



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 IEEEEP was not fully spent. However, IEEEEP 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 IEEEEP budget revision submitted to CDE for FY 2021/2022 was approved. The approved IEEEEP 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.





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





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

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.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Tuesday, April 5, 2022 @ 10:00-11:00am
Via Zoom Meeting

DRAFT Meeting Minutes

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

- Call to order. Chair Cathy Vaughn called the meeting to order at 10:02 am.
- Approval/Changes to agenda. On a motion by Margie and second by Cathy, the agenda was approved by unanimous consent.
- There was no public comment on non-agendized items.
- On a motion by Margie and a second by Cathy, the minutes of February 3, 2022, were approved.
- 2021/2022 Expenditures
Susy shared the most current fiscal report to show where the current budget stands. A few budget revisions have been made to clear negative balances, but all looks in order.
- LPC Spending Plan
Susy shared the LPC Spending Plan to show what is budgeted in 5800 and 5830. She also shared that we will continue to have record management and destruction fees through June 2022. Shared proposed budget for 5830 to book the Bishop's Ranch for the end-of-year retreat and a donation for the Evening of Honor. Recommend up to \$1500. The final amount will be determined based on available funds.
- 2022/2023 Budget Development
Susy shared that the draft budget for the next fiscal year needs to be entered into Escape by April 15th. Susy hopes to schedule another meeting next week to discuss the 2022/23 budget. Historically the budget is approved by the Council during the May meeting.
- Evening of Honor
Susy shared proposal: Anticipating a certain amount to contribute, but proposing that the Finance Committee approve a donation of up to \$1500 depending on the available funds. On a motion by Margie and a second by Cathy, the Finance Committee approves to recommend a donation of up to \$1500 depending on the amount of funds available. This recommendation will be taken to the Executive Committee in April and the Council on May 6th.
- Next Meeting
An email will be sent suggesting a meeting Tuesday or Wednesday of next week.
- The meeting adjourned at 10:12 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Tuesday, April 13, 2022 @ 10:00-11:00am
Via Zoom Meeting

DRAFT Meeting Minutes

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

- Call to order. Missy Danneberg called the meeting to order at 10:07 am.
 - Approval/Changes to agenda. On a motion by Margie Vondrak and second by Missy Danneberg, the agenda was approved by unanimous consent.
 - There was no public comment on non-agendized items.
 - On a motion by Margie Vondrak and a second by Cathy Vaughn, and Missy Danneberg abstained, the minutes of April 5, 2022, were approved.
 - 2022/2023 Budget Proposal.
Susy shared the proposed budget and allocations for next year. Mostly the same as the current year with some revisions to reflect salary increases. There have been some increases due to step and approved increases. A portion of the Coordinator's salary decreased from CSPP because of the Shared Services Alliance grant. The spreadsheet is updated to show the breakdown of benefits for each position, displaying the costs in three lines as opposed to one. For IEEEEP, planning for some rollover. The IEEEEP budget is mostly the same with the exception of planning to pay for training next year. For TALLK, it is very similar to last year. For Shared Services Alliance, we have accepted the budget for the 2021/22 fiscal year, however, the contract has not been executed. Susy also shared that LPC funding was cut several years ago during the last recession. Since then, the Child Care Coordinators Association has been working with CDE to restore funding. Recently, the CDSS recently shared that funding will be restored in the 2022/2023 FY.. This proposed funding increase could double our funding. CDSS is saying funds would be permanently restored and ongoing. On a motion by Missy Danneberg and second, by Margie Vondrak, the proposed 2022/23 budget was approved by unanimous consent. The budget proposal will be taken for Council approval at the May 6, 2022 meeting.
- Susy shared the proposal of re-examining the Program Assistant position with the likelihood of the possibility of more funding next year. Possibly reclassifying the current position to an Early Education Program Specialist position. The committee was in agreement to discuss this further with the Deputy Superintendent and SCOE HR first. This topic will be looked at again in the future.
- The next meeting was scheduled for Wednesday, May 25, 2022, from 10 am to 11 am.
 - On a motion by Cathy Vaughn and a second by Missy Danneberg the meeting adjourned at 10:35am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Monday, May 23 2022 @ 1:00 pm–2:00 pm

