



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Thursday, July 21, 2016 @ 9:30 – 11:00am
Meeting Minutes – Approved at October 27, 2016 Meeting
Sonoma County Office of Education

Members Present – Margie Vondrak (Chair), Melanie Dodson, Carrie Anabo

Staff Present – Susy Marrón, Patty Bernstein

Guests Present – Missy Danneberg

1. Call to order. The meeting was called to order at 9:33am by Chair Margie Vondrak.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. Public comment on non-agendized items. There was no public comment.
4. The Finance Committee minutes of 4/18/16 were approved as submitted by unanimous consent.
5. Review Budget & Expenditures: 2015-2016
 - a. Missy reported that we did a good job about spending out monies. She'll look into the 5800 account to try to understand the reason for the remaining funds. The \$25,000 in QIRS should be spent on assessment by September 30, 2016.
 - b. The **CARES** contract has remaining funds of \$80,000. Gateway to Quality and READY were underspent. Missy suggested that Susy meet with Angie Dillon-Shore, new Executive Director at First 5, to give her some history, issues around assessments, etc. and how closely we're working with the QIRS consortia to help strengthen all of the programs. (Melanie commented that the First 5 savings that we are returning will eventually go back to the ECE field).
 - c. There was some discussion about how to best use the book voucher program, as many students do not purchase through the bookstores but may purchase from online sources.
6. Fiscal Year 2016-2017 budget updates
 - a. Missy questioned where the numbers came from, as there are many that don't match, and recommended that we not approve this revised budget as it will change further as adjustments to salaries and benefits are made for the coordinator position and yet-to-be-hired Program Assistant.
 - b. The Program Assistant position has 30 hours per week approved. Paper screening will happen on Monday, July 25. There are about 11 to 12 applicants. The calculated savings for the time that CCPC is without a Program Assistant was put into additional clerical support for that period.
 - c. Melanie suggested offering the 4 excess laptops to EESD programs in an email.
 - d. Committee budgets and action plans will help flesh out the total budget. Finance will have to establish budget for Town Hall.
 - e. The Finance Committee will report to the Council that we met in July, but still have a lot of "blanks" to fill in before a truly revised and workable budget can be presented for approval in October.
 - f. Missy and Susy met with Jennie Snyder (new deputy superintendent who starts at SCOE on August 1) and will include her on communications. She would like to attend the August meeting of the Council and get the overview of CCPC.
7. The next Finance Committee meeting was set for Thursday, September 22, 2016 / 9:00-10:30am / SCOE.
8. Adjournment – The meeting was adjourned at 10:34 am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Thursday, October 27, 2016 @ 1:00 – 2:30pm

Meeting Minutes — Approved at December 14, 2016 Meeting

Sonoma County Office of Education

Members Present – Margie Vondrak (Chair), Carrie Anabo

Member Notified Absent – Melanie Dodson (accepting the North Bay Business Journal's Nonprofit Leadership Award for Executive Leadership)

Staff Present – Susy Marrón, Patty Bernstein

Guests Present – Missy Danneberg

1. Call to order. The meeting was called to order at 1:10 pm by Chair Margie Vondrak.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. Public comment on non-agendized items. There was no public comment.
4. The Finance Committee minutes of 7/21/16 were approved as submitted by unanimous consent.
5. Committee Budget Requests
Susy reported that Council had approved \$400 for Wage and Compensation Committee and \$1500-2000 for Executive Committee. Finance Committee ratified those amounts and will recommend to the Executive Committee that committees be encouraged to review their budgets and request additional funds, if needed.
6. 2016-2017 Review Expenditures
The Committee reviewed expenditures after SCOE's Business Services department revised the resources, staff, salary and projections. Susy Marrón offered explanations and proposed revision.
7. 2016-2017 Budget
When presenting the budget to the Council, Susy will write a summary and changes for each resource so that the Council may vote on the budget. The Finance Committee voted unanimously to recommend the 2016-2017 Revised Budget to the Child Care Planning Council at its November 4 meeting.
8. The next meeting of the Finance Committee was set for Wednesday, December 14, 2016, at 9:30am at SCOE.
9. Adjournment – The meeting was adjourned at 2:19pm.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Wednesday, December 14, 2016 @ 9:30 – 11:00am
Meeting Minutes — Approved at January 25, 2017 Meeting
Sonoma County Office of Education, Mariposa Room

