



## CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

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### **Finance Committee Meeting Minutes August 20, 2013 Santa Rosa**

**Members Present** – Margie Vondrak (Chair), Ray Decker, Stephen Zollman, Elisabeth Chicoine, Jynx Lopez, Melita Love, Carrie Anabo,

**Members Absent** – Melanie Dodson, Amy Howder-Thompson

1. **Meeting called to order by Chair Margie Vondrak at 9:15am.**
2. **Agenda approved as submitted by unanimous consent.**
3. No public comment heard on non-agendized items.
4. **Finance Committee minutes of 5/15/13 approved as submitted by unanimous consent.**
5. Orientation to CCPC Finances
  - a. Finance Protocols – Carol reviewed the CCPC protocols that relate to finance issues. **Revision to be made to Financial Processes Protocol, clarifying credit card section, by unanimous consent.**
  - b. Contracts – Carol reviewed the current contracts, amounts, and program descriptions.
  - c. Fiscal Reports (how-to, and review July information) – this item postponed to the next meeting due to time constraints.
    - i. SCOE Reports
    - ii. CCPC Finance Reports
6. 2012-2013 Close Out – Carol reported on potential over-expenditures of a few hundred dollars, due to confusions and delays with the SCOE business department. SCOE is trying to resolve the issues, but if unable, we may have to expend our small “reserve” (current balance in reserve is \$458.) **Committee approved expenditure of reserve funds as needed to close out the 12-13 year, by unanimous consent.**
7. 2013-2014 Budget Revision\*\*



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- a. New READY budget – Carol presented draft budget for new READY contract.
  - b. Carol also presented revised budgets for Gateway to Quality and CARES with carry-over funds.
  - c. Committee approved revised budgets, by unanimous consent.**
  - d. CLPC Projects/Activities Budgeting – Carol reviewed the format and process for allocating Projects/Activities funding.
    - i. Committee requests – will be requested at CCPC meeting
    - ii. EIR Infographic additional costs – time urgent need to approve funding to make revisions requested by Council at last meeting.**Committee approved up to \$500 to be spent to make revisions, by unanimous consent.**
8. 4Cs Contract hourly rate – Carol presented new proposal for services from 4Cs for CARES, with increase in hourly rate from \$40 per hour to \$60 per hour, along with comparison pricing from SRJC Computer Lab. **Committee approved subcontract with 4Cs with new rate for this year.** Committee recommends we develop a process for approving sub-contractor rates for future use. Committee also recommends that we begin subcontracting procedure in April or May to have in place for July 1.
9. Meeting adjourned at 10:45am.





## CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

### **Finance Committee**

### **Meeting Minutes**

**October 15, 2013**

Chloé's French Café, Santa Rosa

Members Present – Margie Vondrak (Chair), Stephen Zollman, Elisabeth Chicoine, Jynx Lopez, and Carrie Anabo

Members Absent: Ray Decker, Melanie Dodson, Amy Howder-Thompson

Staff Present: Carol Simmons

1. Before the meeting was called to order, Carol provided an orientation to the SCOE Reports and the CCPC Finance Reports.
2. Meeting called to order by Chair Margie Vondrak at 9:25am.
3. Agenda approved as submitted by unanimous consent.
4. No public comment heard.
5. Finance Committee minutes of 8/20/13 approved as submitted by unanimous consent.
6. Reviewed September fiscal reports – spending appears on track in all 5 budgets.
7. 2013-2014 Budget
  - a. CLPC Projects/Activities Budgeting – Carol had added placeholder amounts for the usual annual expenses (e-news, Member Reimbursements, ADA), committee requests, retreats, and Provider Evening of Honor request. Committee reviewed funds available, needs and requests, including upcoming Needs Assessment, and developed finalized recommendations to go to CCPC on 11/1. See attached.

Suggestions were made regarding the Needs Assessment: that a Committee be created; that qualitative components be added (surveys, input from community), and that inclusion of the Workforce Survey be considered.



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Alternate suggestion for the Membership Committee to consider as token of appreciation for outgoing members of 5+ years: gift card (for a meal?)

- b. CARES budget – Committee reviewed proposed budget revision to reflect closing-out of partial-year contract and issuance of new partial-year contract from First 5 Sonoma. A suggestion was made by a committee member that any unused funds are allocated for doing a community-wide recognition of volunteers working on behalf of children. This suggestion referred back to CCPC Strategic Planning process.
- 8. Contracting Protocol – review for adequate “member conflict” language, procurement policies. Committee recommends addition of “and will not subject CCPC to indications of self-dealing” to item #9. To CCPC 11/1.
- 9. Meeting adjourned at 10:50am by unanimous consent.





