



FINANCE COMMITTEE MEETING -- MINUTES

January 10, 2012

12:00 – 1:00 PM

Attending:

Dr. Bill Mason
Dr. Anne Egan
Ken Wilson
Elder Lee Harris

Staff:

Linda Lanier
Cynthia Nixon
Lucy Farley

CALL TO ORDER

Chair Bill Mason called the meeting to order at 12:10 p.m.

FINANCE REPORTS

Cynthia Nixon presented YTD financial reports, a year-end financial summary and the slots report for the Early Learning Coalition contract. There were no unusual issues and the reports were approved by the consent of the committee members and will be placed on the board consent agenda for the January 18, 2012 meeting.

NEW BUSINESS

Lucy Farley presented an Action Item: FY 11-12: Managed Access to Child Health which was approved by consent of the committee and will be placed on the board consent agenda for the January 18, 2012 meeting.

Elder Lee Harris and Linda Lanier presented a concept for incubating promising, small youth programs. Following a lengthy discussion, members recommended a more formal discussion at the January 2012 board meeting. Ms. Lanier will prepare a concept paper for the board's consideration that will have prior review by Elder Harris.

OLD BUSINESS

Ken Wilson gave members an update on the Mayor's plan for reorganizing city government. While the reorganizing ordinance was approved by City Council in December, any changes to the governance of the Children's Commission were carved out of the bill by Council. Therefore it will take the submission of a new ordinance to make changes, and at this point, nothing has been introduced. This issue will be discussed at the January board meeting to update all board members.

The meeting was adjourned at 1:30 p.m.



**FINANCE COMMITTEE MEETING
AGENDA**

**January 10, 2012
12:00 – 1:00 PM**

CALL TO ORDER

Bill Mason

FINANCE REPORTS

YTD Financial Report
Slots Report
Year-end Financial Summary

Cynthia Nixon

NEW BUSINESS

Action Item:
FY 11-12: Managed Access to Child Health
Budget Amendment

Lucy Farley

OLD BUSINESS

Update on Reorganization

ADJOURN

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

Year to Date Ending:

November 30, 2011

	Revised Budget	Budget Year to Date	Actual Year to Date	Encumbered Year to Date	Variance Favorable (Unfavorable)	Remaining Budget
REVENUES:						
Intergovernmental Revenue	294,300	49,050	-	-	(49,050)	294,300
Earnings on Investment	108,041	18,007	(1,844)	-	(19,851)	109,885
Other Miscellaneous Earnings	8,000	1,333	2,960	-	1,627	5,040
Contributions from Other Funds	19,945,167	3,324,195	5,406,952	-	2,082,757	14,538,215
Total Revenues	20,355,508	3,392,585	5,408,068	-	2,015,483	14,947,440
EXPENDITURES:						
Salaries	2,165,673	360,946	259,522	-	101,424	1,906,151
Employee Benefits	681,566	113,594	92,233	-	21,361	589,333
Internal Service Charges	410,965	68,494	46,667	-	21,827	364,298
Other Operating Expenses	1,435,646	239,274	78,484	361,657	(200,867)	995,505
Capital Outlay	4	1	-	-	1	4
Grants and Aids	14,282,449	2,380,408	2,669,393	7,097,412	(7,386,397)	4,515,644
Transfers	1,916,028	319,338	1,916,025	-	(1,596,687)	3
Total Expenditures	20,892,331	3,482,055	5,062,324	7,459,069	(9,039,338)	8,370,938

**Jacksonville Children's Commission
Summary Financial Report
As of November 30, 2011**

	2011-2012 Original Council Approved Budget		2011-2012 Revised Budget		2011-2012 Actual Expenditures	Y-T-D Encumbrances	Remaining Balance
City Accounts:							
Office of the Director	\$ 2,621,374	(1)	\$ 1,835,814		\$ 150,156	\$ 100,182	\$ 1,585,476
Office of the Director - Grants Administration	\$ 13,301,164	(2)	\$ 12,841,671		\$ 2,371,063	\$ 5,626,745	\$ 4,843,863
Office of the Director - Community Relations	\$ 130,940	(3)	\$ 142,856		\$ 12,221	\$ 11,233	\$ 119,402
Office of the Director - Children's Zone	\$ 64,012	(4)	\$ 196,254		\$ (3,429)	\$ 116,250	\$ 83,433
Don Brewer Early Literacy	\$ 128,618	(5)	\$ 253,615		\$ 2,435	\$ -	\$ 251,180
Early Literacy - JCC Teams	\$ 3,211,240	(6)	\$ 3,330,325		\$ 564,489	\$ 1,378,905	\$ 1,386,931
Early Literacy - RALLY Book Club	\$ -	(7)	\$ 22,485		\$ 6,866	\$ 15,619	\$ -
JCC Training Institute	\$ 337,280	(8)	\$ 353,283		\$ 42,495	\$ 61,597	\$ 249,191
Add: Transfers Out	\$ -		\$ 1,916,028		\$ 1,916,028	\$ -	\$ -
Total City Accounts	\$ 19,794,628		\$ 20,892,331		\$ 5,062,324	\$ 7,310,531	\$ 8,519,476

