



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Draft Meeting Minutes August 15, 2012 Santa Rosa

Members Present – Margie Vondrak (Chair), Melanie Dodson, John Eberly, Jynx Lopez, Melita Love, Carli Ortiz

Members Absent – Elisabeth Chicoine

Staff Present – Carol Simmons

- 1. Meeting called to order by Chair, Margie Vondrak, at 11:16am.**
2. Agenda - Carol Simmons requested that agenda item # 6 “Review July Fiscal Report” be deleted, as the first Fiscal Report is not due until the end of the first quarter. **With this revision, agenda approved by unanimous consent.**
3. No public comment heard on non-agendized items
- 4. Finance Committee minutes of 6/20/12 approved as submitted by unanimous consent.**
5. Reviewed CLPC Projects/Activities Budgeting, including usual annual needs, Committee requests and Meeting Facilitation Training. Reviewed approved budgets, proposed allocations and proposed funding for Facilitation Training. Considered known Committee requests and developed recommendation for Advocacy Committee for Week of the Young Child. **Committee recommendations per revised Project and Activities Expenses page to be brought to full Council for action on 9/7. Committee also recommends that \$500 be allocated from CARES and \$250 from G2Q for Meeting Facilitation Training – to Council for action on 9/7.**
6. Committee recommends that Carol contact First 5 Sonoma about the possibility of an extension or roll-over of unexpended CARES funds at the end of this fiscal year/end of contract.
7. Re-discussed meeting dates and times – will change to 3rd Thursdays at 12:30. Will next meet on November 15th, from 12:30 – 2:00pm at Chloe’s. Following meetings will be monthly, starting January 17th.
8. Meeting adjourned at 12:20pm.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Meeting Minutes

November 28, 2012

Chloé's French Café, Santa Rosa

DRAFT

Members Present – Margie Vondrak (Chair), Elisabeth Chicoine, Melanie Dodson, Jynx Lopez, Melita Love, Carli Ortiz

Member Absent - John Eberly

Staff Present – Carol Simmons

1. Meeting called to order at 12:40pm by Co-Chair Margie Vondrak.
2. Agenda approved as submitted by unanimous consent.
3. No public comment heard on non-agendized items
4. Finance Committee minutes of 8/15/12 approved as submitted by unanimous consent.
5. Reviewed first quarter Fiscal Report, including CLPC Projects/Activities Budget.
 - a. Considered potential allocation for First 5 RFP grant writer for CCPC Data Project application – **Committee recommends that based on unexpended funds in other line items, up to \$2,500 be allocated for a grant writer.**
 - b. Discussed usage of AB212 funds, and potential allocation for additional training opportunities. **Committee recommends that \$6,000 be allocated for the PDP application that was unfunded due to early full allocation of funding, and for a FCCERS training.**
7. Reviewed CARES and Gateway to Quality carry-over budget increases and allocations. Carol reported that First 5 cannot address an extension of our contract until they release and fund a new RFP for CARES Plus Round 2. Committee asked Carol to bring an estimate for stipend awards for this year to next meeting. **Melanie Dodson moved that the Committee approve recommendation of revised budgets; Melita Love seconded; motion carried.**
 - a. Discussed implementation of CARES Plus Leadership component. **Committee recommends maximum of \$500 per participant.**
 - b. Discussed potential additional CARES Plus activities – Career Pathways brochure, enhanced in-person and/or “champion” participant outreach for 13-14 launch, training for new staff, honoring degree attainment at Provider Evening of Honor. Future years – add a training component (like Component A)?
8. Meeting adjourned at 2:15pm



**Finance Committee
Meeting Minutes
February 20, 2013**

Chloe's French Café, 3883 Airway Drive, Suite 145, Santa Rosa

DRAFT

Members Present – Margie Vondrak (Chair), Elisabeth Chicoine, Melanie Dodson, Melita Love

Members Absent – John Eberly, Jynx Lopez

Staff Present – Carol Simmons

- 1. Meeting called to order by Margie Vondrak at 11:53am.**
- 2. Agenda approved with correction of item # 5 to “Review January Fiscal Report”, by unanimous consent.**
3. No public comment heard on non-agendized items.
- 4. Finance Committee minutes of 11/28/12 approved by unanimous consent.**
5. Reviewed January Fiscal Report – **Committee recommends eliminating the allocation of the LPC Project and Activity funds for Member Reimbursements (\$300).** We could probably also reduce the ADA accommodations allocation if needed. Carol will check with the Professional Development Committee about their \$500. All the Committees will be reporting next month on their funding usage.
6. Gateway to Quality Expansion funds – Carol reported that First 5 Sonoma informed her yesterday that they have decided that it would work best not to implement the expansion this fiscal year, but to extend our current contract for \$46,026 through 6/30/13, and then to do a new contract with the increased funds and revised Scope of Work (adding CLASS activities) effective 7/1/13. We may be able to do some of the expansion work this year (cross-training QIVs in FCCERS, CLASS trainings, community ERS trainings) out of the existing funds, but we may need to wait until next year.
7. California Child Care Coordinators Association – Statewide Economic Impact Report -\$200 – The Executive Committee has recommended that CCPC participate in this, and asks the Finance Committee to identify a potential source for these funds. **Finance Committee recommends \$200 be allocated from the**



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Project and Activity Funds (freed up by eliminating the allocation for Member Reimbursements). Margie suggested that we consider next year leaving some funding unallocated for these types of mid-year needs.

8. FCCERS training – pay from AB212 or Gateway to Quality – Carol reported that although there was a question of considering whether to pay for this training out of the G2Q expansion, based on yesterday's change of plans by First 5 Sonoma, this training will need to be paid for out of AB212 as originally approved.

The Committee discussed the training proposal by Lisa Grocott and Amy Mauro, and the fact that Lisa and Amy are the only qualified individuals in the county to conduct a FCCERS Reliability Training. The Committee also discussed the reasonableness of the bid, and potential ways to expand the reach of the training. The CCPC Contracting Protocol states "If three bids or estimates cannot be obtained, CCPC will maintain documents that establish the reasons why three bids could not be obtained, and the reasonableness of the proposed expenditure without three bids or estimates."

The Committee also discussed the proposed timing of the training (July or late June), and recommends doing the training in July, while purchasing materials for the training out of this year's AB212 funds.

The Committee also recommends that participants be required to make some kind of commitment to share their training with others in the county. It was also recommended that as a county we develop a goal for how many individuals we want to have trained.

The Finance Committee recommends approving the Training Proposal as submitted by Lisa Grocott and Amy Mauro.

9. Meeting adjourned at 12:40pm.

Future meetings for the rest of this fiscal year will be on the 3rd Wednesdays, from 9:00am-10:30am.



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Meeting Minutes March 20, 2013 Santa Rosa

Members Present – Margie Vondrak (Chair), Melanie Dodson, Jynx Lopez, Melita Love

Members Absent: Elisabeth Chicoine

Staff Present: Carol Simmons

1. Meeting called to order by Chair Vondrak at 9:13am.
2. Agenda approved as submitted by unanimous consent.
3. No public comment on non-agendized items heard.
4. Minutes of Finance Committee meeting 2/20/13 approved as submitted by unanimous consent.
5. Reviewed February Fiscal Report.
 - a. Carol will try again to get a final answer from SCOE about phone costs.
 - b. Executive Committee made a time urgent decision to approve up to \$400 for research costs for Zip Code priorities, if the Finance Committee is able to identify available funding in the CLPC budget. Carol reported that the Professional Development Committee would like to use \$100 of its \$500 allocation to purchase two \$50 gift cards from Lakeshore Learning as incentives for providers to participate in the Professional Development Needs Assessment Survey being conducted collaboratively with 4Cs; it does not have a need for the remaining \$400. **The Finance Committee approved the use of \$100 CLPC funds for two \$50 gift card incentives for Professional Development Needs Assessment Survey, and use of the remaining \$400 for the Zip Code Priorities. To full CCPC meeting on 4/5 for ratification.**
 - c. As previously approved by the full Council, \$6,000 has been allocated from AB212 to fund a FCCERS training for CDD-contracted program staff. Use of **\$400 of these funds for eight \$50 gift cards from Lakeshore Learning as incentives for FCC providers to allow the training to occur in their sites approved by Finance Committee.**
 - d. Carol reported that as part of the Provider Appreciation event planning committee, she purchased name ribbons for \$26 plus tax and shipping = \$36. As



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the Council had stated an interest in providing more funding for this event as available, she asked if the Committee would recommend CCPC covering this expense. **Finance Committee approved this expenditure as CCPC outreach expense.**

e. Carol will do a detailed projection of line item costs/balances for next Finance Committee meeting.

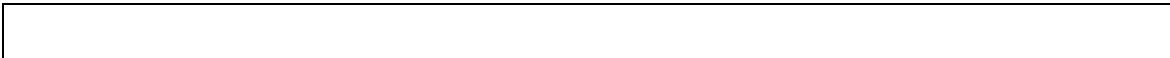
f. Committee would like to allocate more funds for June CCPC retreat if available.

6. Review draft budget for 2013-2014

a. Carol will double-check Coordinator allocations.

b. Carol will continue discussions with staff about possible increased hours for new CARES program components.

7. Meeting adjourned at 10:20am.





**Finance Committee
Meeting Minutes
April 17, 2013
Santa Rosa**

Revised

Members Present – Margie Vondrak (Chair), Elisabeth Chicoine, Melanie Dodson

Members Absent: Jynx Lopez, Melita Love

Staff Present: Carol Simmons

1. Meeting called to order at 9:10am by Chair Margie Vondrak.
2. Agenda approved as submitted, by unanimous consent.
3. No public comment heard on non-agendized items
4. Finance Committee minutes of 3/20/13 approved by unanimous consent.
5. Reviewed March Fiscal Report
 - a. Carol reported that office phone costs are now included in indirect to SCOE.
 - b. Carol reported that the Advocacy and Marketing Committees have a shortfall of \$75.48 for WOYC
 - c. Discussed need for increased funds for CCPC Retreat 6/5 – Executive Committee recommended allocating an additional \$350 for the trainer. Also discussed year-end Member Appreciation supplies.
 - d. Carol reported on need for CLASS training for G2Q – will do in 13-14.
 - e. Discussed expending \$175 out of existing office supply funds for CCPC envelopes – within previously approved line items – OK to proceed.
 - f. EIR graphic – Carol has received one proposal for \$3,500, and is working on obtaining 1-2 more.
 - g. Reviewed year-end projected spending and balances – between all contracts, we will have approximately \$1,668 in office and other supplies, and \$5,358 in other line items.
 - h. Finance Committee recommends allocating:
 - i. \$75.48 for WOYC
 - ii. \$175 for CCPC envelopes
 - iii. Recommendations for year-end spending to go to full Council
Additional \$350 for Retreat trainer (for a total of \$600 fee,
with previously allocated funds)
Additional \$800 for retreat expenses and Member supplies



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\$3,500 – up to this amount for EIR graphic

6. Reviewed draft budget for 2013-2014 and CARES draft budget for 2013-2016
 - a. Carol pointed out that we have included an increase in Program Assistant hours, from 25 per week to 30 hours per week, based on the 3 new CARES Plus participant components.
 - b. Carol will revise the AB212 allocations for stipends and Professional Development project to ensure that at least 50% of the available funding is being used for stipends.
 - c. Will submit this Preliminary Budget to full Council for approval at the May meeting.
7. Meeting adjourned at 10:20am.

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707)524-2792.





**Finance Committee
Meeting Minutes
May 15, 2013
Santa Rosa**

Members Present – Margie Vondrak (Chair), Elisabeth Chicoine, Melanie Dodson, Melita Love

Members Absent - Jynx Lopez

Staff Present – Carol Simmons

**action items

1. Meeting called to order at 9:15am.
2. Added “Review Committee Accomplishments” as item #7. Agenda approved with change, by unanimous consent.
3. No public comment heard on non-agendized items
4. Minutes of Finance Committee meeting on 4/17/13 reviewed. Will add clarification that recommended allocations for Retreat trainer and costs were in addition to existing allocation. With change, minutes approved by unanimous consent.
5. Reviewed April Fiscal Report and Year End Spending.
6. Reviewed draft budget for READY subcontract for 2013-2015. Suggested revisions – include some Coordinator time, add quarterly G2Q meetings, remove reliability checks from 3rd partial year.
7. Reviewed Committee annual accomplishments.
8. Meeting adjourned at 10:30am.



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