



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Tuesday, September 22, 2020 @ 9:30-10:30am

Via Zoom Meeting ID: 994 2786 3860

Minutes Approved at October 30, 2020 Meeting

Members Present – Missy Danneberg (chair), Carrie Anabo

Notified Absent – Margie Vondrak

Advisor Present – Melanie Dodson

Staff Present – Susy Marrón, Liz DePrimo, Patty Bernstein

- Call to order. Chair Missy Danneberg called the meeting to order at 9:36 am.
- Approval/Changes to agenda. On motion by Missy and second by Carrie, the agenda was approved by unanimous consent.
- There was no public comment on non-agendized items.
- On motion by Missy and second by Carrie, the minutes of June 23, 2020, were approved by unanimous consent with the addition of an attachment which specifies revisions.
- 2019-2020 Final Expenditures
Susy explained adjustments made to AB212 (5035) and that further revisions will be needed. (Indirects have not been posted.) 5055 will all balance out or will carry over. The CARES, QCC, and IMPACT grants will carry over. (The QCC grant ended 6/30/2020, but we were given a one-year extension. IMPACT ends 6/30/2021.)
- 2020-2021 Expenditures
Susy reminded the committee that the Council approved the tentative budget at its May 1, 2020 meeting. The expenditures included monies from the QCC Workforce Pathway grant, CSPP grant Round 7, and the QRIS block grant. Susy is working with Jeanine in Business Services to match the new funding with staff percentages. We have purchased an Apple laptop with money from the IEEEP budget (SCOE is no longer buying desktop computers.) Liz will work on calendaring meetings. The QC Workforce Pathways was posted to the wrong year so needs to be corrected. Stipends will be available.
9010: Susy proposed a budget revision to the grant that ends 9/30/2020. All will go toward salaries. Melanie stated that she believes we're in good shape for 2020-2021.
- 2020-2021 Budget Revisions
Susy explained the distribution of CSPP Block Grant Round 6 balance of \$25,421: 2 sites didn't receive stipends last year (4Cs Roseland and STARS Preschool), \$0 for consultants – the monies were used to increase salary and benefits. QCC Block Grant Round 4. On motion by Missy and second by Carrie, the vote was unanimous to approve the 2020-2021 Budget Revisions.
- The next meeting will be scheduled after Missy checks in with Margie regarding best day and time (morning vs afternoon). We may need to change the Bylaws so that term limits do not



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

apply to Treasurer, as this is Missy's last eligible year. Also, we should recruit other members of the Finance Committee.

- The meeting adjourned at 10:20 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Friday, October 30, 2020 @ 10:00-11:00am
Via Zoom Meeting

Minutes Approved at January 15, 2021 Meeting

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

Advisor Present – Melanie Dodson

Staff Present – Susy Marrón, Liz DePrimo, Patty Bernstein

- Call to order. Chair Missy Danneberg called the meeting to order at 10:18 am.
- Approval/Changes to agenda. On motion by Missy and second by Carrie, the agenda was approved by unanimous consent.
- There was no public comment on non-agendized items.
- On motion by Carrie and second by Missy, the minutes of September 22, 2020, were approved by unanimous consent.
- 2020-2021 Expenditures
Susy explained the Fiscal 01 report. Next month should be more settled as SCOE posts our reports and changes. She explained various resources, including the Inclusion Grant which needs some adjustment. The CARES budget does not reflect the \$10,000 carryover. 0435 Child Care Subsidy Pilot budget funds consultant services. QCC funds are projected; the contract ended September 30, 2020. There is also QRIS carryover.
- 2020-2021 Budget Revisions
Susy explained the possible revisions and the reasons that they have not been made yet. Missy suggested waiting for everything to be solid before making revisions and taking them to the Council. We'll keep the approved budget from April, then make revision when everything has posted.
- The next meeting was scheduled for December 11, 10:30-11:30am
- The meeting adjourned at 10:45 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Friday, January 15, 2021 @ 10:00-11:00am
Via Zoom Meeting

Minutes Approved at March 18, 2021 Meeting

Members Present – Missy Danneberg (chair), Margie Vondrak

Advisor Present – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

- Call to order. Chair Missy Danneberg called the meeting to order at 10:08 am.
- Approval/Changes to agenda. On motion by Missy and second by Margie, the agenda was approved by unanimous consent.
- There was no public comment on non-agendized items.
- On motion by Margie and second by Missy, the minutes of October 30, 2020, were approved by unanimous consent.
- 2020-2021 Expenditures
Susy explained that there were a lot of changes to be made and shared the fiscal reports. We were way over budgeted in 5055 for salaries and benefits. Missy suggested hiring a consultant to help Susy with the Child Care Plan. The IEEEP Grant doesn't expire until 2024. The CARES budget is good, it's the end of the 3-year grant. Staff is processing the first semester's stipends.
- 2020-2021 Budget Revisions
Susy went through each of the changes. SCOE's cell phone stipend is the major change because of all staff is working from home. Benefits were over budgeted. On motion by Missy and second by Margie, the committee voted to recommend that the Executive Committee approve the proposed revisions, then take to full Council.

Missy will recruit members for this Committee at the February Council meeting.

- The next meeting was scheduled for Friday, March 19 11am-12noon.
- The meeting adjourned at 10:53 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Thursday, March 18, 2021 @ 11:00am-12:00noon
Via Zoom Meeting

Minutes Approved at April 23, 2021 Meeting

Members Present – Missy Danneberg (chair), Margie Vondrak
Guest Present – Cathy Vaughn
Advisor Present – Melanie Dodson
Staff Present – Susy Marrón, Patty Bernstein

- Call to order. Chair Missy Danneberg called the meeting to order at 11:08 am and welcomed Cathy Vaughn as a new member of the committee.
- Approval/Changes to agenda. On motion by Missy and second by Cathy, the agenda was approved by unanimous consent.
- There was no public comment on non-agendized items.
- On motion by Missy and second by Margie, the minutes of January 15, 2021, were approved by unanimous consent.
- 2020-2021 Expenditures
Susy went through the system reports resource by resource. CARES stipends have been spent for the first semester. We have plenty of money that needs to be spent by June 30, 2021. She shared that we're in conversation with the state to extend the time and augmentation of funding for the pilot grant. CARES seems to be okay: we have about \$89,000 left for spring stipends. Quality Counts has about \$3,000 that was to be used for assessments, but now is being used to incentivize participation with TALLK. CCPC spending plan: need to revise budget for 5800 and 5830. When we're moving money between categories, the issue does not have to go to the full Council for approval. We need to get estimates for a consultant for the development of the Child Care Plan. Melanie suggested training someone who is local as a consultant, perhaps through Latino Services. Missy's concern is that the money needs to be spent before June. Would Gary Hochman have a suggestion? Herman Hernandez Jr. may have a suggestion. This may be a discussion for the Executive Committee to have or for next month's meeting. Multi-year contracts from the state would be great.
- Draft 2021-2022 Budget
Susy shared the very beginning of the 2021-2022 budget: less contracts, increased salaries and benefits, TALLK project, CSPP Round 8, IEEEP budget bumped up. We really need to wait until next month to see what we have. We'll need to take a draft to the Council at its May meeting to approve.
- The next meeting was scheduled for Friday, April 23 11am-12noon.
- The meeting adjourned at 11:57 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Friday, April 23, 2021 @ 11:00am-12:00noon
Via Zoom Meeting

Meeting Minutes Approved on June 17, 2021

Members Present – Missy Danneberg (chair), Cathy Vaughn, Margie Vondrak
Advisor Present – Melanie Dodson
Staff Present – Susy Marrón, Patty Bernstein

- Call to order. Chair Missy Danneberg called the meeting to order at 11:07 am and welcomed Cathy Vaughn as a new member of the committee.
- Approval/Changes to agenda. On motion by Missy and second by Cathy, the agenda was approved as amended by unanimous consent.
- There was no public comment on non-agendized items.
- On motion by Margie and second by Cathy, the minutes of March 18, 2021, were approved by unanimous consent.
- 2020-2021 Budget Revisions
Susy shared a spreadsheet with the revisions (mostly minor) broken down by resources and explained savings since we did no assessments or coaching. It looks like every site will get approximately \$10,000 ... we'll cut checks next week. Since some revisions are over \$5,000, they will go to Executive Committee next week, then to the full Council in May. On motion by Missy and second by Margie, the committee approved the revisions as presented by Susy.
- 2021-2022 Budget Proposal
Susy shared the confirmation of Workforce Pathways grant that will support what is currently CARES. There will be more money from contracts going into staff. We'll have to do double the amount of ratings this year since we did none this year. Susy will be going out to do them. On motion by Missy and second by Margie, the Committee approved the 2021 Budget Proposals.
- Membership discussion: Margie feels that she cannot be an active member since COVID and wondered if she should resign ... and how that would impact her involvement on the Finance Committee. Melanie suggested that Margie could become an advisor. Margie decided to wait until Fall and is hopeful to become an advisor to the Finance Committee.
- The next meeting was scheduled for Thursday, May 20 10:30 -11:30am.
- The meeting adjourned at 11:47 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Thursday, June 17, 2021 @ 10:30 - 11:30am
Via Zoom Meeting

DRAFT Meeting Minutes

Members Present – Missy Danneberg (chair), Margie Vondrak
Member Absent – Cathy Vaughn
Staff Present – Susy Marrón, Patty Bernstein

- Call to order. Chair Missy Danneberg called the meeting to order at 10:37 am.
- Approval/Changes to agenda. On motion by Margie and second by Missy, the agenda was approved as amended by unanimous consent.
- There was no public comment on non-agendized items.
- On motion by Missy and second by Margie, the minutes of April 23, 2021, were approved by unanimous consent.
- 2020-2021 Budget Revisions
Susy explained some minor revisions in Workforce Pathways, LPC, the block grant. Discussion centered around upgrading technology. On motion by Missy and second by Margie, the committee voted to approve the budget revisions and send it to the Executive Committee.
- Early Education Specialist Position
Liz would like to have her position increased to full time. Susy explained that there are funds through the grant to justify this. She has taken on extra duties including management of the website. CDE will have to approve, so Susy would have to do a budget revision before July 30, 2021. Margie suggested listing all of the responsibilities of the position. Missy suggested having this discussion with the Executive Committee as a voting item. We'll have to wait to get CDE approval before taking to the Council.
- Our bylaws do not allow participation on standing committees by subcontractors receiving financial gains, thus Melanie Dodson will not be able to be on the Finance Committee. The Executive Committee will discuss this at their next meeting. Also, Susan Langer is the only subcontractor who can deliver the IEEEP Inclusion Grant training ... but this may affect her position as Chair-Elect.
- The next meeting was scheduled for Thursday, August 19 10:30 -11:30am.
- The meeting adjourned at 11:10 am.