	2011-2012 Original Council Approved Budget		2011-2012 Revised Budget		2011-2012 Actual Expenditures	Y-T-D Encumbrances	Remaining Balance
Jacksonville Journey Accounts:							
Early Literacy	\$ 2,000,000	(9)	\$ 2,158,505		\$ -	\$ -	\$ 2,158,505
Summer Camps	\$ 1,081,400		\$ 1,081,400		\$ -	\$ -	\$ 1,081,400
Out of School Suspension Centers	\$ 1,067,423		\$ 1,337,315		\$ 66,035	\$ 1,004,423	\$ 266,857
Team Up Program	\$ 2,177,164		\$ 2,177,607		\$ 543,182	\$ 1,361,485	\$ 272,940
Juvenile Crime Prevention/Intervention	\$ 321,600		\$ 321,600		\$ 76,967	\$ 164,233	\$ 80,400
Total Jacksonville Journey Accounts	\$ 6,647,587		\$ 7,076,427		\$ 686,184	\$ 2,530,141	\$ 3,860,102

	Grant Period		Approved Budget		Actual Expenditures	YTD Encumbrances	Remaining Balance
Grant Accounts:							
Early Learning Coalition Grant	07/01/11 - 06/30/12		\$ 26,192,716	(10)	\$ 8,190,832	\$ 1,174	\$ 18,000,710
Refugee Childcare Program	10/01/11 - 09/30/12		\$ 250,000		\$ 15,361	\$ -	\$ 234,639
After School Food Program	10/01/11 - 09/30/12		\$ 2,136,825	(11)	\$ 510,441	\$ 1,432,878	\$ 193,506
Healthy Families Florida	07/01/11 - 06/30/12		\$ 2,089,798	(12)	\$ 890,739	\$ 990,324	\$ 208,735
21st Century Community Learning Center	08/01/11 - 07/31/12		\$ 960,693	(13)	\$ 334,029	\$ 609,432	\$ 17,232
21st Century Community Learning Center	08/01/11 - 07/31/12		\$ 647,654	(14)	\$ 228,873	\$ 392,840	\$ 25,941
Fostering Children's Mental Health Initiative	09/30/11 - 09/29/12		\$ 1,646,000	(15)	\$ 4,366	\$ 1,600,000	\$ 41,634
Total Grant Accounts			\$ 33,923,686		\$ 10,174,641	\$ 5,026,648	\$ 18,722,397

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

Notes:

- (1) The original budget of \$2,621,374 has been revised to include transfers out of \$791,000 and adjustments for prior year encumbrance carry-forwards of \$5,441.
- (2) The original budget of \$13,301,164 has been revised to include transfers out of \$1,125,028 and adjustments for prior year encumbrance carry-forwards of \$665,535.
- (3) The original budget of \$130,940 has been revised to include adjustments for prior year encumbrance carry-forward of \$11,916.
- (4) The budget original budget of \$64,012 has been revised to include adjustments for prior year encumbrance carry-forward of \$132,242.
- (5) The original budget of \$128,618 has been revised to include adjustments for prior year encumbrance carry-forward of \$124,997.
- (6) The budget original budget of \$3,211,240 has been revised to include adjustments for prior year encumbrance carry-forward of \$119,085.
- (7) The original budget of \$0 has been revised to include adjustments for prior year encumbrance carry-forward of \$22,485.
- (8) The original budget of \$337,280 has been revised to include adjustments for prior year encumbrance carry-forward of \$16,003.
- (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 is \$625,000.
- (11) The After School Food Program Grant is funded at \$2,116,825 by the State. The budget includes the City's contribution of \$20,000.
The Healthy Families Grant is funded at \$789,770 by the Ounce of Prevention Fund of Florida. The current budget includes
- (12) \$175,000 of grant fund balance that is being carried forward for use in the current fiscal year. The City's contribution is \$1,125,028.
- (13) This 21st Century Learning Grant is funded at \$703,287 by the State. The budget includes the City's contribution of \$257,406.
- (14) This 21st Century Learning Grant is funded at \$462,552 by the State. The budget includes the City's contribution of \$185,102.
- (15) The Fostering Children's Mental Health Initiative is funded \$1,500,000 by the Federal Department of Health & Human Services. The budget includes the City's contribution of \$146,000.

