

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
25 JANUARY 2008
MINUTES

1. ATTENDANCE.

a. Members:

Steve Spangler (Treasurer)	Janice Mee	Chris Kofler	Janet Kahn
Linda Mason			

b. Staff:

James Pawlak

c. Visitors:

None

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 continued to show steady growth in December (1,171). Our year to date average (991) is slightly behind our average annual target of 1,025.
- 2. News's and Terms** - Linda has an aggressive schedule of intake appointments on the calendar for January and February. Her team brought in 147 new children for December and Term's were only 53, giving us a net figure of +94. The October thru December period saw a net figure of +367, which reversed the trend set in the July thru September period, which saw a net decline of -24.
- 3. BG1 SR Enrollment & Provider Payments** – *Fortunately*, the demand for slots from children in Protective Custody remains strong – 130 for December – otherwise our utilization would be even lower. 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 decline - \$16.19 for December. September saw an all-time high of \$18.21/child/day. The majority of the new intakes were ages 3 and up which cost less to serve than Infants and Toddlers.
- 5. Board Management Report** – SR & VPK Admin Program parameters are well within state boundaries at this time, 3.8% & 3.6% respectively versus the target of 5%. We full expect to stay below the 5% threshold for the remainder of FY2008. Other threshold targets are within the budget, although Janet commented that the total non-direct is slightly higher than she would like to see, but expects this to show a decline by end of fiscal year. The ratio of staff to numbers of children served was off in the early part of the year when our overall utilization was lower than anticipated.

6. **SR Spending Plan** – James is projecting approximately \$359,000 for January, slightly higher than prior month but still short of the targeted budget of \$366,229 in order to utilize our funds. We will have to overshoot the “budget” for coming months to make up for the lighter first half of the Fiscal Year and end the year spending the minimum threshold in child care slots. James stated that with the heavy number of new intakes over the past three months our costs should rise and work down these excess monies, to end the year closer to our targets and budget.

7. **VPK Spending Plan** – Slot enrollment is now higher than at any time last year – 1,582. We expect the remaining months in FY08 to be at this level. Our overall yearly budget is based on an enrollment high of 1600, which we did hit briefly last month.

8. **Accountant Reports.** There were no questions on these reports. Janet did state that she will be looking to make a mid-year adjustment in regards to our QRIS monies and the originally projected expenses within this current fiscal year, due to the timing of when our private funds were received for this program. She will bring this for approval next month.

9. **DISCUSSION.** Steve asked for the reason for most of the terminations each month. Janet and Linda both stated that it is due to the parent is “non-compliance,” meaning that the parents simply either do not respond to the required redeterminations, not submit required paperwork, and/or indicate that they are no longer eligible but did not let us know of that change.

10. **ADJOURN.** The meeting was adjourned at 8:27 am. The next meeting is tentatively scheduled for 29 February.

James Pawlak