Members Present – Margie Vondrak (Chair), Carrie Anabo, Missy Danneberg
Member Absent – Melanie Dodson
Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 9:42 am by Chair Margie Vondrak.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. Public comment on non-agendized items. There was no public comment.
4. The Finance Committee minutes of 10/27/16 were approved as submitted by unanimous consent.
5. Review Budget and Expenditures 2016-2017
Susy Marrón presented the final revised budgets and explained that Lee Ann Reeder had made all of the changes that CCPC had approved. Benefits for the whole year are encumbered, then moved to proper expenditure as they happen. Susy also reported that new HRA's have been submitted reflecting the budget revision.
Concerns and to-dos:
 - Computer Software (In-Design) was not funded in 4340. Susy will look to see if this expense can be moved to 4350 or fund 4340.
 - 9055 travel is over budget, Susy will check it out. Mileage reimbursements need adjustment/correction.
 - 5850 miscellaneous charges = stipends and incentives for CARES Stipends and ELC scholarshipsSusy reported that the First5 Commission would like to develop a GIS map with areas of child care needs. Use needs assessment to populate GIS maps? Susy may need to contact Nillson. First5 has invited CCPC to do a presentation in February to highlight needs. ZIP Code Priorities were discussed and the consensus of the committee was that we **not** say that all ZIP Codes are a priority, as that is unfair to the areas of greatest need.
6. CCPC Mid-year retreat, February 3, 2017
Missy referred to last year's budget and suggested that Susy make a plan for projecting expenses.
Susy will make up list for 5800 and 5830 for the next committee meeting, clarifying which things go where for future special meetings. The committee selected Ulia's to cater for the retreat and recommended up to \$800 for food for mid-year retreat. This recommendation will go to the Executive Committee for approval. It's not necessary to send this to the full council.
7. Evening of Honor funding request
Lorie from the Evening of Honor Committee called Susy wanting to know if the Council would sponsor the event again this year. Consensus was that we recommended to a \$500 sponsorship to the Executive Committee to be considered for full council approval.
8. The next meeting of the Finance Committee was set for Wednesday, January 25, 2017, at 9:30-10:30am at SCOE.
9. Adjournment – The meeting was adjourned at 10:22am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Wednesday, January 25, 2017 @ 9:30 – 10:30am
Sonoma County Office of Education, Mariposa Room

Meeting Minutes -- Approved at March 15, 2017 Meeting

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

Member Absent – none

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 9:33am by Chair Missy Danneberg.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. Public comment on non-agendized items. There was no public comment.
4. On motion by Melanie Dodson and second by Carrie Anabo, the Finance Committee minutes of 12/14/16 were approved as corrected, by unanimous consent.
5. Review Budget and Expenditures 2016-2017.
Susy Marrón presented the budgets and explained various reallocations and proposed expenditures for sponsorships and participation in community events.
Susy will work with Lee Anne Reeder to make some required budget revisions.
6. The Committee reviewed spending plans for the Child Care Planning Council, including the Community Meeting, a follow-up of last year's meeting to be held on April 27 during the Week of the Young Child, end-of-year meeting and consultant (Missy suggested asking BJ Bischoff to do a follow-up to the Community Meeting), and marketing expenses.
7. The Executive Committee had voted to support a Finance Committee recommendation for sponsorship for the Early Learners Conference. On motion by Melanie Dodson and second by Margie Vondrak, the committee voted unanimously to recommend that the Council approve an expenditure of \$500 to sponsor the Early Learners Conference.
8. The next meeting of the Finance Committee was set for Wednesday, March 15, 2017, at 11:30-12:30pm in SCOE's Board Room, after the EESD Collaborators meeting.
Further meetings for the year were set as follows:
 - Wednesday, April 13 at 10:30-11:30am at 4Cs (Note: this is the last Finance Committee meeting before final Council meeting)
 - Thursday, May 11 9:30-10:30am at SCOE ~ Gravenstein Room
 - Thursday, June 15, 9:30-10:30am at SCOE ~ Mariposa Room
9. Adjournment – The meeting was adjourned by unanimous consent at 10:20am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Meeting Minutes — Approved at April 13, 2017 Meeting Wednesday, March 15, 2017 @ 11:30am – 12:30pm Sonoma County Office of Education, Board Room

