



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Monday, September 11, 2018 @ 10:00am – 11:00 am

La Ventana, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at November 16, 2018 Meeting

Members Present – Carrie Anabo, Margie Vondrak

Notified Absent – Missy Danneberg

Advisor Notified Absent – Melanie Dodson

Guest Present – Sam Anthony Little

Staff Present – Susy Marrón

1. Call to order. Acting Chair Margie Vondrak called the meeting to order at 10:07am.
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 8/15/2018 were approved unanimously.
5. Susy reported that there are California State Preschool Program (CSPP) and Infant/Toddler (I/T) Block Grant funds that need to be spent by 9/30/18. Susy also reported that the CCPC has not included salary in either of these block grants for the past 3 years (for CSPP) and 2 years (for I/T). On motion by Carrie Anabo and second by Margie Vondrak, the committee approved to include salary expenditures to both of the block grants retroactive to 7/1/18 through 9/30/18. Additionally, the committee recommended that approximately 8.5% of the total staff salary costs be paid out of these block grants to reflect actual time spent on these projects.
6. Susy reported that Humboldt County reached out to the CCPC to give Sonoma \$10,000 of their CTKS allocation that they are not able to spend by 3/30/19. Elizabeth Golchert from CDE has approved this direct transfer of funds. Additionally, Susy reported that there would be additional CTKS monies available from other counties. The available amounts are being determined now and the CDE consultant will reach out to Sonoma if there are additional monies. On motion by Margie Vondrak and second by Carrie Anabo, the committee approved to accept the \$10K for the 18/19 fiscal year. The committee discussed utilizing those funds to offer additional scholarships for the Early Learners Conference and to offer another CPIN training in January 2019.
7. Next meeting: Wednesday, October 4 at 10:00-11:00 am
8. Adjournment – The meeting was adjourned by unanimous consent at 10:51 am.



CCPC • Sonoma County Office of Education

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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Friday, November 16, 2018 @ 11:00am – 12:00 noon

Mariposa Conference Room, SCOE, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at January 23, 2019 Meeting

Members Present – Carrie Anabo, Missy Danneberg, Margie Vondrak

Advisor Notified Absent – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. Chair Missy Danneberg called the meeting to order at 11:10am.
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 9/11/2018 were approved unanimously.
5. Review of 2018-19 Expenditures. Susy shared the Fiscal Reports and explained that the QRIS grants were spent out by September 30, 2018 and that the CTKS grant needs to be spent out by March 31, 2019.
6. 2018-19 Budget Revision. The committee members discussed revisions to free up funds for the Needs Assessment. \$7,000 must be redistributed. Members suggested that it would be helpful to show the budget changes that we made last time. Susy will work on the numbers and the budget revisions will go to the Council at its February meeting.
7. ELC Scholarships for AB212 eligible staff. On motion by Margie and second by Carrie, \$6000 was approved for scholarships by unanimous consensus. Missy will report this to the Council at the December meeting.
8. ELC and Evening of Honor sponsorships. On motion by Margie and second by Carrie, \$500 was unanimously approved for each event, with the stipulation that if we have extra funding, we will increase the sponsorships to \$1,000 each.
9. Next meeting: Tuesday, January 22, 2019, 11am-12noon.
10. Adjournment – The meeting was adjourned by unanimous consent at 11:52 am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Wednesday, January 23, 2019 @ 10:30am – 12:00 noon

Gravenstein Conference Room, SCOE, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at April 9, 2019 Meeting

Members Present – Carrie Anabo, Missy Danneberg
Member Notified Absent – Margie Vondrak
Advisor Present – Melanie Dodson
Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. Chair Missy Danneberg called the meeting to order at 10:34am.
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 11/16/2018 were approved unanimously.
5. Review of 2018-19 Expenditures. Susy went over the Fiscal Reports for Resources 9055, 9057 (she'll reduce the amount for office supplies), 9059, 6127 (Infant/Toddler), and 9010. She stated that there's plenty of money for the Needs Assessment.
6. 2018-19 Budget Revision. The committee members discussed revisions. Susy explained what was happening with the new Year 9 CSPP Grant that will expire in September 2019. Missy suggested a narrative to explain the Budget Revision Proposal for the Council. Melanie suggested some simplification. One motion by Carrie and second by Missy voted to approved the 2018-19 Revisions. Missy will present this to the Executive Committee and at the Council meeting in February.
7. Next meeting: Wednesday, February 20, 2019, 10-11 am.
8. Adjournment – The meeting was adjourned by unanimous consent at 11:14 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Tuesday, April 9, 2019 @ 11:00am – 12:00noon

La Ventana Conference Room, SCOE, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at May 14, 2019 Meeting

Members Present – Carrie Anabo, Missy Danneberg, Margie Vondrak

Member Notified Absent – None

Advisor Notified Absent – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. Chair Missy Danneberg called the meeting to order at 11:04am.
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 1/23/2019 were approved unanimously.
5. Review of 2018-19 Expenditures. Susy noted that most encumbrances will drop. April 26 is the date that the changes will be made in the SCOE system. Budgets revisions for FY 2018-19 are due to First 5 on April 15.
6. Review spending plan for Local Planning Council. There was some discussion about a program and spending plan for the May Retreat.
7. 2018-2019 Budget Revisions. On motion by Carrie and second by Margie, the Committee voted unanimously to approve the CTKS budget revisions. Susy will take to Executive Committee and then to the full Council.
8. 2019-2020 Draft Budget. Susy presented the draft and noted that most everything will stay the same. The big change would be with regard to the grants for Quality Counts. (CCPC is the currently the pass-through body.) First 5 is proposing that CCPC be the full fiscal/oversite agent for the Quality Counts Consortium beginning July 1, 2019, when they become a public agency. Also, the LPC bill (AB 1001) is not reflected in this budget. On motion by Missy and second by Carrie, the Finance Committee voted unanimously to approve the draft budget for 2019-2020.
9. Next meeting: Tuesday, May 14, 2019, 11am-12noon.
10. The meeting was adjourned at 11:58am by unanimous consent.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Tuesday, May 14, 2019 @ 11:00am – 12:00noon

Superintendent's Conference Room, SCOE, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at June 21, 2019 Joint Finance-Executive Committee Meeting

Members Present – Carrie Anabo, Missy Danneberg, Margie Vondrak

Member Notified Absent – None

Advisor Notified Absent – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. Chair Missy Danneberg called the meeting to order at 11:10am.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. No Public comment on non-agendized items.
4. On motion by Carrie Anabo and second by Margie Vondrak, the minutes of 4/9/2019 were approved unanimously.
5. Review of 2018-19 Expenditures. Susy explained the numbers and proposed moving some monies to stipends. The CTKS grant has ended. The Pilot Project was supposed to be spent by June, however, we are in the process of setting up a new contract with First 5 Sonoma to extend through June 2021.
6. Review spending plan for Local Planning Council (LPC). Susy reviewed the spending plan with proposed budget changes.
7. 2018-2019 Budget Revisions. On motion by Missy and second by Margie, the committee voted unanimously to move whatever extra money is in LPC to stipends because the monies can be carried over. On motion by Missy and second by Carrie, the committee voted unanimously to move monies from CARES, First 5, and First 5 Impact salaries to consultant assessment. The First 5 Impact and CARES grant will expire June 2020. Susy will update the. First 5 local to reduce cost of salaries to reflect the actual and put the excess into assessment.
8. Next meeting: Friday, June 21 at 9:30am.
9. The meeting was adjourned at 11:39am by unanimous consent.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance & Executive Committee

Friday, June 21, 2019 @ 9:30 – 10:30am

Mariposa Conference Room, SCOE, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at August 28, 2019 Meeting

Finance Committee Members Present – Carrie Anabo, Missy Danneberg (chair)

Finance Committee Member Notified Absent – Margie Vondrak

Finance Committee Advisor Present – Melanie Dodson

Executive Committee Members Present – Missy Danneberg, Lorie Siebler (Co-Chair), Terry Ziegler

Executive Committee Members Notified Absent – Rebecca Hachmyer (Co-Chair), Renee Whitlock
Hemsouvanh

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. Chair Lorie Siebler called the meeting to order at 9:35am.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. No public comment on non-agendized items.
4. On motion by Carrie Anabo and second by Missy Danneberg, the minutes of 5/14/2019 were approved by the Finance Committee unanimously. Executive Committee members Terry Ziegler and Lorie Siebler abstained as they did not participate in the May 14 Finance Committee meeting.
5. 2018-2019 Budget Revisions. Susy presented a spreadsheet with proposed revisions and explained the reasoning behind the way she moved funds from one account to another. One question concerned \$484 that was in Office Supplies. We really don't need any office supplies, so Susy proposed that that money be reallocated to Committees and Projects for the Early Learners Conference. The Council had already approved giving any funds to the Early Learners Conference. CSPP QRIS Year 9 Contract will end 9/30/2019. The First 5 Local Contract and First 5 IMPACT Contract will end 6/30/2020. The CARES contract will end 6/30/2021; whatever stipends are left this year will be carried over. CTKS, DSPP, QRIS/Year 2 contracts were fully spent. On motion by Missy Danneberg and second by Carrie Anabo the budget revisions were approved, with Lorie Siebler abstaining in the reallocation of \$484 to Early Learners Conference.
Susy will decrease the printing budget for 2019-20.
6. The next Executive Committee meeting was set for Monday, July 15, 10:30-12noon. At that time we'll revisit when to hold Executive Committee meetings in the future. The next Finance Committee meeting was set for Monday, August 5, 12noon-1pm
7. The meeting was adjourned at 10:10am by unanimous consent.

