



**FINANCE COMMITTEE MEETING  
Minutes**

**Tuesday, July 12, 2011**

4 p.m. to (or until business is concluded)

**Early Learning Coalition Office  
5735 Rio Vista Blvd., Clearwater**

**Finance Committee Members:** Craig Phillips-Chair, Jeff Joyner

Absent: Jack Geller, Ed Peachey, Dr. Ken Peluso

**Visitors:** Sheila Sosnowski, Paul Runyon

**Board Members:** Guy Cooley, Cindy Jameson

**Coalition Staff:** Janet Chapman, Lisa Zawistowski, Merita Kafexhiu, Barbara Scarsbrook, Bonnie Rizzo

**I. Call to Order**

A quorum was not present. All items on agenda were determined as discussion only as no vote on action items was possible. March 3, 2011 Minutes could not be approved. Tabled for next meeting. Chair Phillips called the meeting to order at 4:00 pm.

**SUMMARY OF DISCUSSION**

**II. A. Finance Report:** The School Readiness Grant Utilization Summary YTD through May 2011 was reviewed. Currently the ELC is in compliance with all the SR requirements and is serving 7,255 children. 81% of SR dollars is being utilized for child care slots; the minimum requirement for this grant is 70%. 4.42% is used for administration and 7.76% is used for non-direct services. Examples of non-direct services would include child care placement, payment to providers, and eligibility determinations.

The ARRA Grant has been utilized at 100%. This is not a repeating funding stream; it is a stimulus money allocation, and no funds are anticipated for future use.

The VPK Grant is in compliance with all indicators and is serving 5,188 children. May 2011 financial statements were reviewed. The Coalition's financial position is sound as of May 31, 2011. The Coalition's cash, prepaid VPK slots, and grant receivables exceed its accounts payable and advances by \$415K.

The AWI 2010-11 Financial Monitoring Report was reviewed. No monitoring findings were identified. The ELC is exempted from the AWI 3<sup>rd</sup> Quarter Desk Reviews, as the previous three desk reviews found no questioned costs.

**B. Auditor General**

The Auditor General is conducting a financial and performance audit at the ELC from July 11 – July 22, 2011, This same audit is being conducted statewide at each ELC.

### III. Action Items

11.07.02 - Budget Amendment # 3 was reviewed. AWI had reallocated additional funding of \$350K to the Coalition to cover the forecasted deficit in child care services. This enabled ELC to avoid cutting any slots. In order to do the same, 11.07.02 recommends that the Coalition reallocate \$200,000 from the Quality Programs to the child care services.

Background: Due to the economy, children are not exiting the program and thus no slots open due to attrition. Parents are not quitting their jobs or moving. 700 children of ages 9-13 year old will leave the SR program on August 21, when the school session resumes. These slots will be picked up by the JWB funding stream. Eligibility requirements will remain the same. The recertification process is in progress and it is anticipated more slots will become available as this process finds current enrollees ineligible for services. It is recommended by the Executive Director that providers be asked to take a cut in rate, if necessary, rather than disenroll children for lack of funding.

11.07.01 – Fiscal Year 2011-2012 Proposed Budget was reviewed. A handout entitled 2011/2012 Budget Reductions (draft) was reviewed in tandem. This handout outlines recommendations from the Executive Director to cut various auxiliary services such as provider scholarships, reduce contracts for CCC, SEEK and FL First Start, elimination of the Quality Counts Program, re-assignment of Quality Counts staff to the vacant CCR&R position, and reductions in administrative functions.

### IV. Other Business

The state funding process requires that agencies receiving government funding utilize all monies allocated within the FY year (12 month time frame). Not doing so will result in a reduction of funding for the following year. AWI is looking into a process to enable agencies to retain dollars not expended during the fiscal year and allow those funds to be rolled over into the following fiscal year.

**V. Public Comment** – there was no public commentary.

**VI. Adjournment:** The meeting adjourned at 4:35 p.m.

Next meeting – September 1, 2011 at 4 p.m. at the Coalition Office, Bay Vista Gardens II, 5735 Rio Vista Dr., Clearwater 33760.

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Craig Phillips                      Date  
Chair