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

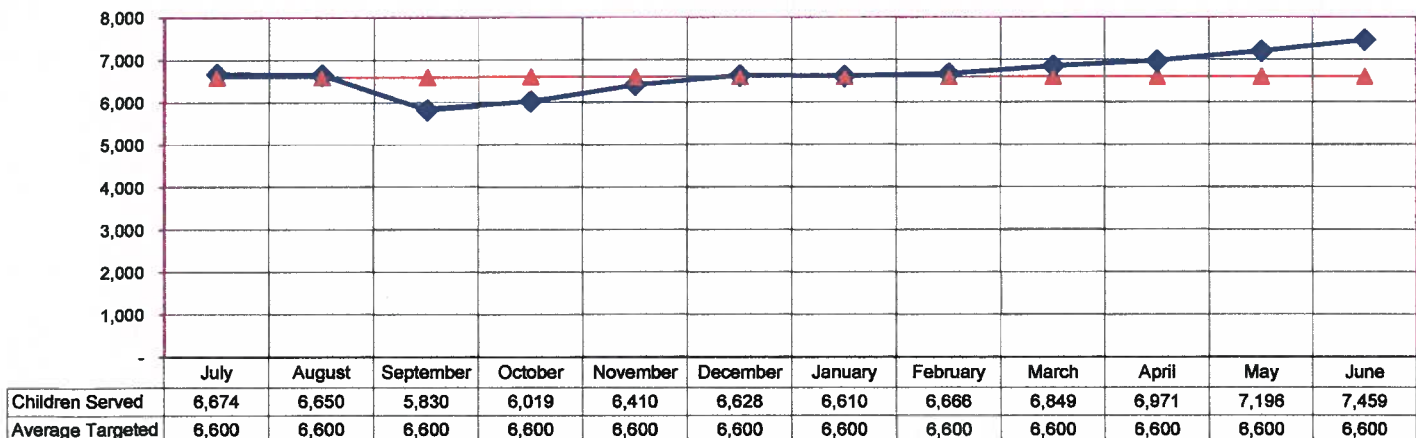
		Slot Dollars	Number of Children Served	Number of Children on Wait List	Avg Monthly Rate	Gross Increase	Attrition / Reduction	Net Change From Prior Month
July	Actual	\$ 1,895,988	6,674	6,224	\$ 284.09	197	(668)	(471)
August		\$ 1,931,093	6,650	6,940	\$ 290.39	667	(691)	(24)
September		\$ 1,626,163	5,830	7,154	\$ 278.93	33	(853)	(820)
October		\$ 1,576,631	6,019	5,446	\$ 261.94	619	(430)	189
November		\$ 1,711,206	6,410	3,710	\$ 266.96	864	(473)	391
December	Projected	\$ 1,869,375	6,628	Not Projected	\$ 282.04	617	(399)	218
January		\$ 1,864,243	6,610		\$ 282.04	681	(699)	(18)
February		\$ 1,794,715	6,666		\$ 269.22	664	(608)	56
March		\$ 1,931,824	6,849		\$ 282.04	722	(539)	183
April		\$ 1,876,625	6,971		\$ 269.22	551	(430)	121
May		\$ 2,121,840	7,196		\$ 294.86	793	(568)	225
June		\$ 2,008,019	7,459	↓	\$ 269.22	1,033	(770)	263

NOTES:

Annual Slot Utilization \$\$	\$ 22,207,720	1. The "Avg Monthly Rate" utilized for each future month in this projection was previously based on the average daily rate for FY 2010/2011 times the number of service days each month for FY 2011/2012. It is now based on the YTD average daily rate for the four months ended October 31, 2011. The change is because the actual monthly rates have been lower than previously predicted.
		2. Enrollment at the end of November was 6,825, causing the average enrollment for the month to be 6,722 and the number of slots paid to be 95.37% of this average enrollment, which is consistent with the annual average rates for the prior two years.
Budgeted slot \$\$	\$ 22,339,577	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). It is anticipated that enrollment will continue in the BG-8 (Working Poor) category by mailing out packets for 1,000 children every three weeks.
Surplus (Deficit)	\$ 131,857	5. To keep up with attrition, enrollment packets are being mailed out to families in the BG-8 category on a regular basis. The November 4th deadline saw packets returned for 510 children and 335 were determined to be eligible for care. The November 21st deadline saw packets returned for 459 children and 329 were determined to be eligible for care. The December 9th deadline saw packets returned for 409 children and those packets are still being processed.

