



*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

Thursday, May 27, 2010

3:00pm to 4:30pm

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  
Chris L. Jensen, Jr.

### **Staff Present:**

Chris Duggan, Chief Executive Officer  
Lauren Faison, Chief Operating Officer  
Kathy Hayes, Controller  
Travis Gordon, Senior Accountant  
Megan Gocs, Executive Assistant

### **Committee Members Absent:**

n/a

### **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 3:05pm.

#### **2. Approval of Agenda**

The motion to approve the agenda for this meeting was made by Kimberly Moore. This motion was seconded by Chris L. Jensen, Jr. This motion was approved.

#### **3. Approval of Minutes for February 24, 2010 and March 3, 2010**

The motion to approve the minutes for the Finance Committee Meetings of February 24, 2010 and March 3, 2010 was made by Kimberly M. This motion was seconded by Chris J. This motion was approved.

#### **4. Public Comment**

There was no public comment.

#### **5. Monthly Reports**

##### **a. Operating Expenses Budget to Actual July 1, 2009 to April 30, 2010**

Willy G. informed the committee that this will be the last Finance Committee Meeting for the fiscal year. He presented the operating expenses to budget for the period of July 1, 2009 to April 30, 2010 to the committee. He informed the committee that unexpended funds will be used for School Readiness slots. Kimberly M. asked whether the Coalition is at risk of having these unallocated funds deobligated. Kathy Hayes, the

Coalition's Controller, informed the committee that the Coalition is not at risk of having these funds deobligated.

Willy G. went through the projected earmarks and restrictions with the committee. He informed them that the Coalition is in line with its proposed fiscal year projections. He reported that during the 2009 – 2010 fiscal year more money was spent on children, compared to the previous fiscal year. The committee was also informed that the Coalition will receive the remaining fifty percent of the American Recovery and Reinvestment Act (ARRA) funds.

**b. Utilization July 1, 2009 to April 30, 2010**

Willy G. went through the utilization for July 1, 2009 to April 30, 2010 with the committee.

When reviewing the charts the committee was informed that during the last quarter there was an increase in the number of School Readiness children being served. It was noted that even though more children are being served, wait list numbers increased over the period.

Willy G. informed the committee that the Coalition has the necessary funds available to rectify the deficit before the end of the fiscal year.

The motion to approve the operating expenses and utilization reports for July 1, 2009 to April 30, 2010 was made by Kimberly M. This motion was seconded by Chris J. This motion was approved.

**6. Action Item**

**a. Operating Budget for the 2010 – 2011 Fiscal Year**

Willy G. informed the committee that to date, the Early Learning Coalition of the Big Bend Region has not received their School Readiness and Voluntary PreKindergarten Notices of Award from the State of Florida for the 2010 – 2011 fiscal year. Staff have developed the Coalition's 2010 – 2011 fiscal operating budget based on the best information available that the School Readiness funding will not be impacted and that the Voluntary PreKindergarten funding will be decreased by half a percent. Once the final Notices of Award has been received, minor adjustments may need to be made to the Coalition's 2010 – 2011 operating budget. The Finance Committee was asked to recommend the Coalition's proposed 2010 – 2011 operating budget to the Board for approval.

Willy G. informed the committee that the proposed 2010 – 2011 budget is one that is very reflective of a very well thought out process. Kimberly M. asked how the 2010 – 2011 budget compares to previous years budget. Kathy H. informed the committee that an additional line item was added called 5320, distance learning materials. On the line item 7000, contracted services, this line has been decreased from 202,400 to 158,336 as the Coalition is not budgeting for Liberty County contracted services, as these services will be performed in-house. For the 2010 – 2011 budget, the Coalition reduced the line item 9200, unallocated, from 116,237 to 15,628 because staff wanted to see the money distributed correctly in the first place. Line item 6,000, Salary/Benefits/Taxes/Fees has also been reduced for the 2010 – 2010 fiscal year.

Kimberly M. requested that the proposed 2010-2011 budget be presented to the Board with a comparison of the previous years budget with it.

The motion to recommend the Coalition's proposed 2010 – 2011 operating budget to the Board was made by Chris J. This motion was seconded by Kimberly M. This motion was approved.

Meeting adjourned at 3:30pm.

Minutes recorded by: \_\_\_\_\_  
Megan Gocs, Executive Assistant

Full Committee Approval Date: \_\_\_\_\_

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.*