



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

Monday, August 29, 2011

10:00am 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
Kimberley Moore
Jeremy Cohen

Staff Present:

Lauren Faison, Chief Executive Officer
Travis Gordon, Director of Finance
Joey D'Souza Governance Coordinator

Committee Members Absent:

Chris Jensen

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 10:00am.

2. Approval of Agenda

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

3. Approval of Minutes for June 1, 2011

The motion to approve the minutes for the Finance Committee Meeting of March 3, 2011 was made by Willy G. This motion was seconded by Kim M. This motion was approved.

4. Public Comment

There was no public comment

5. Review

a. Budget to Actual

Lauren provided the committee a copy of the budget allocations for the FY 2011-2012, and revised expenditures through July 31, 2011. .

a. 2011 CHSP and United Way Allocations

Lauren informed the committee that there was a 42% increase in the Coalition's CHSP allocation over 2010. Though the actual report has yet to come to the Coalition with the

comments on the allocation meeting, everything being told to Lauren from CHSP was that everyone had very positive things to say about the Coalition and the grant presentation. The Coalition also received increases from three of the neighboring county United Ways. Lauren commented that many of the United Ways committees had less money to give this year, but due to the relationships she has formed, her willingness to travel to the meetings, and the work we do, the United Ways chose to give the Coalition an increase in funding. Willy commented on the 30% increase the Madison County United Way allocated to the Coalition.

b. Match Development Plan

The Coalition has to raise approximately \$251,000 to meet this year's match requirement to draw down the full School Readiness allocation. As it currently stands, the Coalition should be able to exceed the required match amount as a result of the increases from the United Ways and CHSP grant. This year the Coalition will also fully be able to count the donated office space at the Leon office towards the match which is equal to \$80,000. About half of the match dollars the Coalition raises comes from in-kind dollars such as the donated space, book donations and volunteers.

Jeremy C asked how the value of the books was gathered, Lauren F. answered that the Coalition is provided strict guidelines it must adhere to when placing values on the books and it is actually below fair market values. Last year the book drive fell short on books, but there is a plan, including additional partnerships, in place for this year that should offset the losses from last year.

c. School Readiness Expenditures

The FY has just begun and there is not a lot to show for SR expenditures Lauren F commented. She presented a report to the committee that will be used to show the expenditures the month to month comparison of School Readiness expenditures. Lauren F. explained that we have allocated just over \$12 million dollars for School Readiness slots, but we have multiple categories that the dollars must be allocated out to. In July 4,347 children were served by School Readiness funds. Currently the Coalition has frozen enrollment to ensure the funds will last the year. A waiting list is being compiled for families to enroll in School Readiness services once other families drop off or are determined ineligible. The freeze is the result of the 8% cut in funding from the legislature, which amounts to \$2 million.

d. Voluntary Prekindergarten Expenditures

There are no numbers to be shown for VPK expenditures or enrollment until next month since the school year has just started for those programs. There was a reduction made by the legislature in the base allocation dollars we pay providers as well as a 4% administrative cost bar set. Currently the Coalition operates just under 4% for administrative costs.

6. Action Item

a. Approval of Bid for new IT Services Contract

Per the Coalition's procurement policies, the Board of Directors is required to approve of service contracts in excess of \$24,999. The Coalition has utilized Aegis for the past three years as their IT service consultant. In that time the Coalition has grown and changed tremendously, as a result of that change and growth our IT needs have also changed. This resulted in the Coalition providing Aegis notification of canceling its current contract with

them. The Coalition's IT contract would have had to been red-bid in January 2012 regardless, but due to a change in the Coalition's in-house IT Director, the decision was made to go ahead and re-bid the contract early to ensure compatibility among the contracted provider and the in-house Director. Lauren F. also commented the Coalition was not fully utilizing their IT potential and that the State is going to roll out a new web based database program and the Coalition needs to be ready for its implementation. The Coalition is utilizing a third party to access the IT needs of the Coalition and to help Coalition staff make an informed decision on a new provider. The new contract should come in less then the current \$108,000 contract.

Willy G. made the motion to approve for re-bidding the contract. Jeremy C. seconded.

Kim E. reminded the committee the board meeting is on September 20, 2011. Lauren F. informed the committee that the independent auditors are currently at the Coalition performing the yearly audit and that the auditors from OEL will be coming next week.

Meeting adjourned at 10:22 am.

Minutes recorded by: Joey D'Souza, Governance Coordinator

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.