Service Level Trend - FY 2011-2012

Actual: July - November '11 Projected: December '11 - June '12



CONSOLIDATED CITY OF JACKSONVILLE
YEAR-END FINANCIAL SUMMARY - SUBFUND LEVEL
FOR THE QUARTER ENDED SEPTEMBER 30, 2011

191 - JACKSONVILLE CHILDREN'S COMMISSION

BALANCE SHEET INFORMATION

ASSETS		LIABILITIES	
Pooled Cash and Investments	3,553,083.14	Current Liabilities	360,428.13
		TOTAL LIABILITIES	360,428.13
		FUND EQUITY	
		Beginning of Year	2,147,303.30
		Current Yr Less Encumbrances	1,045,351.71
		TOTAL FUND EQUITY	3,192,655.01
TOTAL ASSETS	3,553,083.14	TOTAL LIABILITIES FUND EQUITY	3,553,083.14

BUDGET INFORMATION

	REVISED BUDGET	Y - T - D ACTUAL	Y - T - D ENCUMB.	VARIANCE + Fav / - Unfav
REVENUE				
Charges for Services	0	25	0	25
Miscellaneous Revenue	348,300	397,681	0	49,381
Transfers From Other Funds	20,713,722	20,713,722	0	0
TOTAL REVENUE	21,062,022	21,111,428	0	49,406
EXPENDITURES				
Salaries	2,420,780	2,109,180	0	311,600
Employer Provided Benefits	711,831	599,427	0	112,404
Internal Service Charges	463,923	399,536	0	64,387
Other Operating Expenses	2,143,838	1,474,467	304,760	364,611
Capital Outlay	9,058	9,054	0	4
Grants, Aids & Contributions	13,783,597	12,896,870	282,924	603,803
Transfers to Other Funds	2,722,189	2,722,189	0	0
Banking Fund Debt Repayment	541	536	0	5
TOTAL EXPENDITURES	22,255,757	20,211,261	587,684	1,456,813
CURRENT YEAR	(1,193,735)	900,168	(587,684)	1,506,219
FUND BALANCE TRANSFERS	145,184			
CARRYOVERS	0			
CONTINGENCIES	0			
RESERVE - PRIOR YEAR ENCUMBRANCES	1,048,551			
BUDGET DIFFERENCE	0			

BOARD ACTION ITEM

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

MEETING DATE: 01/18/2012

TO: JACKSONVILLE CHILDREN'S COMMISSION BOARD OF DIRECTORS

FROM: LINDA LANIER, EXECUTIVE DIRECTOR

REQUESTED ACTION:

The Board is asked to approve a contract amendment for Managed Access to Child Health (MATCH). The Executive Director, Linda Lanier, approved a budget amendment in the amount of 9.27% with an effective date of December 1, 2011. MATCH is now requesting an amendment of 2.2%, which cumulatively with the first amendment is over the 10% allowable threshold. This amendment does not increase or decrease the contract amount.

NARRATIVE:

The Children's Commission contracts with MATCH for the implementation of the SAMHSA System of Care Initiative to provide mental health services for children in the child welfare, juvenile justice, subsidized child care and homeless assistance systems. The first year was a planning grant; this year the grant will actually begin providing services.

Attached is a budget sheet showing the original budget for the year; the first amendment changes; the second amendment changes and the reasons for those changes.

FISCAL IMPACT:

There is no fiscal impact.

GOVERNANCE/PROGRAM IMPACT:

The Board must approve all budget amendment changes over 10%, even when there is no change in the overall dollar amount of the contract. SAMHSA does not require prior approval of these budget changes.

OPTIONS:

1. Vote to approve the budget amendment for Managed Access to Child Health.
2. Vote to decline.

STAFF RECOMMENDATION:

Staff recommends approval.