



**FINANCE COMMITTEE MEETING  
October 11, 2011; 12:00 – 1:00 PM  
MEETING SUMMARY**

**ATTENDING:**

Board

Bill Mason  
Ken Wilson  
Jill Smith  
John Balog  
Elder Lee Harris

Staff

Linda Lanier  
Cynthia Nixon  
Kitty Tucker

Bill Mason called the meeting to order at 12:05pm

**FINANCE REPORT:**

Cynthia Nixon presented the finance statements and slot reports (attached) with no significant issues to report.

**FUNDING:**

**ACTION ITEM: FY 11-12 MANAGED ACCESS TO CHILD HEALTH CONTRACT:**

The committee members were asked to consider approval of the contract with Managed Access to Child Health (MATCH) in the amount of \$1,600,000 to continue to work under a grant from SAMHSA. This is the second year of a six year grant. John Balog made the motion, Lee Harris seconded, the motion passed.

**ACTION ITEM: FY 11-12 Duval County Public Schools Late Policy Penalty Appeal**

The committee members were asked to consider forgiving the late fourth quarter SAMIS Invoice Expenditure Report submitted by DCPS. The invoice was due on July 10, 2011 but was not submitted until August 16, 2011. In July 2010, the board of Directors implemented a late invoice policy which would result in the DCPS ATOSS program being penalized 10% or \$33,173.40 of the contract. The DCPS program manager reported that the invoice became due during a critical time with the fiscal year closing and because of budget reductions they were short staffed. The committee members deliberated for quite some time over this request, with Dr. Balog being opposed to setting any kind of precedence when it comes to late invoicing. After intense discussion the Finance Committee amended the action item to include a letter from the Finance Committee Chair (Bill Mason) to the DCPS and copied to the Superintendent of Schools (Ed Pratt-Danals) and the Chair of the Duval County School board (W.C. Gentry). This letter will make it known that this forgiveness is one-time only, any other late invoicing will be met with implementation of the late policy. Elder Lee Harris made the motion, Ken Wilson seconded, the motion passed as amended.

**OLD BUSINESS:**

**Contract Management Strategy:**

Linda presented the Finance Committee with the strategy that staff have developed to deal with those agencies that consistently leave funding dollars unspent. A training conference is scheduled which will include fiscal representative from all of the provider agencies. Additionally meetings will be held with the Executive Director's of the two (2) agencies who were responsible for 50% or more of the unspent dollars; to include one member of the agency's board and one member of the Commission's board.

**ADJOURN:**

Bill Mason adjourned the meeting at 1:20pm



**FINANCE COMMITTEE MEETING  
AGENDA  
October 11, 2011  
12:00 – 1:00 PM**

**CALL TO ORDER**

Bill Mason

**FINANCE REPORTS**

YTD Financial Report  
Slots Report

Cynthia Nixon

**NEW BUSINESS**

Action Items:  
FY 11-12: Managed Access to Child Health Contract  
FY 11-12: DCPS Late Policy Penalty Appeal

**OLD BUSINESS**

Contract Management Strategy

Linda Lanier

**ADJOURN**

**JACKSONVILLE CHILDREN'S COMMISSION**  
**Budget to Actual Variance Review**  
**Special Revenue Subfund - 191**

Year to Date Ending:

August 31, 2011

	<b>Revised Budget</b>	<b>Budget Year to Date</b>	<b>Actual Year to Date</b>	<b>Encumbered Year to Date</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Remaining Budget</b>
<b>REVENUES:</b>						
Intergovernmental Revenue	294,300	269,775	294,300	-	24,525	-
Earnings on Investment	50,000	45,833	105,277	-	59,444	(55,277)
Other Miscellaneous Earnings	4,000	3,667	10,065	-	6,398	(6,065)
Contributions from Other Funds	20,818,963	19,084,049	20,818,963	-	1,734,914	-
<b>Total Revenues</b>	<b>21,167,263</b>	<b>19,403,324</b>	<b>21,228,605</b>	<b>-</b>	<b>1,825,281</b>	<b>(61,342)</b>
<b>EXPENDITURES:</b>						
Salaries	2,396,559	2,196,846	1,910,537	-	(286,309)	486,022
Employee Benefits	696,111	638,102	556,716	-	(81,386)	139,395
Internal Service Charges	464,464	425,759	367,968	-	(57,791)	96,496
Other Operating Expenses	2,144,530	1,965,819	1,102,331	509,097	(354,391)	533,102
Capital Outlay	9,058	8,303	9,054	-	751	4
Grants and Aids	13,783,597	12,634,964	12,178,737	1,055,003	598,776	549,857
Transfers	2,722,189	2,495,340	2,722,189	-	226,849	-
<b>Total Expenditures</b>	<b>22,216,508</b>	<b>20,365,133</b>	<b>18,847,532</b>	<b>1,564,100</b>	<b>46,499</b>	<b>1,804,876</b>

