tallahassee on what each Coalition spends on the number of children served in School Readiness and VPK to calculate the measure of efficiency of Coalitions compared to this Coalition. Ms. Bosanko explained the daily market rates would vary from county to county and may skew the numbers. She recommended looking at budget information which can be found in their annual reports. Ms. Kier stated that OEL has a combined annual report for all Coalitions and would try to obtain the information Mr. Cook is seeking.

Mr. Cook stated that for January's meeting, he would try to discover the percentage of dollars other Coalitions spend on Quality.

IV. Discussion, Next Meeting Date on December 19, 2011 at 4:00 P.M.

The next Finance/Audit Committee meeting is scheduled for Monday, December 19, 2011 at 4 p.m. Ms. Clark informed the Committee that PHCC would be closed for the

winter break beginning December 15, 2011 and that she may be unavailable for the December meeting.

V. Public Input

None.

VI. Adjournment

Mr. Cook adjourned the Finance/Audit Committee meeting at 5:00 p.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant