



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Wednesday, August 30, 2017 @ 9:00 – 10:00am

SCOE Gravenstein Room, 5340 Skylane Boulevard, Santa Rosa

Meeting Minutes – Approved at November 17, 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 9:10 am 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. Melanie suggested that we start thinking about mini-grants for the next cycle. She believes that First 5 would be interested in collaborating. Ideas include: a larger needs assessment, workforce assessment, update data to reflect real Infant/Toddler spaces/need. Should this item be taken to the Data and Executive committees? June 30, 2015 is most current “official” data available. Is there a way to fund a project to get more up-to-date data? One big issue is that there are a lot fewer children in Sonoma County, but parents are still unable to find care for Infant and toddlers. 4cs is working on updates right now.
4. On motion by Margie Vondrak and second by Carrie Anabo, the minutes of 6/27/2017 were approved by unanimous consent.
5. Review Expenditures 2016-2017.
Susy guided the committee in reviewing the balances in all accounts as of 6/26/2017, including all monies that were not fully spent, but that will be carried over.
6. Review 2017-2018 Budget
The Committee agreed that there is no rush to present the budget to Council until a full revision is in place in January. Susy shared information regarding the revisions that must be made now.
7. Budget revisions for First 5: On motion by Carrie Anabo and second by Margie Vondrak, the committee voted unanimously to approve the revisions for First 5 contracts.
8. CTKS stipend program: In May the Council increased the maximum stipend amount to \$10,000 per participant. The balance of grant = about \$12,000 left after the 70K projected to spend this year. The committee discussed whether the remaining balance of \$12,000 should be spent now or in 18/19. On motion by Margie Vondrak and second by Carrie Anabo, the committee voted unanimously to *not* spend the entire amount of the CTKS monies this year (approximately \$12,000 will roll-over to 2018-19).
9. The next meeting of the Finance Committee was set for Wednesday, October 25, 9:30-10:30am at SCOE.
10. Adjournment – The meeting was adjourned by unanimous consent at 10:08am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Friday, November 17, 2017 @ 9:30 – 10:30am

SCOE Redwood Room A, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at December 20, 2017 Meeting

Members Present – Missy Danneberg (Chair), Carrie Anabo

Member Absent – Margie Vondrak

Advisor Absent – Melanie Dodson,

Staff Present – Susy Marrón, Kaye Moore

1. Call to order. The meeting was called to order at 9:34 am 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. None
4. On motion by Missy Danneberg and second by Carrie Anabo, the minutes of 8/20/2017 were approved by unanimous consent.
5. Review Expenditures 2017-2018.
Susy guided the committee in reviewing the balances in CTKS, AB212, CARES and LPC, including a discussion on the additional \$20,000 for AB212. Susy mentioned the CTKS stipend money being exhausted and the possibilities of moving salaries to AB212. Susy will check in with Lee Ann about 5035 budget.
6. AB212 Restoration.
Committee discussed moving approximately \$11,000 of the \$19,000 budgeted for salaries from CTKS to AB212 since AB212 is getting \$20,000 restored to budget. We have a demand for CTKS money so moving salaries to AB212 will open more money for CTKS stipends to teachers.
7. ELC Scholarships for AB212 Eligible Staff.
On motion by Missy Danneberg and second by Carrie Anabo, the committee voted unanimously to approve 120 scholarships. Committee agreed to look into possible PDP later if AB212 money is left over.
8. ELC & Evening of Honor Sponsorship.
On motion by Missy Danneberg and second by Carrie Anabo, the committee voted unanimously to increase the ELC and Evening of Honor Sponsorships from \$500 to \$1000 for each.
9. 17/18 Budget Revision Timeline.
Discussed when to take the budget revision to the council and decided to move the budget revision discussion with the council to February instead of January.
10. The next meeting of the Finance Committee proposed for December or first week of January. Susy will email committee about their availability.
11. Adjournment – The meeting was adjourned by unanimous consent at 10:07am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Wednesday, December 20, 2017 @ 9:00 – 10:00am

SCOE Redwood Room A, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at January 18, 2018 Meeting