Via Zoom Meeting

Approved Meeting Minutes

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

Member Notified Absent –

Staff Present – Susy Marrón, Erica Hurtado

- Call to order. Cathy Vaughn called the meeting to order at 1:02 pm,
- Approval/Changes to agenda. On a motion by Missy Danneberg and second, by Cathy Vaughn, the agenda was approved by unanimous consent. AYES: 2, NAYS: 0, ABSENT: 1
- There was no public comment on non-agendized items.
- On a motion by Missy Danneberg, and a second by Cathy Vaughn, and the minutes of April 13, 2022, were approved. AYES: 2, NAYS: 0, ABSENT: 1
- 2022/2023 Budget Revisions.
 - Susy shared that the Council approved budget revisions up to \$5,000 with the Finance and Executive Committee's approval at the last Council meeting. Minor budget revisions were shown in red on the 2021/2022 Budget spreadsheet.
 - Justifications for revisions included additional printing for QCC Pathways and slightly overbudgeting in consultants.
 - For the Council budget, the proposed budget revision moves \$3,417 out of consultants to reflect needs and reallocated into other services, \$1,500 for Evening of Honor, and the remaining balance into office supplies.
 - For CSPP Block Grant, proposing reducing mileage to \$0 and slightly reducing consultants to reflect actuals. Block Grant awards are being processed now.
 - For IEEEP, the CDE approved stipends for this budget year. However, the budget allocated is not going to cover the need. Therefore, the budget revision proposes to increase stipends and reduce consultants. CCPC's partnership with the SELP allowed much professional development training to be accessed free of cost.
 - TALLK, some slight revisions, Shared Services just started.
 - Missy asked if the last budget revision was approved in March. Susy confirmed that the column on the left showed the approved budget, and the column on the right showed the proposed budget revisions. The proposed IEEEP budget revisions exceed the \$5,000 threshold. Even though CDE approved including stipends, those changes were not reflected in the adopted budget. Budget revisions over \$5,000 will be brought to Executive Committee and the full Council. Revisions under \$5,000 only need Finance and Executive Committee approval.
 - Missy suggested making two separate motions to approve the less than \$5K revisions and more than \$5K.
 - On a motion by Missy Danneberg and a second by Cathy Vaughn, the 2021/2022 budget revisions under \$5,000 were unanimously approved. A recommendation to approve these revisions will be made at the next Executive Committee meeting.



CCPC • Sonoma County Office of Education

5340 Skylane Boulevard • Santa Rosa, CA 95403 • Phone: (707) 524-2639 • Fax: (707) 524-2666

ccpc@scoe.org • <http://www.scoe.org/ccpc>



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

- On a motion by Missy Danneberg and a second by Margie Vondrak, the 2021/2022 budget revisions for IEEEP (object codes 5830 and 5850) were unanimously approved. A recommendation to approve these revisions will be made at the next Executive Committee and the following Special Council meeting.
 - For the Special Meeting, the budget revisions over \$5K will be presented to the Council for approval.
-
- The next meeting was tentatively scheduled for June 21 at 10:00 am
 - On a motion by Cathy Vaughn, the meeting was adjourned by 1:17 pm





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Tuesday June 21, 2022 @ 10:00 am – 11:00 am
Via Zoom Meeting

Approved Meeting Minutes

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

- Call to order. Cathy Vaughn called the meeting to order at 10:01 am, after a quorum was established.
- Approval/Changes to agenda. Susy shared that Margie notified absent for today's meeting. On a motion by Cathy Vaughn and second, by Missy Danneberg, the agenda was approved with the suggested edits. AYES: 2, NAYS: 0, ABSENT: 1
- Public comment on non-agendized items. Susy shared Happy Birthday wishes to our June Birthdays: Erica and Missy.
- Approval/ Changes to the May 23, 2022 minutes: On a motion by Missy Danneberg, and a second by Cathy Vaughn, the minutes of May 23, 2022, were approved. AYES: 2, NAYS: 0, ABSENT: 1
- 2021/2022 Budget Revisions.
 - Susy shared that not a lot has changed since Friday's special Council meeting.
 - Susy proposed revising the Council budget to increase the "other services and operating expenses" to cover maintenance to support PPE distribution to CSPP sites.
 - Workday was planned for pick up and maintenance support was needed to help with the setup and distribution of the PPE items.
 - Cathy asked where the supplies came from. Susy shared that the supplies were donated by SCOE.
 - On a motion from Missy and a second, from Cathy, the motion carries to approve 2021/2022 proposed budget revision.
- Susy shared the fiscal reports were recently attached to the calendar invite for review.
 - Missy advised Cathy as the new chair to glance at the reports for any outliers or strange amounts. Missy also shared that there are plenty of checks and balances with the fiscal oversight provided by SCOE.
 - Susy offered to email a copy of the reports if needed.
- The next meeting will be next fiscal year. As of now, we are looking at August or September unless issues arise.
- On a motion by Cathy Vaughn, the meeting was adjourned by 10:13 am

