

Early Learning Coalition of Florida's Heartland, Inc.

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ELCFH Finance Committee Meeting Minutes
Tuesday, October 27, 2009 – 9:00 a.m.
ELCFH Charlotte Office

Members Present: Alan Grimes, Ed Osborne (conference call), Dr. Mary Harder (conference call),
Joyce McClelland (Conference Call)
Members Absent: Kathleen Roehm, Dr. Sharon Goodman
Staff: Anne Bouhebert, Anna Brookbank, Pam Greve, Olga Olvera, Arvilla Brito

I. Introductions (Alan Grimes)

Meeting brought to order at 9:00 a.m.
Introductions were made.

II. Review of Current Financials/Utilization/Trends (Anna Brookbank)

Alan Grimes asked the Committee if they would like to address any questions on the current Financials/Utilization/Trends instead of receiving a review in detail. The Committee agreed to present any questions instead of a detailed review.

Alan Grimes inquired about the School Readiness Grant Expenditures on page four of the packet. Alan noted the SR Gold Seal line item was 33.61% spent at 25% of FY 2009/10 and asked why it was so high. Anna Brookbank explained that this line item was based on last year's dollars and is based on the number of accredited providers. This line item can be used toward quality dollars if needed.

Alan requested an update on Hardee County. Anna stated the coalition has been very aggressive with Hardee County and a wait list pull was done at the end of September and another one last week. Anna stated the families are not meeting the requirements for School Readiness. The ELCFH is trying to move some of these families into ARRA. Anna stated it is hard to pull up the numbers and pointed out that the forecasts and trends in Hardee are always the lowest as far as enrollments due to lack of industry and other factors previously discussed. The ELCFH is being very aggressive and has recently implemented sending out a reminder before redetermination to get information updated. The coalition staff is also encouraging the filing for unemployment as well as child support. Anna stated in Hardee County the families are backing off the issue for unemployment and that the non compliance with child support is county wide. The ELCFH requests families to file child support and is enforcing guidelines from the State in registering with child support enforcement which is a benefit to the child. Anna stated there have been fraud cases over the past few years and any income earned or unearned still works toward general gross income which affect the parent fee as well as what the coalition pays. By enforcing the child support the ELCFH could serve more children. Once documentation for child support enforcement is received then the coalition can service the family. Anna stated as a result of the triennial review the coalition needs to show a trail on where the income comes in and is following DCF guidelines.



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"INVESTING IN CHILDREN – INVESTING IN OUR FUTURE"



Alan referred to pages 29 and 30 on School Readiness Grant Expenditures and noted line item Furniture/Computers/Equipment showing 71.9% spent at 25% of FY 09/10. Anna stated this was for the purchase of the new server and the computers for Quality staff.

Anna also noted on pages 29 through 36 is a four county breakdown of the School Readiness and VPK budgets and asked the Committee if they would like to see this report on a quarterly basis as it is not provided monthly. The Committee agreed to have the ELCFH provide this detailed report on a quarterly basis.

Anna highlighted points on the Utilization and Expenditure Summary reports:

- **Utilization and Expenditure Summary** (page 1)
The School Readiness numbers have gone down due to redetermination however, the budget is in line with projections.
- **Attendance, Referrals and Enrollments** (page 2)
Anna noted the VPK enrollment numbers have gone up. The Coalition served 1,653 children in August and 1,787 children in September.
- **Balance Sheet and Cash Flow** (pages 9-10)
The balance in the bank as of today is \$1,516,341. Provider payments for School Readiness was sent to the providers banking institutions on 10/14/09 and the VPK payments will be in provider banks on 10/28/09.
- **Match Reports** (pages 11-15)
Anna referred to page 15 which shows the total secured matches to date. The ELCFH is very pleased with the number of grants received to date.
- **HIPPY Expenditures** (page 37)
Anna informed the Committee that the HIPPY Expenditures are on a different form using the MIF report instead of the lined invoice.

III. New Business (Alan Grimes)

- **Expenditures over \$5,000**
Alan stated Ed Osborne reviewed and Alan signed expenditures over \$5,000.
- **Quarterly Credit Card Review**
Anna stated the quarterly credit card review will be presented at the next meeting as there are a few items needed to complete the review.
- **Provider Reimbursement Rate Review**
Anna stated provider reimbursement rates are approved by doing a market rate survey which was conducted by OEL in April. The OEL does a comparison of current rates to include all providers in the database and not just what the coalition contracts with. All data is compiled and OEL sends the completed report to the coalition. The report is separated by county; stating maximum rates by age groups.

At the last meeting, the Committee requested the ELCFH research and present data for review by the Committee to make a determination on the rate. Anna stated depending on today's conversation, the worse case scenario is really the best case scenario for the children. This means every child is sitting in every seat and every provider has completed a request to be paid at the highest rates. Anna stated there will be a need for provider input.

Anna noted, depending on how the Committee wants to proceed today, the following process will take place:

- 1) The Finance Committee's recommendation will be presented to the Board for approval
- 2) If approved, a plan amendment will be submitted and approved
- 3) If there are rates that are changed they will need to be published within the coalition
- 4) Providers must apply for a rate change as it is not automatic

Anna referred to pages 39 and 40 showing the proposed SR rate increase effective 1/1/10.

Ed Osborne asked if the range was 2% to a max of 10% daily increase. Anna stated the report is a snapshot of what the variances would be at 10%, 4% and 2% daily increase by county. Anna stated in the current economy any percentages higher than that the coalition could not afford to serve more children.

Anna reviewed the report to include pros and cons and stated an example of the options to consider:

The Committee, considering the priorities of the Coalition in serving more infants and toddlers, could decide to recommend a 2% increase across the board with the exception of infants and toddlers. In order to make more space for the infants and toddlers the Committee could recommend a 10% increase for those age groups.

A discussion ensued and the Committee requested the ELCFH develop a survey to send to providers requesting input. The ELCFH will compile results and present at the next Committee meeting.

IV. **Open Forum (Alan Grimes).**

Ed Osborne requested an update on the DeSoto office space as mentioned in the 10.20.09 Executive Committee meeting minutes when the additional space was approved. Anna stated this is not a capital expenditure and prior approval is not required. Helena is working on the lease and is expecting occupancy by January, 2010.

V. **Adjournment (Alan Grimes)**

Meeting was adjourned at 9:52 a.m.

REMINDER:

**Next ELCFH Finance Committee Meeting Date:
Tuesday, November 24, 2009 @ 9:00 a.m.**