



**FINANCE/AUDIT COMMITTEE MEETING MINUTES**  
**Wednesday, January 20, 2010 at 4 p.m.**  
**15506 County Line Road**  
**Spring Hill, FL 34610**

**Committee Members Present: Susan Arnett**

**Committee Members Excused: Bonnie Clark, Pat Mulieri**

**Committee Members Present via Phone: Elizabeth Callaghan, Chair; Debora Martoccio**

**Staff Present: Jim Farrelly, Ramute “Jak” Jakubauskas, Betsy Kier**

**I. Welcome and Call to Order - Ms. Betsy Kier, Assistant Executive Director**

Ms. Kier, on behalf of Ms. Callaghan, called the meeting of the Finance/Audit Committee to order at 4:20 p.m. Ms. Kier requested a motion to approve the Draft Minutes from the December 9, 2009 Meeting. Ms. Arnett so moved and Ms. Martoccio seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Fiscal & Accounting Policies & Procedures, Amended**

Ms. Kier requested the Committee to review the policies prior to February’s meeting. Mr. Farrelly explained that changes are primarily a result of bringing services in-house and eliminating the central agency. Mr. Farrelly explained that after the Committee’s review, the policies will be placed on the full Board’s agenda.

**III. ARRA Spending Update**

Ms. Kier explained the Coalition is currently reviewing utilization of ARRA funds in relation to School Readiness dollars for slots. The Executive Committee has authorized that a waitlist be established for 30 days and since January 5, 2010, approximately 300 children are now on the waitlist. Administration is working on increasing ARRA spending by enrollments which include re-determined clients. The slots set aside for clients in educational programs and collecting unemployment compensation have been filled. Ms. Callaghan inquired if the Coalition knew how long the waitlist would be. Mr. Farrelly explained the Executive Committee will meet on January 25, 2010 and a more complete breakdown of utilization reports will be provided to them.

Mr. Farrelly also informed the Committee that the auditor has reviewed the spending projection generated by the former Financial Director and major discrepancies were discovered in terms of dollars that might have been available to transfer to slots. He

informed the Committee that based on this information he feels that the waitlist will last for the remainder of this fiscal year.

He stated that the Executive Committee agreed that a special Board meeting would be established for February 25, 2010 to review the Coalition's age eligibility policy. Currently, the Coalition serves children between 0-12 years of age, but our core group is 0-5 years of age. This Coalition is one of the only Coalitions in the state currently serving this extended age group. Ms. Kier stated regardless of any policy change, the Coalition would continue to provide services to children aged 0-12 that are in protective custody.

#### **IV. Provider Reimbursement Process, Status and Needs**

Mr. Farrelly informed the Committee that he met with providers who had expressed concerns or complaints about the reimbursement process. Their first request was for a better access system to submit their rosters so an internet based fax system was provided. The providers also requested a "pay stub" for the Electronic Funds Transfer (EFT) into their accounts. This "pay stub" now goes out within 2-3 business days of the EFT along with the providers' new attendance rosters. Ms. Kier informed the Committee that a new system is being developed by AWI/OEL for implementation within the next 18 months. Providers will be able to log-in and access their rosters on-line. The last item the providers requested was for faster payment. Mr. Farrelly explained the Coalition continues to improve the payment schedule by at least a day each month even though the providers' contract state that payment will be made on the 20<sup>th</sup> business day of the month.

Mr. Farrelly informed the Committee that because Coalition is currently without a Financial Director and that one of the Reimbursement Specialists has resigned, he will hold at the current payment schedule for the next several months.

#### **V. Update on Progress/Transfer to SAGE Accounting System**

Mr. Farrelly explained the transfer to the SAGE system, originally planned for October 1, 2009, had been delayed by the Financial Director's medical leave. The new established target date of January 1, 2010 was not met. The Executive Committee and Executive Director made the decision to delay implementation until the start of the new fiscal year, July 1, 2010. He explained that QuickBooks remains as the Coalition's accounting system and is performing well, Ms. Kier will be the Interim Financial Director and a contract is in place with CDS to provide supportive accounting services.

#### **VI. Schedule of Next Meeting Date**

The Committee agreed their next meeting date will be Wednesday, February 17, 2010 at 4 p.m.

**VII. Public Input**

None

**VIII. Adjournment**

Ms. Kier requested a motion to adjourn the meeting. Ms. Martoccio so moved and Ms. Callaghan seconded the motion. The Finance/Audit Committee meeting was adjourned at 4:45 p.m. without further discussion

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant