

**Early Learning Coalition of Manatee County, Inc.
Executive/Finance Committee Meeting
of
February 17, 2010**

The Early Learning Coalition of Manatee County, Inc. held a joint Executive and Finance Committee meeting on February 17, 2010 at 11:00 AM at 3526 Ninth Street West, Suite 200, in Bradenton, Florida.

Executive Committee Members Present:

Howard Veltz, Chair	Dr. Kathy Stuckey
Dianne Kopczynski	Susan Miller
Adam Mohammadbhoy	Linda Guritz
Paul Sharff	

Finance Committee Members Present:

Dianne Kopczynski	Caroline Halfacre
Andrew Minor	

Finance Committee Member Absent:

Melanie Shackelford, Excused

ELC Staff Present:

Sharon Oakes	Pamela Behr
Jay Burnell	Pamela Parmenter

These minutes are a summary of the discussion and action items of the Early Learning Coalition of Manatee County Executive and Finance Committee meeting of February 17, 2010.

Welcome and Introduction

Chairman Howard Veltz called the meeting of the Executive and Finance Committees to order at 11:05 AM. Mr. Veltz requested that Mr. Sharff conduct the roll call. Mr. Sharff conducted the roll call and stated that a quorum was present for the Finance Committee and the Executive Committee.

Mr. Veltz inquired if there were Citizen Comment Cards from individuals requesting time to speak at the meeting.

Mr. Sharff stated that there were not.

Finance Report

Ms. Kopczynski presented the Financial Policies & Procedures Manual to the committees. Ms. Kopczynski gave an over view of the changes that had be made to the manual.

Upon motion duly made by Ms. Caroline Halfacre, and seconded by Mr. Andrew Minor, the motion to recommend to the Board of Directors approval of the Financial Policies & Procedures Manual on the Consent Agenda was unanimously approved as presented.

Ms. Sharon Oakes reported that there were "no findings" on the Quarterly Financial Review Report by AWI.

Ms. Oakes presented the finance report as of December 2009. Ms. Oakes reported that childcare payments for School Readiness in December totaled \$914,263, of which \$78,614 were from ARRA stimulus finds. In December 2008, payments were \$612,681. This is an increase of 422 children from December 2008, a 20% increase.

Ms. Oakes stated that the Coalition is under the 5% administrative cap at 2.46% in School Readiness and 3.10% in School Readiness ARRA funding. Combined VPK administrative, enrollment, and monitoring expenses are limited to 4.85% of the total program expenditures. Our year-to-date expenditures are at 5.84%. This percentage will decrease as we spend out the VPK ARRA direct service dollars and begin charging more to the regular VPK funding. In January, all of the VPK ARRA funds were spent out.

Mr. Sharff stated that the budget is on target, but under in certain areas. The plan is to not make any adjustments until April or May, which will provide a more accurate projection of costs when preparing next year's budget.

Upon motion duly made by Ms. Caroline Halfacre, and seconded by Ms. Andrew Minor, the financial report was unanimously approved as presented.

Mr. Sharff reported that Fontana CPAs was conducting the independent and the March 31st deadline would be met. The KPMG financial audit was completed with only two finds. The first finding was for stale checks, which had been issued to Coalition staff and never cashed, and the second was one check, which was over \$5,000 and had only one signature. Mr. Sharff stated that the Coalition was ranked in the top three to five in the state.

Governance Committee Report

Ms. Linda Guritz reported that the Governance Committee had met and reviewed three policies.

A sentence was added to the existing Internal Control Policy, third paragraph under Scope, which states "Management's override of internal controls is expressly prohibited." Ms. Kopczynski stated that it should also state under Roles and Responsibilities that "The Board of Directors are responsible for ensuring that internal control governance is in place." Discussion ensued and it was determined that the sentence would be added to the policy.

Ms. Guritz stated that the Subrecipient Monitoring Policy was reviewed. An additional paragraph was added under the Scope of this policy that states, "In determining whether the entity is a subrecipient or vendor, the Coalition utilizes the Federal Subrecipient and Vendor Determination Checklist. Reference 29CFR99.210 and OMB Circular A-133.210." Ms. Guritz stated that the Governance Committee had requested a definition of subrecipient and vendor.

Ms. Guritz reported that the third policy that was reviewed was the Related Party Transactions Policy, which includes the Annual Related Party Declaration and Disclosure Form. A date line was added to the declaration and disclosure form at the request of the Governance Committee.

Quality Committee Report

Dr. Kathy Stuckey reported that the School Readiness Agreement was reviewed by the Quality Committee and is now ready for approval. Dr. Stuckey stated that staff and providers gave a lot of excellent input. Discussion ensued.

Upon motion duly made by Ms. Dianne Kopczynski, and seconded by Ms. Susan Miller, the motion to recommend to the Board of Directors approval of the School Readiness Provider Agreement for Fiscal Year 2010 -2011 was unanimously approved as presented.

Mr. Sharff stated that the VPK State Provider Agreement has not been completed by the state; however, when it is released changes cannot be made and approval by the Board at this time will have the Agreement ready for use when received.

Upon motion duly made by Mr. Adam Mohammadbhoy, and seconded by Ms. Susan Miller, the motion to recommend to the Board of Directors approval of the State VPK Provider Agreement on the Consent Agenda was unanimously approved as presented.

