



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Thursday, August 19, 2021 @ 10:30 - 11:30am
Via Zoom Meeting

DRAFT Meeting Minutes

Members Present – Cathy Vaughn (chair), Missy Danneberg
Member Notified Absent – Margie Vondrak
Staff Present – Susy Marrón

- Call to order. Chair Cathy Vaughn called the meeting to order at 10:35 am.
- Approval/Changes to agenda. On a motion by Missy and second by Cathy, the agenda was approved by unanimous consent.
- There was no public comment on non-agendized items.
- On a motion by Missy, the minutes of June 17, 2021, were approved by unanimous consent. Cathy Vaughn abstained since she was not present at the June 17, 2021 meeting.
- 2020/2021 Final Expenditures
Susy reviewed the 2020/21 financial reports with the committee. She reported that the state/federal grants were fully spent and that IEEEP was not fully spent. However, IEEEP funds rolled over and can be spent through December 2024. She also reported that Quality Counts, CARES, and IMPACT local First 5 grants were not entirely spent. Susy will follow up with Jeanine to receive copies of the Quarter 4 reports for grants.
- 2021/2022 Expenditures
Susy reviewed the 2021/22 financial reports with the committee. She highlighted some over budgeting and under budgeting for salary and benefits. She shared that actual costs for salary and benefits will not be fully determined until October. CCPC staff have the opportunity to make changes to their benefit plans each year which can fluctuate the benefit costs for the year. Susy also reported that the IEEEP budget revision submitted to CDE for FY 2021/2022 was approved. The approved IEEEP budget revisions will be implemented immediately.
- The next meeting was scheduled for October 20 from 10:30 -11:30 am. There was a discussion about meetings being able to continue in a virtual platform. Missy will investigate and get back to us. Susy will also do some research to determine options.
- The meeting adjourned at 11:08 am.

