



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, March 3, 2011

9:30am to 11:00am

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
Willy Gamalero
Kimberly Moore

Staff Present:

Lauren Faison, Chief Executive Officer
Travis Gordon, Director of Finance
Kathy Hayes, Director of Quality Assurance and Accountability
Megan Gocs, Executive Assistant

Committee Members Absent:

Chris L. Jensen, Jr.
Jeremy Cohen

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 9:33am.

2. Approval of Agenda

The motion to approve the agenda for this meeting was made by Kimberly Moore. This motion was seconded by Willy Gamalero. This motion was approved.

3. Approval of Minutes for November 30, 2010

The motion to approve the minutes for the Finance Committee Meeting of November 30, 2010 was made by Willy G. This motion was seconded by Kimberly M. This motion was approved.

4. Public Comment

There was no public comment.

5. Review

a. Staffing Changes in Finance Department

Lauren Faison updated the committee on the recent staffing changes in the Finance Department. Kathy Hayes has moved out of the role of Controller, and is now the Director of Quality Assurance and Accountability, Travis Gordon has replaced Kathy H. as the Director of Finance, and Rachel Hardy is the Early Learning Coalition of the Big Bend Region's (ELC) new Senior II.

b. Budget to Actual for Operating Expenses as of January 31, 2011

Kim Kelling E. provided the committee with an update on the budget to actual for operating expenses as of January 31, 2011.

c. Utilization

1. 2010-2011 Utilization Plan Update as of January 31, 2011

Kim Kelling E. provided the committee with an update on the Child Care Utilization Plan as of January 31, 2011.

2. School Readiness Utilization as of January 31, 2011

The committee was informed that the ELC has utilized over 75% percent of the School Readiness base funding on direct child care slots, which is the most that the ELC has ever spent on slots. The ELC has been actively enrolling children in the working poor category since September 20, 2010 with School Readiness enrollments as of January 31, 2011 totaling 4,079. The committee was also informed that there is currently no wait list in any of the seven counties that the ELC serves. The ELC is actively reaching out to our community partners to ensure that they are aware of our current enrollment activities. Lauren F. informed the committee that staff in the Leon County Office alone saw 109 customers on Monday, February 28, 2011. The ELC will continue to enroll families via appointment and walk ins.

Kimberly M. asked staff to explain why families are terminated from care. Lauren F. explained to the committee that families are terminated because they are no longer working, their referral ends or they fail to turn up to their redetermination appointment.

3. School Readiness ARRA Utilization as of January 31, 2011

As a result of requests from the Office of Early Learning to “speed up” the utilization of ARRA funds, we reported in November 2010 that we would be making adjustments to dollars previously charge to the School Readiness working poor funding stream. During December and January, these adjustments were evaluated and made. As a result, the ELC has been able to accomplish the goal of maximizing the utilization of the ARRA funds and have the least impact to parents and providers.

The temporary staff originally hired to utilize the ARRA dollars are now funded through the School Readiness base funding stream with budget dollars that were freed up with the shift of School Readiness working poor dollars to ARRA. As of January 31, 2011, the ELC has completed utilization of all slot dollars from the ARRA funding stream.

In relation to American Recovery and Reinvestment Act (ARRA) funds, they will be utilized 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.

4. Voluntary Prekindergarten Utilization as of January 31, 2011

Kim Kelling E. went through the Voluntary Prekindergarten (VPK) utilization as of January 31, 2011 with the committee. She informed them that the ELC’s

VPK allocation should fund all of the children through the end of the fiscal year. Lauren F. informed the committee that if they know of any families that are interested in having their children participate in VPK, they should contact us as we are currently registering. The ELC is currently serving sixty percent of four year old children through the VPK Program.

5. Paid/Served Chart

Kim Kelling E. went through the paid/served chart for the School Readiness base funding with the committee.

d. Cash Deposits in Excess of FDIC Limits

Kathy Hayes, the ELC's former Finance Controller, went through this item with the committee. She informed them that prior to December 31, 2010, the ELC was enrolled in a program through Tallahassee State Bank that provided the Coalition with full insurance for any cash deposits held in excess of the Federal Deposit Insurance Corporation limits. Since this program ended on December 31, 2010, Tallahassee State Bank has agreed to provide the ELC with insurance for these funds. The ELC now has all their accounts fully insured through Tallahassee State Bank which minimizes liability and risk. In addition, Tallahassee State Bank has agreed to sweep all three accounts every night to ensure that they do not go over \$250,000. Any funds over this amount, are transferred into one of the ELC's other accounts.

