

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

**1. ATTENDANCE.**

**a. Members:**

Steve Spangler (Treasurer)	Laura Benson	Chris Kofler	Janet Kahn
Linda Mason			

**b. Staff:**

Mike Miller

**c. Visitors:**

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

**3. OLD BUSINESS.** None.

**4. NEW BUSINESS.**

a. FY2008 CCC/Business Manager Reports.

1. **SR Enrollment & Provider Payments -**

- Enrollment hit a 5-year low in September (845). There is a plan in place to try and bring in over 200 new children by the end of November. All families on the wait list have now been sent letters for appointments. Janet is also considering reopening the billing group that serves working families, where only one parent is working (BG8OP). We are limited in the amount of funds that can be used for this billing group, and usually only open it up when we are short on families with need, like now. We can possibly prioritize those families that have faced a recent layoff.
- Janet commented that it appears that the impact of the slow housing market is once again effecting our enrollment, especially since there is a ripple effect to other industries, who are now experiencing lay offs for the first time. Janet mentioned as an example, PGT, a local window manufacturer that is laying off 180 staff this week. This is one of the employers of the families typically served by SR scholarships. Laura asked Linda to give the HR person at PGT a call to ensure they are aware of our potential services, including CCR & R.
- Janet also reported that the County approved the continuation of services on more limited basis for those families who exceed the 200% of FPL threshold, now approved for up to 250% of FPL for FY2008.

2. **News's and Terms** - Linda has an aggressive schedule of intake appointments on the calendar for October and November. Her team has already brought in 118 new children for the month, compared to 44 in September.

3. **BG1 SR Enrollment & Provider Payments** – *Fortunately*, the demand for slots from children in Protective Custody remains strong – 132 for September – otherwise, we would be even worse off in terms of utilization. This high number of protective service referrals hurt our budget last year, but this year we are able to easily serve them. However this remains an unfortunate trend within our community.

4. **SR Days Paid & Per Day Costs** - – The cost of an average day of service continues to rise. September saw an all-time high of \$18.21/child/day. We continue to serve a higher % of infants than in prior years, and providers continue to raise their rates up to our maximum.
5. **Board Management Report** – SR Program parameters are well within state boundaries at this time, and the VPK Admin rate is coming down (6.5%) closer to its target of 5%. 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. We expect to be below 5% by the end of October.
6. **SR Spending Plan** – Mike is projecting approximately \$315,000 for October, slightly higher than prior month but still short of the budget of \$369,672. We have a ways to go, and will have to overshoot the “budget” for coming months to make up for the lighter first three months.
7. **VPK Spending Plan** – Slot enrollment is now higher than at any time last year – 1,525. We expect October to go up and then level off after that. Our overall yearly budget is based on an enrollment high of 1600, which we do expect to reach.

b. Accountant Reports. There were no questions on these reports.

5. **DISCUSSION.** The FY2007 audit process is almost complete just waiting for the confirmation letter from AWI that shows what they paid us during the year. It is expected to come shortly. Janet made sure that everyone had met James Pawlak, who has been hired as Mike’s replacement. He is currently working as a temp with us for now.
6. **ADJOURN.** The meeting was adjourned at 8:24 am. The next meeting is tentatively scheduled for 7 December. We hope to be able to review the DRAFT of the FY2007 audit at that time.

Mike Miller