



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Tuesday February 7, 2023 @ 10:00 am – 11:00 am
Via Zoom Meeting

Meeting Minutes approved at the March 20, 2023 meeting.

Members Present – Cathy Vaughn (chair), Chris Sorg, Margie Vondrak

Member Notified Absent –

Guest Present-Missy Danneberg,

Staff Present – Susy Marrón, Erica Vuong

- Call to order. Cathy Vaughn called the meeting to order at 10:04 am, after a quorum was established by unanimous consent.
- Approval/Changes to agenda. On a motion by Chris Sorg and second, by Cathy Vaughn, the agenda was approved. AYES: 3, NAYS: 0, ABSENT: 0
- Public comment on non-agendized items. No public comment occurred.
- Approval/ Changes to the August 12, 2022 minutes:
 - The minutes were approved by unanimous consent. Chris Sorg abstained. AYES: 2, NAYS: 0, ABSENT :0 Abstain: 1
- Review Fiscal Reports
 - Fiscal reports are in a new format using more than one resource code for certain contracts.
 - Susy shared a brief overview of the Fiscal Report and reviewed each resource..
 - For the CSPP revised budget, Susy explained that there is a \$3.99 carryover from FY2021/2022 that needs to be spent this fiscal year.
 - The Pathways and CCPC now share the same resource code. However, Susy worked with business services to add management codes to help track the funds.
 - Susy shared that the report does not currently show current amounts. The goal is to find ways to run reports that breakdown the contracts separately.
 - Susy shared that the account balances are not accurate at this time because we are in the process of moving expenditures into the correct fiscal years.
 - The reports show budgets and expenses running from July 1 to June 30th
 - For Planning Council Grant, funding was restored to its original amount before the last recession/ budget cuts.
- 2023/2024 Budget Revision.
 - CCPC usually does a mid-year budget revision during this time of year.
 - Susy reviewed the 2022-23 Budget proposal spreadsheet and explained that anything to the right of the blue columns is the proposed budget revision.
 - For Pathways and all contract types, the revisions are shown in red. Mostly of the allocations for each line item are still the same. However, there were some salary increase and less for stipends due to the salary increases.



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- CCPCI: Contract funds increased with the LPC funding being restored.
- Susy reviewed the Proposed Spending Plan
 - The spending plan includes: Constant Contact, updating the CCPC bylaws, Members Plaques, Zoom license, storage fees, Evening of Honor, Bishops Ranch, Early Learners Conference, Inclusion Conference (pending), totes, pens, and materials for the May Council meeting,
 - The spending plan also includes:
 - End of the Retreat Consultant fees, Zip Code priorities, UPK Mixed Delivery Grant Request for Data, Executive Summary for Child Care Plan
 - The spending plan also includes the items below, however, Susy is in the process of obtaining confirmation from CDSS that these are allowable expenses:
 - Offering stipends for students completing permit and degrees and Evening of Honor Stipend/Materials
 - Missy suggested supporting the Early Learners Conference
 - Susy shared an update about the reclassification for the CCPC staff
 - Missy shared the possibility of hiring Temporary staff to support CCPC
 - Susy shared that food purchases will be allowable for the UPK Mixed Delivery Grant.
 - Susy shared that similarly there are increases in the salary and benefits allocation for the CSPP block grant due to COLA.
 - Susy reported that a budget revision has been submitted to CDE for IEEEEP to reflect actual staffing costs for FY 2022/23 and FY 2023/24.
 - Susy shared that what was originally allocated for staffing at the start of the grant is not sufficient. The Early Education Program Specialist position written into this grant was originally a .75FTE which was increase to 1.0 FTGE and there is also an 8% COLA in FY 22/23, 24/25 and 25/26 that was not factored in the approved budget. The proposed budget revision is looking to increase funding for staff salary and decreasing the current allocation for adaptive equipment and professional development.
 - Will have enough funding to support through FY 23-24 as long as the budget revision is approved by CDE
 - TALLK
 - Staff increase due to the COLA
 - Shared Services
 - Decrease the budget to reflect current year expenditures and proposed expenses.
- On a motion by Cathy Vaughn, and a second by Chris Sorg, the 2023/2024 Budget Revision was approved. AYES: 2, NAYS: 0, ABSENT: 0
- 2023/2024 Budget Update
 - Susy reported that CCPC will be receiving \$352,699 for the UPK Mixed Delivery Grant. Future conversations will be coming of how to spend these funds.
 - IEEEEP funding will run through next fiscal year.
 - Still working to reclassify staff positions.



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- Next Meeting
 - Next steps for the Finance Committee will be to plan next year's budget.
 - Meeting was scheduled for March 16, 2023 at 1 pm.
- On a motion by Cathy Vaughn, the meeting was adjourned by 10:45 am

