



*The Coalition's Mission is to provide leadership and advocacy that builds a community
where all children are prepared for success in school*

Finance Committee Meeting
Wednesday, December 2, 2009
9:00am – 11:00am

Early Learning Coalition of the Big Bend Region
325 John Knox Road, Building L, Suite 201, Tallahassee, FL 32303

Committee Members Present:

Willy Gamalero, Chair
Kimberly Moore
Dr. Barbara Sloan

Staff Present:

Chris Duggan, Chief Executive Officer
Kathy Hayes, Vice President of Finance
Sam Sweazy, Vice President of Program Services
Megan Gocs, Executive Assistant

Committee Members Absent:

Chris L. Jensen, Jr.

Guests Present:

n/a

1. Welcome and Roll Call

Willy Gamalero, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 9:00am.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Kimberly Moore. This motion was seconded by Dr. Barbara Sloan. This motion was approved.

3. Approval of Minutes for August 25, 2009 and October 28, 2008

The minutes for the Finance Committee Meetings of August 25, 2009, and October 28, 2008, were accepted without approval by Kimberly M. and Barbara S.

4. Public Comment

There was no public comment.

5. Monthly Reports

a. Operating Expenses Budget to Actual July 1 to September 30, 2009

Willy G. went through the operating expenses as compared to the budget for July 1 to September 30, 2009, with the committee. He reported that the Coalition is currently operating under budget. He explained a number of the line items to the committee that he felt needed additional explanation.

Kimberly M. questioned how the Coalition's budget compared to last year's budget. Kathy Hayes informed the committee that she did not have those numbers on hand, but could provide this information to the committee at the next meeting.

Willy G. posed various questions to staff regarding commercial insurance. Kathy H. informed the committee that each year the Coalition's agent provides staff with three carrier quotes for commercial insurance before the contract is renewed.

b. Utilization July 1 to October 31, 2009

Willy G. went through the utilization for July 1 to October 31, 2009, with the committee.

Although staff had originally projected that the Coalition could serve 4,100 children through the School Readiness base funding, due to the increase in the average cost per child, the target number of children the Coalition can serve through the School Readiness base funding stream is 3,500.

During the month of October, the Coalition experienced an increase in protective services children of 3.32% and transitional care protective services and at risk children of 1.35%.

Willy G. reported that while the Coalition is currently over enrolled in the School Readiness based funding stream, it is expected that the number of paid/served children will decrease naturally through normal attrition which will help bring the Coalition's utilization closer in line with projections. To manage utilization to bring it closer in line with projections, staff are, verifying employment for families currently enrolled through BG8; creating and entering adjustments for all ARRA children back to July 1, 2009; expanding the age level that we move to ARRA to include seven and eight year olds; moving Gold Seal dollars; and unfounded PI referrals will not roll over to BG8.

Chris Duggan informed the committee that the Coalition is currently not enrolling children in the working poor category. She informed the committee that this is not unique to the Early Learning Coalition of the Big Bend Region, as other Coalitions are also not enrolling at this time. As of December 2, 2009, there were 1,300 children on the Coalition's wait list. Other Coalitions around the State have also got similar proportionate numbers of children on their wait lists.

6. Action Items

a. Approval of Match Policy

Willy G. presented this action item to the committee. Management reports from the Coalition's external audit for the financial year ending June 30, 2008, and the Office of Early Learning's fiscal monitoring conducted in February 2009, included recommendations that the Coalition develop written policies and procedures to document the Coalition's efforts to meet all match requirements.

Kathy H. informed the committee that staff have actually been practicing everything in the match requirements policy, the earmarks and restrictions policy and the sub recipient monitoring policy, but were told by the auditors that the Coalition needed to develop written policies. The motion to approve the match policy was made by Kimberly M. This motion was seconded by Barbara S. This motion was approved.

b. Approval of Earmarks and Restrictions Policy

Management reports from the Coalition’s external audit for the financial year ending June 30, 2008, and the Office of Early Learning’s fiscal monitoring conducted in February 2009, included recommendations that the Coalition develop written policies and procedures to document the Coalition’s efforts to meet all earmarks and restrictions imposed by our grant agreement. The motion to approve the earmarks and restrictions policy was made by Barbara S. This motion was seconded by Kimberly M. This motion was approved.

c. Approval of Sub Recipient Monitoring Policy

Management reports from the Coalition’s external audit for the financial year ending June 30, 2008, and the Office of Early Learning’s fiscal monitoring conducted in February 2009, included recommendations that the Coalition develop written policies and procedures to document the Coalition’s efforts to meet all sub recipient monitoring requirements.

When the Coalition utilizes Federal funds to make sub-awards to sub recipients, the Coalition is subject to a requirement to monitor each sub recipient in order to provide reasonable assurance that sub recipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program. Kathy H. informed the committee that the State provides the Coalition with a checklist to determine whether the relationship with the Coalition is a vendor relationship or a sub recipient relationship. The motion to approve the sub recipient monitoring policy was made by Kimberly M. This motion was seconded by Barbara S. This motion was approved.

Meeting adjourned at 9:51am.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

Minutes Approved: Wednesday, February 24, 2010

Committee Chair’s Initials: _____

Board Secretary Initials: _____

A digital recording of this meeting is available at the office of the Early Learning Coalition of the Big Bend Region.