



Finance Committee Meeting

4/2/2008

5:30 PM

6301 NW 5th Way, Suite 3400
Fort Lauderdale, FL 33309

Members in Attendance:

Sidney Calloway, Chair, Harry Duncanson, Alan Levy, Dr. Kevin Keating, Cindy Arenberg Seltzer

Members Absent:

Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Director of Finance, Lee Tirpak, Director of Program Operations, Deborah David, Director of CRRD, Sandra Gonzalez, Accounting/Human Resources Manager, Leticia Boswell, ECE Program Specialists, Debbie Bainton, Executive Assistant

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Doreen Moskowitz, Gilbert Rincon, Jill Quman, Maria Hernandez, Carol Tauci, Richard Schagrin, Dr. Barbara Weinstein, Ainsworth Geddes, Todd Shim.

Sidney Calloway, Chair, called to order at 5:40 pm

Quorum established

Mr. Calloway indicated that there will be an opportunity toward the end of the meeting for public comment

Approval of February 27, 2008 minutes

Motion made by Harry Duncanson to approve the February 27, 2008 minutes. Seconded by Alan Levy. Unanimously approved.

Action items:

Keep on File

Person responsible:

Executive Assistant

Deadline:

4/5/08

Financial Statements

Andrea Braynon, Director of Finance, gave a brief summary of the financial statements for the eight months ended February 29, 2008 pointing out that past amendments have been adjusted in the numbers. The committee discussed VPK monitoring noting the following:

- o County started at the end of March
- o Budget amended to cover remainder of year from \$97,223 to \$38,497
- o Hired temporary ELC Staff to assist County to be paid out of VPK funds
- o Confident that County will meet monitoring goals by the end of the fiscal year
- o Will monitor the number of VPK providers required by State

Mr. Calloway asked if there is anything material that should be pointed out. None were reported

Motion by Harry Duncanson to approve the Coalition’s February 2008 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Seconded** by Cindy Arenberg Seltzer. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Place on Coalition Agenda	Executive Director	5/8/08

Utilization Report

Lee Tirpak, Director of Program Operations, gave a brief summary of the utilization reports.

Penny Westberry informed the Committee that the Coalition is not enrolling at present stating that staff is being very cautious.

Cindy Arenberg Seltzer pointed out that the money left over is CSC money due to different fiscal years and the Coalition is not leaving State money on the table.

The Committee agreed to discuss budget cuts when the Executive Committee convenes at 6:00 pm

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New Business - none

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Next Meeting Date: April 23, 2008

Next meeting date is April 23, 2008. Meeting to start at 5:00 pm

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Public Comment - none		
Adjourn		
Meeting adjourned at 5:58 pm		

These minutes contain the action items of the meeting of the Finance Committee of the Early Learning Coalition. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.

Submitted by

Debbie Bainton

Reviewed by

Sidney Calloway, Finance Committee Chair

Andrea Braynon, Director of Finance