

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Child Care Connection, Conference Room, 2888-D Ringling Boulevard, Sarasota
25 MARCH 2005
MINUTES

1. ATTENDANCE.

a. Members:

Janet Kahn

Geoff Foss

Linda Mason

Vicky Seymour

b. Staff:

Mike Miller

2. CALL TO ORDER. The meeting was called to order at 8:45 am.

3. OLD BUSINESS. None.

4. NEW BUSINESS.

a. CCC Reports.

- **Invoicing Report** – This report shows the total of all invoices cut by the Coalition during the month to pay for both management of operations (CCC and Coalition) and direct services (Partnership, County, SMH, Passport, MHP, etc.). There were no anomalies seen in the February statistics, just a gradual expansion of costs due to a slowly, but steadily, rising enrollment total. We are now up to 1,244, an increase of 77 from January. Our goal is 1350 by the end of the year.
- **Utilization** – Enrollment rose to 1,244, and payments to providers with OEL funds rose from \$325,000 in January to \$332,000 in February. The increase in Provider rates implemented on 1 January has had a much smaller effect than we had assumed. While about 80 providers raised their rates (on 557 children), only 50 of these providers raised their rates above the old maximum schedule. Mike presented his projection for utilization of OEL funds to the end of the fiscal year based on “actuals” through 28 February and arrived at a projected year-end surplus estimate of approximately \$750,000 in all billing groups. However, of that total, \$192,000 is in the Quality budget and most of that will be spent, leaving about \$550,000+- surplus that we will not be able to spend. AWI/OEL has asked for a report by COB today on what we think our surplus will be and what our plan of action is to reduce the figure. We will recommend that \$300,000 be returned to OEL immediately to redistribute to other Coalitions, and then that the situation be reevaluated on 1 May and again on 1 June for possible additional surplus turn-ins to OEL. The end result of the surplus this year could be a lower budget for FY2006. Since we are planning to be at our target of 1350 by 30 June, a lower budget would unfortunately mean that we couldn’t actually continue to serve the full 1350. It is impossible to predict what OEL will decide to do. Other coalitions are having the same problem this year, so we may be held harmless.
- **Scholarship Intake Summary** – This month’s report showed 56 new children were enrolled in February (28 January to 24 February) and 44 were terminated, with a net result of +12. This does not jive with the EFS paid enrollment figures, which showed a gain of 77 for the month of February. The internal CCC database and procedures for entering data need to be examined for the New/Termed Report. Mike will follow up with Vicky to determine the discrepancy.

b. F/A Reports. There were no questions on these reports.

- c. Report of Contractor Monitoring. Mike updated the committee on his Contractor Monitoring projects.
- We have conducted a 100% audit of all FCCFD expenses through February and settled all differences. There were only a few minor corrections to February. We are performing this audit monthly when they submit their bill for payment.
 - Children First was audited for their second quarter expenses (Oct-Dec) last month, with no differences noted.
 - SCTI finally submitted their first official invoice for the year, so that it could be reconciled to what has been paid. It covered the period of 1 July 2004 up to 24 February 2005. They reported a surplus of approximately \$7,000 from the original \$34,000 that we had paid through October. Mike audited it on 10 March and found several disconnects. These are being corrected, and another report is expected from their Business Manager on costs through March. At that time we will forecast expenditures through the remainder of the year and fund them accordingly.
- d. OEL Financial Audit of 1-2 March. Pat Fuller, OEL Financial/Contract Analyst conducted an annual audit on our financial operation earlier this month. Pat noted that we had no written policy on waiving Parent Fees for foster parents. While this had been policy passed down from DCF and left unchanged by the FPSR, recent rules filed by OEL (effective on 2 February) gave new guidance, and all coalitions now need to adopt their own "policy". This was accomplished at the 16 March Board meeting.

5. DISCUSSION. None.

6. ADJOURN. The meeting was adjourned at 9:10 am. The next meeting will be at 8:30 am, Friday, 29 April, at Cavanaugh & Company, LLP.

Mike Miller