6. Action Items

a. Approval of the Reinvestment of Funds Available for Distribution from the Endowment Fund

During the 2006 – 2007 fiscal year, the ELC entered into an Endowment Fund Agreement with the Community Foundation of North Florida, Inc and the United Way of the Big Bend, Inc. The United Way of the Big Bend, Inc made an initial contribution to this fund in the amount of \$3,974.07. The agreement required that the ELC match this initial contribution no later than June 30, 2010. The matching contribution was made in January 2009 from the ELC's unrestricted funds. The Community Foundation of North Florida, Inc manages and owns this fund. The ELC is eligible to receive distributions from this fund in the calendar year following the year of the matching contribution. The ELC received a notice of funds available for distribution in 2011. The ELC have the option of taking a distribution of these funds or reinvesting the funds and allowing the endowment fund to grow.

The Finance Committee was asked to approve the reinvestment of the funds available for distribution, per the schedule, and to recommend to the Board to take the same action.

The motion to approve the reinvestment of funds available for distribution from the endowment fund was made by Kimberly M This motion was seconded by Willy G. This motion was approved.

b. Approval of New Credit Card Holders

On June 15, 2010, the Board approved the following staff as holders of ELC credit cards.

- Lauren Faison, Chief Executive Officer
- Kathy Hayes, Controller
- Kara Smith, Director of Human Resources

Due to a position change, Kathy Hayes no longer has an operational need to be a credit card holder. Kara Smith, a previous credit card holder, is no longer employed by the ELC.

The Finance Committee is asked to recommend to the Board that Liz Murphy, the ELC's Director of Operations, and Travis Gordon, the ELC's Finance Director be assigned as replacement credit card holders with the same limit of \$1,500 each. If the Board approves this recommendation, the Coalition will apply for two additional credit cards with limits of \$1,500 for Liz Murphy and Travis Gordon. All existing credit card procedures previously approved by the Board will be adhered to.

The motion to approve Travis Gordon and Liz Murphy as new credit card holders was made by Kimberly M. This motion was seconded by Willy G. This motion was approved.

c. Approval of Additional Check Signers

On June 15, 2010, the Board approved Sam Sweazy, the ELC's then Administration Officer, to sign checks on behalf of the ELC. As Sam Sweazy is no longer working at the ELC, and in order to maintain operations and remain in compliance with the ELC's policy that checks over \$5,000 require two signatures, staff have identified the need for an additional executive level staff member and one additional board member to have authority to sign checks on behalf of the Coalition. The Finance Committee was asked to recommend Kathy Hayes, the ELC's Director of Quality Assurance and Accountability and Kim Kelling Engstrom, the Treasurer and Finance Committee Chair, to have the authority to sign checks on behalf of the ELC effective March 15, 2011.

Should the Finance Committee and then the Board approve this recommendation, the following persons will have authority to sign checks on behalf of the ELC.

- Lauren Faison, Chief Executive Officer
- Larry DiPietro, Board Chair
- Kim Kelling Engstrom, Treasurer
- Kathy Hayes, Director of Quality Assurance and Accountability

The motion to approve additional check signers was made by Willy G. This motion was seconded by Kimberly M. This motion was approved.

d. Approval of Amendment to Safety Deposit Box Access

The ELC currently rents a safe deposit box from Tallahassee State Bank. This safe deposit box serves as our offsite location to store computer data backup tapes. With the recent organizational structure changes, management has identified a need for the new Director of Finance to have access to the safety deposit. One of the weekly tasks to be assigned to the Director of Finance is to deposit the current week's data backup tapes and retrieve the previous week's data backup tapes.

The Finance Committee was asked to recommend to the Board that Travis Gordon, Director of Finance have the authority to access the safe deposit box effective March, 15, 2011. The motion to approve additional check signers was made by Willy G. This motion was seconded by Kim M. This motion was approved.

e. Approval of the Renewal of the Coalition's Commercial Liability Insurance Policy

Historically the ELC has automatically renewed its existing commercial liability insurance policy. However, beginning last year, management determined that this decision should involve input from the Finance Committee, with the final approval being made by the Board. During March and April of 2010, the Finance Committee reviewed the ELC's existing commercial liability insurance and additional coverage as recommended by management. The attached schedule reflects the ELC's current liability coverage as a result of the Finance Committee's review and the Executive Committee's approval on behalf of the Board in April of last year. Based on the extent of the review in 2010 and current discussions with our insurance broker, Earl Bacon, management believes the existing liability coverage is adequate for a one year renewal.

Lauren F. informed the committee that our broker has not recommended any additions or changes to our coverage. The committee was informed that our annual premium last year was \$12,435.

The Finance Committee was asked to recommend to the Board, that the ELC use Care Providers Insurance as the Coalition's commercial liability insurance provider for the twelve months beginning April 22, 2010. The motion to approve the renewal of the Coalition's commercial liability insurance policy was made by Willy G. This motion was seconded by Kimberly M. This motion was approved.

Lauren F. informed the committee on the upcoming 2011 Outdoor Classroom Project that the Coalition will be undertaking with twenty-five providers. It will be a short term project that will offer materials, resources and training to providers to help them implement and maintain a quality outdoor learning environment. Funds from this grant award, which will be funded using quality dollars, will be used to purchase materials for the providers outdoor learning environments.

Meeting adjourned at 11:01am.

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.