**Jacksonville Children's Commission  
Summary Financial Report  
As of August 31, 2011**

	2010-2011 Original Council Approved Budget		2010-2011 Revised Budget		2010-2011 Actual Expenditures		Y-T-D Encumbrances		Remaining Balance
<b>City Accounts:</b>									
Office of the Director	\$ 2,879,726	(1)	\$ 2,003,765		\$ 1,490,101		\$ 5,769		\$ 507,895
Office of the Director - Grants Administration	\$ 12,750,419	(2)	\$ 11,417,781		\$ 10,403,486		\$ 736,148		\$ 278,147
Office of the Director - Community Relations	\$ 80,624	(3)	\$ 98,630		\$ 31,722		\$ 11,783		\$ 55,125
Office of the Director - Children's Zone	\$ 737,660	(4)	\$ 926,410		\$ 538,210		\$ 115,946		\$ 272,254
Don Brewer Early Literacy	\$ 389,820	(5)	\$ 636,064		\$ 144,579		\$ 276,414		\$ 215,071
Early Literacy - JCC Teams	\$ 3,494,788	(6)	\$ 3,667,890		\$ 3,078,607		\$ 380,473		\$ 208,810
Early Literacy - RALLY Book Club	\$ 307,316	(7)	\$ 332,042		\$ 139,932		\$ 19,107		\$ 173,003
JCC Training Institute	\$ 381,726	(8)	\$ 411,735		\$ 298,706		\$ 18,461		\$ 94,568
Add: Transfers Out	\$ -		\$ 2,722,189		\$ 2,722,189		\$ -		\$ -
<b>Total City Accounts</b>	<b>\$ 21,022,079</b>		<b>\$ 22,216,506</b>		<b>\$ 18,847,532</b>		<b>\$ 1,564,101</b>		<b>\$ 1,804,873</b>

	2010-2011 Original Council Approved Budget		2010-2011 Revised Budget		2010-2011 Actual Expenditures		Y-T-D Encumbrances		Remaining Balance
<b>Jacksonville Journey Accounts:</b>									
Early Literacy	\$ 2,000,000		\$ 2,000,000		\$ 1,787,212		\$ 212,788		\$ -
Summer Camps	\$ 1,081,400	(9)	\$ 1,084,950		\$ 935,150		\$ 129,750		\$ 20,050
Out of School Suspension Centers	\$ 1,067,423		\$ 1,067,423		\$ 763,618		\$ 87,210		\$ 216,595
Team Up Program	\$ 1,488,044		\$ 1,488,044		\$ 872,735		\$ 281,390		\$ 333,919
<b>Total Jacksonville Journey Accounts</b>	<b>\$ 5,636,867</b>		<b>\$ 5,640,417</b>		<b>\$ 4,358,715</b>		<b>\$ 711,138</b>		<b>\$ 570,564</b>

