



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
Tuesday, November 30, 2010
9:00am to 10:30am

Early Learning Coalition of the Big Bend Region
Northwood Centre, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303

Committee Members Present:

Kim Kelling Engstrom, Chair
Kimberly Moore
Jeremy Cohen
Willy Gamalero
Chris L. Jensen, Jr.

Staff Present:

Lauren Faison, Chief Executive Officer
Kathy Hayes, Controller
Megan Gocs, Executive Assistant

Committee Members Absent:

n/a

Guests Present:

n/a

1. Welcome and Roll Call

Kim Kelling Engstrom, Chair, welcomed committee members and staff. Roll call was taken and quorum was established at 9:03am.

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 April 9, 2010 and September 1, 2010

The motion to approve the minutes for the Finance Committee Meetings of April 9, 2010, and September 1, 2010, were made by Kimberly M. This motion was seconded by Chris J. This motion was approved.

4. Public Comment

There was no public comment.

5. Review

a. Budget to Actual for Operating Expenses for 2009 – 2010 Fiscal Year

Kim Kelling E. reviewed the operating expenses for the 2009 – 2010 fiscal year with the committee. Lauren Faison informed the committee that the Early Learning Coalition of the Big Bend Region (ELC) met all their earmarks and restrictions for the year. She also informed the committee that 75.51% of the ELC's 2009 – 2010 School

Readiness budget went to direct services, which is the most the Coalition has ever spent on direct School Readiness services.

b. Budget to Actual for Operating Expenses Thru October 31, 2010

Kim Kelling E. reviewed the operating expenses budget to actual thru October 31, 2010 with the committee. Kathy H. informed the committee that staff will be reclassing some of the Gold Seal dollars to the American Recovery and Reinvestment Act (ARRA) funding stream, which explains why Gold Seal is high for this quarter.

c. Voluntary PreKindergarten Budget to Actual

Kim Kelling E. reviewed the Voluntary PreKindergarten budget to actual with the committee. She informed the committee that staff anticipate that they will expend all of the ARRA funds by February 2011.

d. School Readiness Budget to Actual

Kim Kelling E. reviewed the School Readiness budget to actual with the committee.

Lauren F. informed the committee that we are actively enrolling families. If a family is determined to be eligible, they are being enrolled. While the ELC has the money to serve families staff want to enroll as many families as possible.

e. School Readiness Utilization Plan

Kim Kelling E. reviewed the Child Care Services Utilization Plan with the committee. She reported that it is the ELC's objective for the 2010 – 2011 fiscal year to expend a minimum of 75% of the base School Readiness funding on direct child care services. This equates to \$12,283,184 in slot dollars which will pay for approximately 3,500 children.

Lauren F. informed the committee that an internal Utilization Management Team has been established. This team meets weekly to monitor and discuss utilization to ensure that funds are managed as accurately as possible. The Utilization Management Team has developed a tool to assist in managing utilization. This tool allows the team to see the projected financial impact of enrollments on future months. The tool is built on several assumptions that provide a conservative projection; however, the tool is flexible enough to allow certain assumptions to be changed to look at potential "best" and "worst" case scenarios. Each month the team will review monthly expenditures for direct services and send a directive to the Family Services Director if additional children are able to be enrolled.

In relation to ARRA funds, the ELC are currently utilizing these funds to maintain services and provide funds for time-limited new enrollments for low income working poor families. The ELC will expend 83% of the ARRA allocation on direct child care services. In an effort to utilize School Readiness ARRA dollars as early in the fiscal year as possible (per conversations with the Office of Early Learning), the ELC will be making adjustments to dollars previously charged to the School Readiness Working Poor funding stream to the School Readiness ARRA funding stream. This will allow the ELC to maximize the utilization of ARRA funds and will also present the least impact to parents and providers. The ELC has discussed this plan with the Office of Early Learning and they have presented no objections.

The committee was also informed that the ELC has recently hired six temporary staff in order to utilize ARRA dollars. These staff are working in various roles throughout the ELC.

6. Other Business

There was no other business discussed.

Meeting adjourned at 9:23am.

Minutes recorded by: _____
Megan Gocs, Executive Assistant

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.