Members Present – Missy Danneberg (Chair), Carrie Anabo

Member Absent – Margie Vondrak

Advisor Present – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 9:04 am 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. None
4. On motion by Missy Danneberg and second by Carrie Anabo, the minutes of 11/17/2017 were approved by unanimous consent.
5. Review Expenditures 2017 - 2018.
Susy guided the committee in reviewing the balances and expenditures in CTKS, AB212, CARES and LPC, including a discussion on the additional \$20,000 for AB212. Lee Ann Reeder is cleaning up CCPC's financial reports from several years ago, when incorrect accounting occurred. The Committee congratulated Susy on balancing the current budget every month ... to the penny!
6. The 2017-18 Budget Revision draft was presented
Reductions, increases, and rollovers to AB212, Local Planning Council, CARES, CTKS, Infant-Toddler, First5 QC Local, and State First5 budgets were explained. Lee Ann Reeder requested that Susy wait until after the new year begins to make changes and adjustments in Escape.

The final revised budget will be reviewed by this committee and sent to the Executive Committee in January. It will then be presented for approval to the entire Council at the February meeting as the original proposal, revision, and summary.

7. Next meeting. Susy will send a Doodle email to determine the January meeting date and time.
8. Adjournment – The meeting was adjourned by unanimous consent at 9:47am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Thursday, January 18, 2018 @ 9:00 – 10:00am

SCOE Mariposa Room, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at February 28, 2018 Meeting

Members Present – Missy Danneberg (Chair), Carrie Anabo

Member Absent – Margie Vondrak

Advisor Present – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 9:11am 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. None
4. On motion by Missy Danneberg and second by Carrie Anabo, the minutes of 11/17/2017 were approved by unanimous consent.
5. Review Expenditures 2017 - 2018.
Susy shared spreadsheets reflecting revisions to the 2017-2018 budget expenditures and explained the reasons for the changes. Salaries and benefits costs remain a budget challenge as they are liable to fluctuate throughout the year. Susy will ask the Executive Committee for best ideas for team-building and training to use some of the grant funds for consultants and subcontractors.
6. The 2017-18 Budget Revision draft was presented in detail and explained by Susy. We should consider increasing staff salaries from Quality Counts and Impact (the First 5 California grant that we get to do assessments) to cover the increase in work. We've tripled the number of assessments.
CARES is in its last year in this current contract. Susy will explore extended time to pay stipends or paying 3 units instead of the required 6, due to the impact of the firestorm. The Finance Committee reviewed the budget in detail and will recommend that the Council approve it at its February meeting. Susy will prepare a summary for the Council, including the 2017-18 Budget Revision spreadsheet and notes explaining changes.
7. Next meeting. 9:15-10:15am on Wednesday, February 28.
8. Adjournment – The meeting was adjourned by unanimous consent at 10:01 am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Wednesday, February 28, 2018 @ 9:15 – 10:15am

SCOE Gravenstein Room, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at March 26, 2018 Meeting

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

Advisor Absent – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 9:22am 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.
4. The minutes of 1/18/2018 were approved by unanimous consent.
5. Review Expenditures 2017 - 2018.
Missy shared the reasons that the expenditures don't reflect the actual budget yet, but will when all of the figures come in for salary and benefits.
Susy shared that after her presentation to First 5, they approved giving the Council \$25K to cover the cost of a consultant for the AB235 Pilot Project.
The Finance Committee will bring the final revised budget and the Contract approval to the Council at its April meeting.
Missy reviewed the summary of the fiscal reports of individual contracts for the child development fund. Susy will follow up with Lee Ann Reeder about salaries and rent.
6. Review spending plan for the Local Planning Council
Susy shared the spending plan and the breakdown of object codes 5800 and 5830.
The group discussed buying promotional items for conferences and for Council members. Susy will email some suggested items to the Executive and Finance committees and ask for feedback.
Susy shared the IT proposal for two new Dell Computers. The ones that we have were bought in 2012 and cannot be updated with programs and systems that we require. \$4000 would cover 2 new computers. Susy will move some monies from 5800 to 5830 to cover the expense.
We'll have to do a Needs Assessment next year and will have to budget for that expense.
7. The 2018-19 Budget
Susy has a template that she used last year and is beginning the 2018-19 process. Several contracts will not carry over, as this is their last year. We plan to take a draft budget to Executive Committee in March and present to the Council at its April meeting. (Susy will Doodle a possible date change for the April meeting, as several people have already said that they are unavailable on April 6. The Executive Committee will make suggestions for nominees for chair-elect and present at the April Council meeting.)
8. Next meetings: Monday, March 26 and Monday, April 9 at 9:15-10:15am
9. Adjournment – The meeting was adjourned by unanimous consent at 10:08 am.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Monday, March 26, 2018 @ 9:15 – 10:15am