	Grant Period		Approved Budget		Actual Expenditures		YTD Encumbrances		Remaining Balance
<b>Grant Accounts:</b>									
Early Learning Coalition Grant	07/01/11 - 06/30/12		\$ 25,567,716	(10)	\$ 2,194,471		\$ 1,808		\$ 23,371,437
Refugee Childcare Program	10/01/10 - 09/30/11		\$ 291,171		\$ 164,573		\$ -		\$ 126,598
After School Food Program - Supper Program	10/01/10 - 09/30/11		\$ 1,378,508	(11)	\$ 1,306,226		\$ 22,583		\$ 49,699
After School Food Program - Snack Program	10/01/10 - 09/30/11		\$ 187,336	(12)	\$ 163,721		\$ -		\$ 23,615
Healthy Families Florida	07/01/11 - 06/30/12		\$ 882,200	(13)	\$ 21,890		\$ 220,550		\$ 639,760
21st Century Community Learning Center	08/01/11 - 07/31/12		\$ 960,693	(14)	\$ 683		\$ -		\$ 960,010
21st Century Community Learning Center	08/01/11 - 07/31/12		\$ 647,654	(15)	\$ 1,035		\$ -		\$ 646,619
Fostering Children's Mental Health Initiative	09/30/10 - 09/29/11		\$ 1,375,184	(16)	\$ 315,524		\$ 1,035,896		\$ 23,764
<b>Total Grant Accounts</b>			<b>\$ 31,290,462</b>		<b>\$ 4,168,123</b>		<b>\$ 1,280,837</b>		<b>\$ 25,841,502</b>

**Jacksonville Children's Commission  
Summary Financial Report - Notes  
As of July 31, 2011**

**Notes:**

- The original budget of \$2,879,726 has been revised to include transfers out of \$625,000 for the Early Learning Coalition
- (1) Grant and \$255,713 for the after-school food programs, and adjustments for prior year encumbrance carry-forwards of \$4,752.
  - (2) The original budget of \$12,750,419 has been revised to include transfers out of \$1,696,290 and adjustments for prior year encumbrance carry-forwards of \$363,652.
  - (3) The original budget of \$80,624 has been revised to include adjustments for prior year encumbrance carry-forward of \$18,006.
  - (4) The budget original budget of \$737,660 has been revised to include adjustments for prior year encumbrance carry-forward of \$188,750.
  - (5) The original budget of \$389,820 has been revised to include adjustments for prior year encumbrance carry-forward of \$246,244.
  - (6) The budget original budget of \$3,494,788 has been revised to include adjustments for prior year encumbrance carry-forward of \$173,102.
  - (7) The original budget of \$307,316 has been revised to include adjustments for prior year encumbrance carry-forward of \$24,726.
  - (8) The original budget of \$381,726 has been revised to include adjustments for prior year encumbrance carry-forward of \$30,009.
  - (9) The difference between the "Council Approved Budget" amounts and "Revised Budget" amounts represents prior year encumbrance carry-forward amounts.
  - (10) The ELC funding is \$25,109,116. Contributions from various community partners is \$458,600. The City's contribution of \$625,000 will post on October 1, 2011.
- Due to new reporting requirements, we have split out the tracking of the after-school snack program from the supper
- (11) program. The total award combined is \$1,310,131. The supper portion of the USDA grant is funded at \$1,136,242. The budget includes the City's contribution of \$242,266 to cover meals for students over 12 years old.
  - (12) Due to new reporting requirements, we have split out the tracking of the after-school snack program from the supper program. The total award combined is \$1,310,131. The snack portion of the USDA grant is funded at \$173,889. The budget includes the City's contribution of \$13,447 to cover costs that are expected to exceed the amount awarded by the USDA.
  - (13) The Healthy Families Grant is funded at \$707,200. The current budget includes \$175,000 of grant fund balance that is being carried forward for use in the current fiscal year. The City's contribution of \$1,125,028 will post on October 1, 2011.
  - (14) This 21st Century Learning Grant is funded at \$703,287 by the State. The budget includes the City's contribution of \$257,406.
  - (15) This 21st Century Learning Grant is funded at \$462,552 by the State. The budget includes the City's contribution of \$185,102.
  - (16) The Fostering Children's Mental Health Initiative is funded \$1,000,000 by the Federal Department of Health & Human Services and \$230,000 from local not-for-profit groups. The budget includes the City's contribution of \$145,184.

