

EARLY LEARNING COALITION OF SARASOTA COUNTY  
**BUDGET AND FINANCE COMMITTEE MEETING**  
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota  
28 SEPTEMBER 2007  
**MINUTES**

**1. ATTENDANCE.**

**a. Members:**

Steve Spangler (Treasurer)                      Linda Mason

**b. Staff:**

Mike Miller

**c. Visitors:**

Linda Parsche

**Note:** Acting Chair, Laura Benson is out of town, Chris Kofler is also out of town, and Janice Mee had a conflict and could not attend today's meeting. All notified ELC. Janet Kahn, Coalition ED is attending state meeting in Orlando.

**2. CALL TO ORDER.** The meeting was called to order at 8:00 a.m.

**3. OLD BUSINESS.**

- a. Closeout of FY2007 and Associated Reports. Mike presented the Board Financial Indicators Report that reflected the final figures for FY2007 through the "13<sup>th</sup> Invoices" (SR and VPK) done in late August. The 13<sup>th</sup> Invoices included bills from various vendors and contractors, as well as changes to June provider payments (*i.e. late attendance and/or adjustments to June or earlier attendance*). This met the 8 September deadline set by AWI. All state performance earmarks were either met or exceeded for FY2007. Final SR Admin was 4.1% and Non-Direct was 10.9%. Final VPK Admin was 4.3%. Mike also presented two "annual" charts, one which showed the various admin/non-direct and quality Other Cost Accumulators (OCA's) from FY2003 through FY2007, and another which showed the cost per year for one child over the same period of time. This last chart clearly showed the financial effect of the Coalition's decision in 2003 to shift focus away from part-time school-age children to full-time 0-5 age children. Combined with the Board's decision to attempt to keep up with the rising cost of market rate increases for the School Readiness Program per Florida statute requirements, it has become more and more expensive to serve income eligible working families with children 0-5 in Sarasota County. Gold Seal differential payments continue to rise as well.

**4. NEW BUSINESS.**

a. FY2008 CCC/Business Manager Reports.

1. **Board Management Report** – While SR Program parameters are well within state boundaries at this time, the VPK Admin rate is higher than the end of year target. This is a direct result of the labor intensive period at the beginning of each new fiscal year required to get providers started with their Fall programs and enroll new children. This will level out through the year.
2. **SR Spending Plan** – Following the axiom that no year is like the one directly preceding it, we have started FY2008 with a lower enrollment than anticipated – the exact opposite of the situation we were in a year ago. Looking at the "New's and Terms", we took in 84 fewer new children this Jul/Aug (125) than last year (209) while terminating 158. Also, our number of children paid in July to start the year (964) was 220 fewer than last year (1,184). So, we are currently "underutilized" at this point and will be working to accelerate intakes for the next few months to catch up.

3. **VPK Spending Plan** – VPK slot costs are projected to total just under \$4,000,000 for the year. Fall enrollment is currently at 1,438 and should probably approach the 1,550 mark in the next month or two.
4. **Others** – The three charts showing enrollment and payment statistics since FY2003 were updated and presented to the Committee. Mandated BG1 - Protective Services costs are continuing heavy in FY2008 as they were in FY2007, limiting the Coalition's ability to serve Working Poor families.
  - b. Accountant Reports. Mike pointed out that at this point in each year, we are typically trailing the YTD "budget" column for School Readiness expenses (Coalition) because of the lag in early contractor invoicing. We are waiting for the SCTI invoices, and are behind in FCCFD invoices as well. Mike did point out that the VPK expenses were ahead of the straight line budget figures because of the cost of the labor intensive operations to start up the Fall Program mentioned earlier.

5. **DISCUSSION.** None.

6. **ADJOURN.** The meeting was adjourned at 8:40 am. The next meeting is scheduled for 26 October. The 30 November meeting may be moved into early December if the FY2007 audit is nearing completion. It is ahead of last year's schedule now.

Mike Miller