Executive Director's Report

Mr. Sharff reported that:

- All of the audits came out exceptionally well.
- 2010 Committee Appointments were provided in the packets.
- Several providers called to say "thank you" for the provider market rate increase.
- The Take Stock in Children Prayer Breakfast, sponsored by the Coalition, was a great success.
- The Coalition held a Christmas pizza party for the deaf & hard of hearing children at Woodlawn. Andy Minor and Paul are meeting with Father Joel at Christ Episcopal Church on February 25th in regards to a facility for the deaf and hard of hearing children in Manatee County.
- \$25 Publix gift cards were given to each ELC employee for Christmas.
- Two computers were donated to Manatee Hope.

Mr. Sharff stated that the Department of Education has been working on a legislative bill that would move the VPK Program from AWI to the DOE. The Coalitions are currently working to retain the VPK Program and take back a small part that the DOE now has.

Mr. Sharff reported that the ELC has been working with licensing on several issues. Mr. Sharff stated that he had utilized the "at work" to terminate services with a provider. The ELC is checking on providers to ensure the health and safety of the children and attendance monitoring.

Ms. Oakes stated that attendance monitoring has resulted in \$18,753 in school readiness fees being taken back. One case is being reviewed for questionable payments and one case has been sent to the Florida Department of Law Enforcement.

Mr. Jay Burnell reported that the Compliance Department is monitoring all VPK and SR Agreements, in unison with the Quality, Health & Screening and Attendance Monitoring. Mr. Burnell stated that it is not our intention to lose providers, but to have quality providers.

Mr. Sharff stated that the ELC of Duval County has instructed their Coalition attorney(s) to draft a policy that states the definition of monitoring and criteria. This universal definition will be used at all of the Coalitions.

Mr. Sharff reported that education and training has been moved to the Quality Department under the direction of Pam Parmenter. Education Department employees Lissa Ledbetter and Cheryl Francis were terminated and Erin Sutton was moved to the Quality Department as Education Assistant.

Mr. Sharff reported that 3 pilot sites are being used for the ASQs. Mr. Sharff stated that he would like to see ASQs done on every child in Manatee County by January 2011.

Mr. Sharff stated that the meeting schedule for the rest of this fiscal year is included in the packet. Discussion was held in regards to the frequency of meeting. The census was to go quarterly.

The committees viewed VPK public service announcements, which will air on Brighthouse and the local channels. The PSAs are to promote enrollment in the VPK program. The PSAs were filmed and will run at no cost to the Coalition.

A video by Ounce of Prevention was shown, which Mr. Sharff hopes can be used as a model video for the ELC.

Items for Approval

Mr. Veltz called for a motion to recommend approval of the Financial Policies and Procedures Manual on the Board Consent Agenda to the Board of Directors.

Upon motion duly made by Ms. Caroline Halfacre, and seconded by Mr. Andrew Minor, the motion to recommend approval of the Financial Policies & Procedures Manual on the Board Consent Agenda was unanimously approved as presented.

Mr. Veltz requested a motion for approval of the minutes of the Executive/Finance Committee meeting of October 14, 2009.

Upon motion duly made by Ms. Dianne Kopczynski, and seconded Mr. Adam Mohammadbhoy, the minutes of October 14, 2009 were unanimously approved as presented.

Mr. Veltz called for a motion to recommend approval of the Board of Directors Minutes of October 21st 2009 on the Board Consent Agenda to the Board of Directors.

Upon motion duly made by Mr. Adam Mohammadbhoy, and seconded by Ms. Dianne Kopczynski, the motion to recommend approval of the Board of Directors Minutes of October 21st 2009 on the Board Consent Agenda was unanimously approved as presented.

Mr. Veltz called for a motion to recommend approval of the Internal Control Policy, Sub-Recipient Policy and the Related Party Policy and Disclosure Form on the Board Consent Agenda to the Board of Directors.

Upon motion duly made by Mr. Adam Mohammadbhoy, and seconded by Ms. Dianne Kopczynski, the motion to recommend approval of the Internal Control Policy, Sub-Recipient Policy and the Related Party Policy and Disclosure Form on the Board Consent Agenda was unanimously approved as presented.

Mr. Veltz called for a motion to recommend approval of the Monitoring Definition & Criteria on the Board Consent Agenda to the Board of Directors.

Upon motion duly made by Dr. Kathy Stuckey, and seconded by Ms. Susan Miller, the motion to recommend approval of the Monitoring Definition & Criteria on the Board Consent Agenda was unanimously approved as presented.

Mr. Veltz called for a motion to recommend approval to apply for The Healthy Families & C.A.T.C.H programs on the Board Consent Agenda to the Board of Directors.

Upon motion duly made by Dr. Kathy Stuckey, and seconded by Ms. Linda Guritz, the motion to recommend approval to apply for The Healthy Families & C.A.T.C.H programs on the Board Consent Agenda was unanimously approved as presented.

Old Business

Mr. Sharff reported that \$4,110.64 is outstanding on the invoice from MCAA. The two outstanding items that represent the \$4,110.64 are pre-payments made by MCAA to two providers whose contracts were terminated. Ms. Patten has stated that at the time of reconciliation ELC held the contract for these providers and should therefore collect the pre-payments. Discussion ensued.

New Business

There was no new business to come before the committees.

Public Comments

There were no public comments.

Adjournment

There being no further business to come before the Executive/Finance Committees, the meeting adjourned at 11:48 PM.

Minutes prepared by:

Minutes approved by:

Pamela Behr

Howard Veltz, Chairman

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