## Jacksonville Children's Commission - Early Learning Coalition of Duval Slot Utilization Plan - Subsidized Child Care - FY 2011-2012

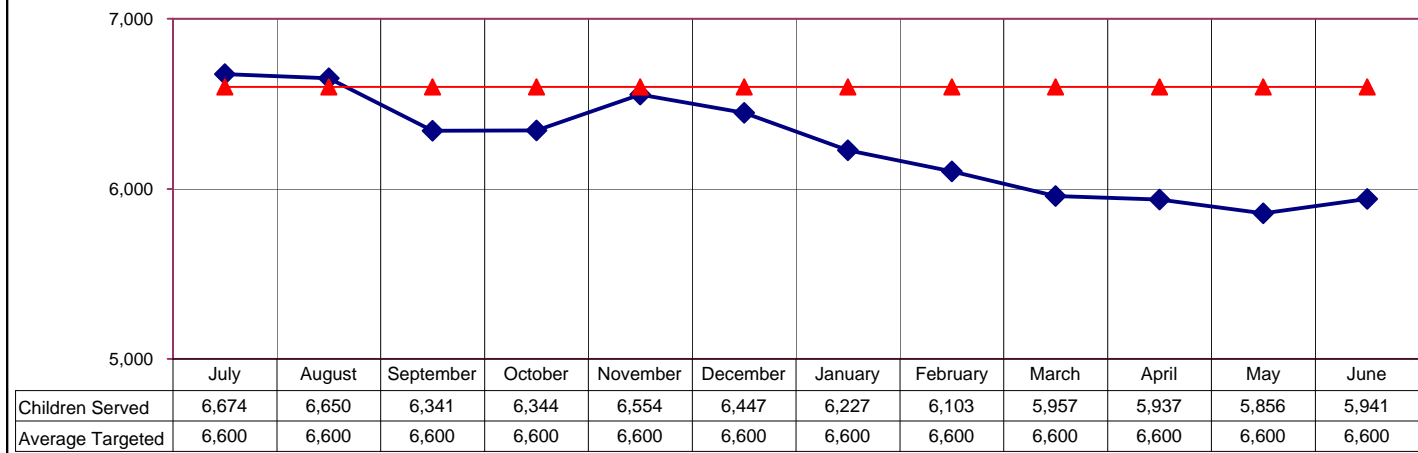
		Slot Dollars	Number of Children Served	Number of Children on Wait List	Avg Monthly Rate	Gross Increase	Attrition / Reduction	Net Change From Prior Month
July	Act.	\$ 1,976,080	6,674	6,224	\$ 296.09	197	(668)	(471)
August		\$ 1,931,093	6,650	6,940	\$ 290.39	667	(691)	(24)
September	Projected	\$ 1,799,285	6,341	Not Projected	\$ 283.75	300	(609)	(309)
October		\$ 1,718,252	6,344		\$ 270.86	481	(478)	3
November		\$ 1,859,672	6,554		\$ 283.75	778	(568)	210
December		\$ 1,829,374	6,447		\$ 283.75	292	(399)	(107)
January		\$ 1,766,880	6,227		\$ 283.75	479	(699)	(220)
February		\$ 1,653,075	6,103		\$ 270.86	483	(607)	(124)
March		\$ 1,690,467	5,957		\$ 283.75	393	(539)	(146)
April		\$ 1,607,943	5,937		\$ 270.86	409	(430)	(21)
May		\$ 1,737,141	5,856		\$ 296.65	760	(841)	(81)
June		\$ 1,609,206	5,941		\$ 270.86	934	(849)	85

### NOTES:

<b>Annual Slot Utilization \$</b>	<b>\$ 21,178,467</b>	1. The "Avg Monthly Rate" utilized for each future month in this projection is based on the average aily rate for FY 2010/2011 times the number of service days each month for FY 2011/2012. The "Attrition / Reduction" numbers reflect the actual numbers from FY 2010/2011.
<b>Budgeted slot \$</b>	<b>\$ 22,339,577</b>	2. Enrollment at the end of August was 6,911, causing the average enrollment for the month to be 6,859 and the number of slots paid to be 96.95% of this average enrollment, which is slightly above the annual average rates for the prior two years. As of September 20th, the total enrollment number was 6,504. The number of children on the wait list as of that morning was 7,129.
<b>Surplus (Deficit)</b>	<b>\$ 1,161,110</b>	3. The amount budgeted for FY 2011/2012 is School Readiness dollars only. ARRA funds have been fully expended. The minimum amount that must be spent on slots is \$19,509,083.
		4. Enrollment is ongoing in the "must serve" categories of BG-1 (protective services) and BG-3 (TANF/cash assistance). Enrollment in the BG-8 (working poor) category is currently frozen.
		5. The projected surplus includes the assumption that packets for 1,000 children will be mailed at the beginning of October, with 400 of those children being enrolled by November.

