



## CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

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### Finance Committee

**Wednesday, August 15, 2018 @ 10:00am – 11:00 am**

La Ventana, 5340 Skylane Boulevard, Santa Rosa

**Minutes Approved at September 11, 2018 Meeting**

Members Present – Missy Danneberg (Chair), Carrie Anabo, Margie Vondrak

Advisor Present – Melanie Dodson

Staff Present – Susy Marrón

1. Call to order. Chair Missy Danneberg called the meeting to order at 10:21am.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. No Public comment on non-agendized items.
4. The minutes of 6/20/2018 were approved unanimously.
5. Committee reviewed the Fiscal 01 Reports for final 17/18 expenditures. Susy reported that all of the contracts were fully spent with the exception of Resource 9055 (CARES). The unspent CARES money will not roll over because we are at the end of a two-year contract. Discussed the possibility of asking First 5 to help fund the Needs Assessment with the money that was returned. Susy also shared that there was a reporting error for the final CCPC financial report. Lee Ann has retired August 3<sup>rd</sup>. Jeanine Thibeau is CCPC's new accountant. Jeanine will be working with Lee Ann today to submit a revised report. Susy also reported that Jeanine is working with her to submit the CSPP (round 5) Block grant by 8/30/18.
6. Committee reviewed the 18/19 budget that was approved by the Council in April. Susy reported that she is already working on a revision with updated balances reflecting actual expenditures for CTKS, QRIS, and Infant/Toddler. All other contract amounts should remain the same. Susy would like to wait until November to finalize the budget revision. This will allow time for payroll to run a few months and to make sure that the books are closed.
7. Melanie discussed the plans of the Government/Business Workgroup and requested funding. This request is time sensitive because they will be holding an event in September. The committee recommended that the Government/Business Workgroup complete the Work Group template as soon as possible and to indicate the amount needed on that form.
8. Next meeting: Wednesday, October 4 at 10:00-11:00 am
9. Adjournment – The meeting was adjourned by unanimous consent at 11:14 am.

