

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
30 SEPTEMBER 2005
MINUTES

1. ATTENDANCE.

a. Members:

Steve Spangler (Treasurer) Janet Kahn Linda Mason Vicky Seymour

b. Staff:

Mike Miller

2. CALL TO ORDER. The meeting was called to order at 8:05 am.

3. OLD BUSINESS. None.

4. NEW BUSINESS.

a. FY2006 CCC Reports.

- **Invoicing** – Several titles had been changed (“admin” to “management”) to fully clarify what expenses are being captured in each. Page 2 was also changed to make it easier to follow the sub-totals through to the grand total.
- **OEL Utilization** – Utilization dropped even further in August to \$279,868 for OEL Provider Payments, from \$324,303 in July. We know, however, that there was approximately \$23,000 in late attendance for August that was not captured. This area will continue to be a challenge in FY2006, much as it was all last year. A comment made at the September Board meeting that the ED should be held responsible for fluctuations in enrollment was discussed, and rejected by the committee as unrealistic. Enrollment itself is constrained by the budget ceiling on one hand, and driven by demand on the other. The ED cannot control either the allocation of state dollars or the demand for Coalition services. She can only react to situations and manage the staff in its response to the demand within the budget provided.
- **GIA Utilization** (continuing) – An analysis based on July and August spending shows that we need to increase our expected outlays by \$10,000 during September. There is a plan in place to do that.

b. F/A Reports. There were a few changes in nomenclature on these reports to match those also made on the CCC reports, but no questions regarding content.

c. Budgetary Flexibility for FY2006. In response to a Board request made at the 21 September meeting, the Coalition’s accountant, Eric Fontana, submitted an email report that stated the Coalition could spend \$103,000 more this year in administration than it had budgeted. The Board was investigating what compensation would be appropriate for the Executive Director. The salary had not changed in three years since the position was initiated, other than routine COLA increases granted to all staff. Mike explained that the \$103,000 Eric reported was the difference between what was already budgeted (\$181,532) for FY2006 and the maximum allowed by law (5% of the OEL Grant - \$285,194). Since the Coalition discontinued use of a Central Agency after FY2004, it has consistently budgeted and spent less than allowed in both administrative costs (BBA), and non-direct program support costs (BBD and BDE). Therefore the Board has fairly wide latitude in its determination of what an appropriate salary level should be for the Executive Director.

5. DISCUSSION. None.

6. ADJOURN. The meeting was adjourned at 8:47 am. The next meeting will be at 8:00 am, Friday, 28 October, at Cavanaugh & Company, LLP.

Mike Miller