### Service Level Trend - FY 2011-2012

Actual: July - August '11      Projected: September '11 - June '12



**Jacksonville Children's Commission**  
**City of Jacksonville Funding**  
**Budget Summary for FY 2011 - 2012**

	<b>FY 2010 - 2011</b>	<b>FY 2011 - 2012</b>
	<b><u>Council Approved</u></b>	<b><u>Council Approved</u></b>
JCC Administration	\$ 1,816,573	\$ 1,595,374
Grants Administration	\$ 664,107	\$ 654,660
Community Outreach	\$ 80,624	\$ 130,940
Newtown Success Zone Project Manager	\$ 87,660	\$ 64,012
Newtown Success Zone	\$ 650,000	\$ 465,000
JCC Training & Mentoring	\$ 381,726	\$ 337,280
<b><u>Early Literacy Initiative:</u></b>		
Mayor Peyton's Book Club	\$ 307,316	\$ -
Literacy Quality Teams	\$ 1,567,409	\$ 1,529,071
Literacy Programs (ECS, Urban League & Born Learning)	\$ 1,927,379	\$ 1,682,169
Don Brewer Center - Allocated Bond Payment	\$ 389,820	\$ 128,618
<b><u>Agency Funding by Program:</u></b>		
Team-Up Programs	\$ 3,429,295	\$ 3,429,214
Community Based Afterschool Programs	\$ 2,577,552	\$ 2,148,617
Healthy Families Grant - Match	\$ 1,125,028	\$ 1,125,028
Children with Special Needs Programs	\$ 544,687	\$ 544,687
Mental Health Counseling Programs	\$ 1,749,792	\$ 1,979,792
Mentoring Programs	\$ 404,598	\$ 404,598
Take Stock Scholarship Staff Support	\$ 38,184	\$ 38,184
Support for Alternative Schools	\$ 203,974	\$ 203,974
Case Management	\$ 250,000	\$ 250,000
Homeless Funding (Case Management & Early Learning)	\$ 244,860	\$ 194,860
Summer Camp Program	\$ 747,441	\$ 795,000
21st CCLC Match for 20% Grant Reduction	\$ 224,041	\$ 211,877
RFP for New Sites	\$ -	\$ 461,373
<b><u>Matching Funds &amp; Other Initiatives:</u></b>		
Take Stock in Kids Scholarship	\$ 200,000	\$ 100,000
Subsidized Childcare Grant - Match	\$ 625,000	\$ 625,000
Kidcare Insurance Match & Outreach	\$ 60,000	\$ 60,000
Nutrition Grant (meals for 13 & older)	\$ 255,713	\$ 20,000
Statewide CSC Participation	\$ 35,000	\$ 35,000
SAMHSA Grant Match	\$ -	\$ 146,000
Promise Neighborhood Grant Match - EWC	\$ 90,000	\$ 90,000
Childcare for Special Needs Population	\$ 50,000	\$ 50,000
<b>Total - City of Jacksonville Funding Comparison</b>	<b>\$ 20,727,779</b>	<b>\$ 19,500,328</b>
DCPS Revenue	\$ 294,300	\$ 294,300
<b>Total - Appropriated in Subfund 191</b>	<b>\$ 21,022,079</b>	<b>\$ 19,794,628</b>
<b><u>Jacksonville Journey Funding</u></b>		
Team-up Programs (Total - \$2,738,044; Federal Grant Covered Diff.)	\$ 1,488,044	\$ 2,177,164
Summer Camps	\$ 1,081,400	\$ 1,081,400
Out of School Suspension Centers	\$ 1,067,423	\$ 1,067,423
Juvenile Crime Prevention/Intervention (RCOD019JCPI)	\$ 321,600	\$ 321,600
Early Literacy	\$ 2,000,000	\$ 2,000,000
<b>Total Funding</b>	<b>\$ 26,980,546</b>	<b>\$ 26,442,215</b>