

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

1. ATTENDANCE.

a. Members:

Steve Spangler (Treasurer)
Linda Mason

Janice Mee
Laura Benson

Chris Kofler

Janet Kahn

b. Staff:

James Pawlak

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

3. OLD BUSINESS.

Legislative Budget reductions Janet stated that it is still not final and the numbers change weekly, but potentially looks like we will see a \$150,000 reduction in our School Readiness budget allocation for FY08/09. This is better than earlier projections of close to 300k. We should get the final reduction amount sometime in early May.

Approval of minutes James said he will resend February minutes to Steve and March minutes to Janice for approval by email, and then they will be brought back to the May committee meeting for final approval

4. NEW BUSINESS.

a. FY2008 CCC/Business Manager Reports.

1. **SR Enrollment & Provider Payments** –We are still over enrolled for our budget and despite stopping intake, the costs have not come down significantly yet. Janet stated we would have an opportunity to request additional funds in May from AWI when they reallocate funds from other Coalitions that may have a surplus. We will continue to watch our numbers carefully.
2. **News's and Terms** – The net terms slightly outnumbered the news, and as previously mentioned, Linda we do have a Waiting List for new intakes. For the remainder of FY08 we will look to attrition in the number of children we are serving. There are a large number of families due for re-determination in the next 3 months and usually that results in a certain % of children being terminated (often because the families do not respond). James stated that has of April 20th we had a net loss of sixty-nine children (122 term vs. 53 new).
3. **BG1 SR Enrollment & Provider Payments** – The demand for slots for children in Protective Custody held steady – 138 for March. We still need to monitor this carefully and hope that the numbers do not spike in the last 2 months of the fiscal year. There continues to be slight increase in the BG5 (TANF), the other mandated category of children and we will need to monitor this as well.
4. **SR Days Paid & Per Day Costs** - The cost of an average day of service held steady - \$16.73 for March. September saw an all-time high of \$18.21/child/day. We believe this number will remain steady for the remainder of FY08.
5. **Board Management Report** – SR & VPK Admin Program parameters are well within state boundaries at this time, 3.6% & 3.3% respectively versus the target of 5%. We do need to monitor the VPK % at this point as this is when we are enrolling children for the summer

and fall and this requires obviously more staff time allocated to VPK. All other thresholds are also in line.

6. **SR Spending Plan** – James is projecting approximately \$355,000 for April SR slots, lower than prior month and slightly above the original projected monthly budget of \$350,000. We are now actually \$95 thousand over our budgeted amount at this point. Waiting List will most likely be in effect until the end of our fiscal year (June). As we mentioned above, we will request additional funds from AWI. Closer to that date, we will do another projected analysis to make sure we request the correct amount to cover any deficit.
7. **VPK Spending Plan** – Slot enrollment remains high - 1,515. The numbers will now begin to drop as VPK programs end.

b. Accountant Reports.

a. Janet stated on the “Profit & Loss Budget vs. Actual report” she would like to see the annual total there as well so we can compare to that total. This would then show on a monthly basis what our variance is on each lined item and how much remaining funds we have left in the annual budgeted amount. Steve said that this could be done, some agencies do it that way. Janet and James will discuss this with our accountant for next fiscal year.

b. Laura would like to see “QRIS” expenses broken out into its own separate category for the coming year. This would allow us to track the individual operational expenses that are assigned to this program. Steve also explained why it shows as deferred revenue on the financials, and does not show each month as income.

5. DISCUSSION.

a. Laura stated she would like to see the definition of terms on the SR spending plan – i.e. BG1, BG8 etc... James stated he will have the terms on the spreadsheet for next months meeting.

d. Laura asked about possible reductions to the VPK provider payment amount. Janet stated that there might be a possible reduction of fifty dollars per child in the annual payment rate in VPK next year if the overall allocation statewide is reduced, but again the budget has not been finalized yet by the legislature. Laura asked if this would keep providers from offering VPK. Janet responded that she did not think so as parents have requested VPK from their existing providers, the total number of VPK providers has increased from 51 the first year to 93 so far this year.

6. ADJOURN. The meeting was adjourned at 8:39 am. The next meeting is tentatively scheduled for 30 May.

James Pawlak