



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Thursday, February 3, 2022 @ 0-9:00-10: 00am

Via Zoom Meeting

DRAFT Meeting Minutes

Members Present – Cathy Vaughn (chair), Missy Danneberg, Margie Vondrak

Member Notified Absent –

Staff Present – Susy Marrón, Erica Hurtado

- Call to order. Chair Cathy Vaughn called the meeting to order at 9:07 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 and a second by Cathy, the minutes of August 19, 2021, were approved. Margie abstained because she was not present at the August 19, 2022, meeting.
- 2021/2022 Expenditures
Susy reviewed the 2021-2022 financial reports with the committee. She reported that all resources are on track to be entirely spent. She shared that she recently did a budget clean up that included overbudgeting in salary and benefits. She also added a budget to the technology stipend fund as needed throughout the resources. Susy shared that unallocated funds in several budgets resulted from no longer paying rent. Susy is proposing reallocating those funds to hire a consultant to complete the Zip Code priorities report and potentially engage in more Equity work. Susy also proposed allocating excess funds to increase stipends and block grant awards. Missy suggested we contact Business Office about breaking/ending the lease for our copy machine lease. CCPC has access to other printers at SCOE.
- Draft 2021/2022 Budget Revision
Susy reviewed the draft 2021/2022 Budget Proposal. Susy reviewed the proposed revisions for each resource. For the QCC Workforce Pathways Grant: decreases for salary, added some office supplies, phone stipend adjusted, added budget for printing, added consultants and subcontracts (which funds the peer networking facilitator and translator), stipend amount increased. For the CCPC Grant: propose reducing conference dues and adjusting amounts to reflect actuals, storage fees increases, contracts/ subcontracts for Zip Code priorities. Margie and Missy suggest looking at the cost of Zip Code Priorities. CSPP Round 8 (QRIS): minor changes to reflect the actual cost for salaries and benefits, increase to stipends/block grant awards, consultant and subcontracts decrease since assessment and ratings are at a pause. IEEEP: budgeting for salary and benefits for a position change to full time, adjustments made to reflect actuals, some other minor adjustments made to fund what is needed for the grant. QEEL/TALLK Grant: increases to reflect actual salary and benefit costs. Shared Services Network Grant: Susy reported that we don't have an MOU in place yet, but a proposed budget





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s shared. Missy made a motion to approve the proposed budget revisions. Margie seconded. Motion carried by unanimous consent.

- Zip Code Priorities
This item was removed as an action item. The funding recommendation was already included in the draft 2021/22 Budget Revision above. Susy reported that the Data Committee and Executive Committee were in favor of hiring a consultant to support the completion of this report contingent upon available funds. Susy will request proposals. Susy will report to the Executive Committee meeting that an amount has been allocated and finalize the dollar amount with the Finance Committee before the March meeting.
- The next meeting was scheduled for March 4th from 8:30 am. The Zip Code priorities budget allocation will be finalized at that meeting.
- The meeting adjourned at 9:37 am.