Members Present – Missy Danneberg (Chair), Carrie Anabo, Melanie Dodson, Margie Vondrak
Member Absent – none
Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 11:37am by Chair Missy Danneberg.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. Public comment on non-agendized items. There was no public comment.
4. The Finance Committee minutes of 1/25/2017 were approved by unanimous consent.
5. Review Budget and Expenditures 2016-2017.
Susy Marrón explained the financial report and the group discussed monies in specific resource codes, making suggestions about ways to resolve shortfalls and overages.
The Committee went through Planning Council Budget in detail, regarding what we probably won't spend, which will be moved to some other budget areas.
The group requested that Susy bring a breakdown of object codes 5800 and 5830 to future Committee meetings for review.
Susy will continue to work with Lee Anne Reeder to make required budget revisions.
6. Susy reported that budget models for the 2017-2018 will be released in a few weeks.
Missy suggested that in preparation for developing the CCPC budget that **totals** for areas that we *know* we'll be budgeting (office supplies, telephone, mileage, conference, printing) be pulled out looked at.
We won't cut salaries, but will need \$19K moved into that category for 2017-2018.
Regarding monies from AB212, 51% must continue to go to community support, not for staffing.
There will be changes in benefits from SCOE.
If the proposed budget has not been finalized by the last Council meeting, the Council could defer approval to the Executive Committee for a final vote in June.
7. Susy reported on the approved SCOE policy for dealing with Petty Cash expenditures. Receipts should be submitted and reimbursements will be made by check.
8. The next meeting of the Finance Committee was set for Thursday, April 13 at 10:30-11:30am at 4Cs (Note: this is the last Finance Committee meeting before final Council meeting)
 - Thursday, May 11, 9:30-10:30am at SCOE ~ Gravenstein Room
 - Thursday, June 15, 9:30-10:30am at SCOE ~ Mariposa Room
9. Adjournment – The meeting was adjourned by unanimous consent at 12:31pm.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Meeting Minutes — Approved at May 11, 2017 Meeting

Thursday, April 13, 2017 @ 10:30am – 11:30pm

4Cs, Board Room, 131A Stony Circle, Suite 300, Santa Rosa

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

Member Absent – none

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 10:39am by Chair Missy Danneberg.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. Public comment on non-agendized items. There was no public comment.
4. The Finance Committee minutes of 3/15/2017 were approved by unanimous consent.
5. Review Budget and Expenditures 2016-2017.
The group reviewed the Fiscal 11 report, which Susy explained indicates that all benefits equal out. Susy will check in with Lee Anne Reeder regarding a few areas which need some adjustment. Some of the salary area may still need to be moved.

To do:

- project the supplemental pay through the end of June
- project what we probably won't spend, which will be moved to some other budget areas

Regarding the \$1,400 remaining in books and supplies: the Finance Committee will recommend to the Executive Committee spending the money for Evening of Honor.

It was suggested that, for the May meeting, we have committee meetings before and after the main business meeting, to expand the agenda to 5 hours. A working lunch will include open-ended questions for groups to discuss regarding next year's hot topics, planning for 2017-18, etc.

Susy will continue to work with Lee Anne Reeder to make required budget revisions. The Finance Committee will ask the Council to empower the Executive Committee to approve budget changes for the 2016-17 fiscal year.

