

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

ELCFH Finance Committee Meeting Minutes
Tuesday, May 18, 2010 – 9:00 a.m.
ELCFH Charlotte Office

Members Present: Alan Grimes (via conference call), Kathleen Roehm (via conference call)
Members Absent: Ed Osborne, Dr. Sharon Goodman, Dr. Mary Harder
Staff: Anne Bouhebert, Anna Brookbank, Helena Sloan, Pam Greve, Arvilla Brito

I. Introductions (Alan Grimes)

The meeting was brought to order by Alan Grimes at 9:00 a.m.
Introductions were made.

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

▪ **Utilization and Expenditure Summary (page 1)**

- School Readiness ARRA
 - Slots/scholarships 65.1% at 83.3% of FY
 - Unallocated 59% (well over required 50% utilization required by 6.30.10)
- VPK
 - VPK Administration spent all counties: 4.4% (max 4.85%)
 - VPK ARRA 100% spent
- Coalition Expenditures at 83.3% of FY
 - SR Coalition Administrative (max 5% of annual budget) 2.0%
 - SR Eligibility/Non-Direct (max 14% of annual budget) 9.9%

▪ **Utilization Reports (pages 18-21)**

Anna referred to page 22 showing the targets for all four counties.

A wait list pull is currently in process of an additional 350 children across the four counties.

The wait list will be cleared 100% for Hardee and DeSoto counties; pulling mostly younger ages through 4 year olds in Charlotte and Highlands. This is the last wait list pull of the fiscal year.



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"INVESTING IN CHILDREN – INVESTING IN OUR FUTURE"



III. New Business (Alan Grimes)

- **Expenditures over \$5,000**

Alan stated there were no expenditures over \$5,000.

- **Draft FY 11 Budget**

Anne reviewed the draft FY 10-11 budget. An updated draft was emailed to the Committee this morning. Anne stated OEL issued a spreadsheet to ELCs for the purpose of planning for the upcoming fiscal year. The anticipated awards are minus ARRA dollars. The early learning bill looks like it will pass and there is still the 2,000 mark for children to be served monthly. It is possible for coalitions to secure a waiver but Anne further stated it is certainly in the best interest of the ELCFH to be putting as much toward slots as possible to increase the caseload and serve as many children as possible. The ELCFH has been in communication with other coalitions and learned that there is a trend towards freezing salaries in the next fiscal year and are looking at alternate incentive strategies for staff. The ELCFH is proposing no salary increases FY 10-11. The current approved budget is \$157,551 with \$63,000 of that would be salary increases assuming each staff person received a 5% increase (the increase is based on merit). Anne further stated any positions vacated may be frozen.

Anna noted that there is no control over the unemployment percentages assigned to the ELCFH by the State of Florida and stated there is an increase of \$10,000 for next years budget.

The earmarks for the SR budget FY 10-11 was reviewed and SR-Quality earmark noted. The ELCFH is required per the notice of award to spend a minimum of 4%. In FY 09-10 the budget was \$701,691 with the proposed budget increase of up to \$850,000 (9.8% of the budget). This is an over expenditure of over \$500,000. Anne stated that the ELCFH Board is committed to ensuring quality programs for children, thus the investment in Quality Initiatives. A discussion ensued about the quality budget and it was agreed to have the Board review at its next meeting scheduled for May 19th. The Committee suggested the staff look at proposed decrease to 7% and requested a detailed report from the ELCFH on how this would affect the quality programs.

The Committee recommends the ELCFH staff prepare a Quality budget for FY 10-11 reflecting 7% of the anticipated School Readiness award and present to the Board showing how this will affect the current quality programs. The Committee agreed that freezing ELCFH staff salaries increases for FY 10-11 is appropriate.

- **Line of credit renewal update**

Anna stated Wachovia line of credit accepted is \$275,000 which is based on usage over the past couple of years.

- **ELC SWFL Sanctions policy review**

Anne stated this policy was adopted by the ELC SWFL and the ELCFH would like to use the same policy. It was agreed to have the ELCFH re-format for Board review and approval at the June meeting.

The Committee recommends the ELCFH staff prepare the sanctions policy and recommends Board approval. The proposed policy will be presented to the Board during the June, 2010 meeting.

- **ELCFH SR/VPK #1**

Anne reviewed the proposed changes to the policy which are bolded and underlined for additions and strikeouts for deletions. A discussion ensued and the following additional changes were suggested:

- Page 2, #5: addition of the word 'by' the accrediting/membership agency

- Page 4, #14: replace 'Resources' with 'Technical assistance'
- Page 4, #16: addition of the word ' local' ELCFH office
- Page 4, #17: addition of a sentence referring to if no correction to non-compliance issues then what will the next step is for the ELCFH to take.

The Committee recommends the Board approve policy with revisions to SR/VPK-1 Provider Contract, Compliance and Monitoring.

- **Highlands lease update**

Helena stated the current landlord of the Highlands office notified the ELCFH that he cannot meet the terms of the new lease. The current lease expires 6.30.10 and ELCFH staff will take possession of the space effective June 1st with the office move to occur mid-month.

- **VPK proposed reimbursement rates effective 7.1.10**

Anna stated the VPK proposed reimbursement rates were received on May 10th and will be effective on 7.1.10 if signed into law by the Governor. Notification has been sent to all current VPK and SR providers notifying them of the proposed changes. Anna further stated the rates are decreased between one and four cents per hour, per child with 75% of the rates being within the one to two cent decrease.

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

There were no items for discussion for open forum.

V. **Adjournment (Alan Grimes)**

Meeting was adjourned at 9:53 a.m.

REMINDER:

**Next ELCFH Finance Committee Meeting Date:
Tuesday, June 22, 2010 @ 9:00 a.m.**