SCOE Gravenstein Room, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at April 17, 2018 Meeting

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

Advisor Notified Absent – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 9:25am 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.
4. The minutes of 2/28/2018 were approved by unanimous consent.
5. Review Expenditures 2017 - 2018.
When the next payroll hits, the changes that Susy Marrón and Lee Anne Reeder made will show up on the reports. The negative \$1128 in Salaries/Benefits is real and we will need to move monies to cover this. After March 27, Susy will run reports to see which contracts contain salary funding. Susy will ask Lee Anne about costs for office space and clerical help benefits.
6. Revisit Local Planning Council Spending Plan for 2017-2018
The Committee discussed the budget revisions approved at the February 2 Council meeting for the Local Planning Council (moved \$820 from Committees/Projects and \$3,200 from Consultants/Subcontracts to Equipment for the purchase of 2 desktop computers and for the AB235 Sonoma County Pilot (accepted \$25,000 from First 5 Sonoma for the development of the Sonoma County Individualized Child Care Subsidy Pilot Plan and reporting)
The full Council will vote on the revised 2017-2018 budget at its April 6 meeting.
7. 2018-19 Budget Update
Susy will use the template and numbers from the most recent 2017-2018 budget to develop her 2018-19 budget.
She informed the committee that CCPC is at the end of all First 5 contracts this year, but that we've received another 2 year grant from First 5 Local and IMPACT contracts, and another contract for 3 more years in CARES.
The Council will vote to approve this budget at the May meeting/retreat. If necessary, changes to this initial budget may be made in the Fall of 2018.
8. Next meeting: Wednesday, April 11 at 9:30-10:30am
9. Adjournment – The meeting was adjourned by unanimous consent at 10:22 am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Tuesday, April 17, 2018 @ 11:00am – 12:00noon

SCOE Oak Room D, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at June 20, 2018 Meeting

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

Advisor Absent – Melanie Dodson

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. The meeting was called to order at 11:03am 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.
4. On motion by Carrie Anabo and second by Margie Vondrak, the minutes of 3/26/2018 were approved unanimously.
5. Revisions to the 2017-2018 Budget were explained. Susy has worked with Lee Anne Reeder to make adjustments and reported on the budget revisions. The committee discussed the increase of indirect costs to 5055 which are currently 8%, but will increase to 9.75% next year. Salary and benefits issues were addressed. Susy reported that she checked the numbers on ESCAPE and that they balance. On motion by Margie and second by Carrie, the Finance Committee voted unanimously to send the Budget Revisions 2017-18 to the Council to be approved at the May Retreat.
6. 2018-19 Budget
The budget reflects our moving as much salary over to LPC from CTKS, which grant will expire in March 2019. All lines are approximately the same. Two contracts with Cost of Living Adjustment (COLA) will have to be adjusted. The cost of benefits will also have to be adjusted. On motion by Carrie and second by Missy, the Finance Committee voted unanimously to send this budget to the Council to approve at the May meeting/retreat. If necessary, changes to this initial budget may be made in the Fall of 2018. We will ask that Co-chairs be granted permission to make final decisions within a certain limit.
7. Next meeting: Thursday, June 7 at 9:00-10:00am
8. Adjournment – The meeting was adjourned by unanimous consent at 11:33 am.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Wednesday, June 20, 2018 @ 10:00am – 11:00 am

Gravenstein, 5340 Skylane Boulevard, Santa Rosa

Minutes Approved at August 15, 2018 Meeting

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

Advisor Absent – Melanie Dodson

Staff Present – Susy Marrón

1. Call to order. Chair Missy Danneberg called the meeting to order at 10:15am.
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 4/17/2018 were approved unanimously.
5. Committee reviewed the Fiscal 01 Reports for 17/18. The numbers in Escape match our approved budget.
6. Susy reviewed each resource and ending balances. On motion by Missy Danneberg and second by Carrie Anabo, the committee approved to move remaining unspent funds in CCPC and AB212 resources (\$3697) to object codes 4350 (Office Supplies) and 5750 (Printing) with a fifty-fifty split.
7. Next meeting: Wednesday, August 15 at 10 am to 11 am
8. Adjournment – The meeting was adjourned by unanimous consent at 11:08 am.