Susy will be in touch with Leah Benz regarding the First 5 Local Assessment and Impact money to be spent before June 30, 2017. First 5 local is projected to under spend by \$10,000. Some monies have "carry provisions", which means we can use non-spent dollars during the next fiscal year.

The Committee will make the following recommendations to the Executive Committee:

- Lift the maximum stipend amount from \$3,000
- Use the \$5000 left in consultants for CARES (book voucher) to buy books (in English) for lending library at SRJC



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- "Incentivize" each CARES participant to continue the program by giving a \$250 stipend

The Committee reviewed and discussed the itemized CCPC/5055 expense plan for object codes 5800 and 5830. The bottom line of those two object codes is a balance of \$2882.40. Possible ways to use the money included increasing CCPC's donation to the Evening of Honor, buying a new laptop for CCPC staff (the laptop currently in use cannot access SCOE's updated Wi-Fi.)

6. The next meeting of the Finance Committee was set for Thursday, May 11, 9:30-10:30am at SCOE in the Gravenstein Room. Susy will send out an email to change the date of the June meeting, since June 15 will not work to ensure a quorum.
7. Adjournment – The meeting was adjourned by unanimous consent at 11:30am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Tuesday, June 27, 2017 @ 2:30pm – 3:30pm

Meeting Minutes — Approved at August 30, 2017 Meeting

4Cs, Board Room, 131-A Stony Circle, Suite 300, Santa Rosa

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

Member Absent – None

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 2:35pm by Chair Missy Danneberg.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. Public comment on non-agendized items. There was no public comment.
4. On motion by Carrie Anabo and second by Margie Vondrak, the minutes of 5/11/2017 were approved as corrected by unanimous consent.
5. Review Budget and Expenditures 2016-2017.
Susy guided the committee in reviewing the balances in all accounts as of 6/26/2017.

The group reviewed the Fiscal 01a and Fiscal 11a reports for each resource code and discussed transfers and revisions and what monies would roll over into the 2017/2018 budget. Susy will find out what the School and College Legal Services charges are, so that that figure can be placed in the budget.

The group discussed requesting that the Consortium expand the CARES cap to \$3,000.

6. 2016-2017 Budget adjustments

CARES – Quality Counts: On motion by Melanie Dodson and second by Carrie Anabo, the committee voted unanimously to recommend to decrease the amount allocated to Consultants in the amount of \$4,799.54 and to reallocate it to Equipment (\$2,723) and Office Supplies (\$2,076.54)

CRET/AB212 – EESD funded program: On motion by Melanie Dodson and second by Margie Vondrak, the committee voted unanimously to recommend to decrease the amount allocated to Conferences in the amount of \$100, Membership dues in the amount of \$600, and Print Shop in the amount of \$215 and reallocate it (\$915 total) to Equipment.

CCPC – Local Planning Council: On motion by Missy Danneberg and second by Melanie Dodson, the committee voted unanimously to make the following recommendations to the Executive Committee.

- to decrease the amount allocated to Membership dues in the amount of \$170 and to reallocate it to Mileage.
- to decrease the amount allocated to Committees and Projects in the amount of \$105 and to reallocate it to Conferences.
- to decrease the amount allocated to Consultants in the amount of \$3,275 and to reallocate it to Equipment.



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- to decrease the amount allocated to Print Shop in the amount of \$209 and to reallocate it to Mileage.

Susy will prepare a summary of these actions and budget revisions to present to the Executive Committee for ratification. The Executive Committee should also empower the Finance Committee to make small last minute budget adjustments as needed. They should also know that Lee Ann Reeder may make adjustments for salary changes and for CCPC's rent to SCOE.

7. The next meeting of the Finance Committee was set for Wednesday, August 30, 9:00-10:00am at SCOE. The Committee will set its calendar for 2017-18 at that time.
8. Adjournment – The meeting was adjourned by unanimous consent at 3:39pm.