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### **Finance Committee Meeting Minutes December 17, 2013 Chloé's French Café, Santa Rosa**

Members Present: Margie Vondrak (Chair), Stephen Zollman, Melanie Dodson, Carrie Anabo

Members Absent: Elisabeth Chicoine, Jynx Lopez, Amy Howder-Thompson

Staff Present: Carol Simmons

- 1. Meeting called to order at 9:06am.**
- 2. Agenda approved as submitted by unanimous consent.**
3. No public comment heard
- 4. Finance Committee minutes of 10/15/13 approved as submitted, with Melanie Dodson abstaining as she was not in attendance at that meeting.**
5. Reviewed Finance Reports
  - a. CLPC – Carol will check over-expenditure of \$214 in Conferences line item. Projects and Activities – Member Reimbursements amount needs to be carried to total line.
  - b. CRET – Carol will check on \$89 over-expenditure in Interfund Services. \$200 available to be re-allocated from FCCERS training.
  - c. CARES – Carol asked if the Committee prefers the report as submitted today with the whole year combined, or if they would prefer it separated out with the first part of the year contract and the second part of the year contract. Committee prefers combined.
  - d. Gateway to Quality – Carol reported that Executive Committee reviewed information about QIV rates, as compared to those for assessors in other counties, and recommends raising the QIV rate from \$50 per hour to \$75 per hour, and the Anchor rate from \$75 per hour to \$100 per hour, pending Finance Committee, and funder's agreement. **Margie Vondrak moved that we raise the QIV rate from \$50 per hour to \$75 per hour, and the Anchor rate**



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**from \$75 per hour to \$100 per hour; motion seconded by Carrie Anabo.**

**Motion carried.** Committee also suggests we re-consider a possible additional increase at the beginning of next fiscal year.

e. READY – Carol will check on \$1,000 over-expenditure in Professional Consultant line item.

6. CCPC Office space costs – Carol reported that SCOE has notified CCPC that we will need to begin paying for office space as of January 1<sup>st</sup>. Committee reviewed pricing, and size of space options. Executive Committee has approved, as a time-urgent decision, choosing the larger space option for the CCPC program staff, pending the Finance Committee's allocation of funding to meet those costs. Finance Committee reviewed suggestions from Carol about potential contract allocations to fund the office space, and **agreed with these allocations (\$411.08 from CLPC Projects and Activities unallocated funds, and \$400 from CRET FCCERS training and stipends line items, for Coordinator's office for January through June; and \$2.329.20 from CARES for Program Staff office for January through June)**. Carol will contact First 5 about budget revision for these CARES funds. Executive Committee will bring to full CCPC to ratify on January 10<sup>th</sup>.

7. Melanie Dodson announced that she will be resigning from the Finance Committee for the rest of this fiscal year, as she will be out on Maternity Leave for most of that period.

8. Meeting adjourned at 9:55am.





## CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

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### Finance Committee

### Meeting Minutes

February 18, 2014

Chloé's French Café, Santa Rosa

Members Present– Margie Vondrak (Chair), Stephen Zollman, Carrie Anabo

Members Absent - Elisabeth Chicoine, Jynx Lopez

Staff Present – Carol Simmons

1. **Meeting called to order by Chair Margie Vondrak at 9:05am.**
2. **Agenda approved as submitted by unanimous consent.**
3. No public comment heard.
4. **Approved Finance Committee minutes of 12/17/13 as submitted by unanimous consent.**
5. Margie noted that both Amy Howder-Thompson and Melanie Dodson have resigned from the Committee.
6. Margie reported that SCOE has notified CCPC that the charge for office costs will not begin until next fiscal year (July 1). First 5 Sonoma has already processed a budget change with the office costs added for this year, but if unspent, they will roll over to next fiscal year. Executive Committee has asked Carol to provide a write-up of current costs and benefits of being at SCOE, as a next step.
6. Reviewed Finance Reports
  - a. CLPC – Carol will determine estimates for any needed additional funds for mileage and copier costs for next meeting. Projects and Activities – Carol will check with Committees about allocated funds. We will ask again at next CCPC meeting about Provider/Consumer Member Reimbursements. Executive Committee requests Finance Committee identify funds for some contracted legal review of CCPC protocols. (Membership Committee has also asked about legal review of bylaws.) **Finance Committee recommends allocating up to \$800 from Projects and Activities budget lines for legal consultation. To CCPC for action.**
  - b. Gateway to Quality – Carol will confirm contract length and roll-over, and will check with staff about supplies needed.
7. Meeting adjourned at 10:00am.



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## CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

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### **Finance Committee Meeting Minutes March 18, 2014**

Chloé's French Café, Santa Rosa

Members Present: Margie Vondrak (Chair), Elisabeth Chicoine, Jynx Lopez, Carrie Anabo

Member Absent: Stephen Zollman

Staff Present: Carol Simmons

1. Meeting called to order by Chair Margie Vondrak at 9:05am.
2. Agenda approved as submitted by unanimous consent.
3. No public comment heard.
4. Finance Committee minutes of 2/18/14 approved as submitted by unanimous consent with abstentions by Jynx Lopez and Elisabeth Chicoine due to absence at that meeting.
5. Reviewed SCOE office costs and benefits; to CCPC at next meeting as informational item. Discussed accounting assistance for Coordinator – she will ask if SCOE accountant can provide some further assistance in developing systems for tracking and managing budget changes; if not, will bring question to EC about allocating some CARES funds to purchase additional SCOE accounting support.
6. Reviewed Finance Reports
  - a. Discussed Early Learners Conference budget – in future years, budget will be brought regularly to the Finance Committee along with Finance Reports. Will maintain separate spreadsheet page for conference. Question raised about charging conference for some of Coordinator time in the future.
  - b. Carol will bring estimates of additional funds needed for CLPC line items for copier maintenance and mileage to next meeting.
  - c. CLPC Projects and Activities Expenses – Carol provided a report on each committee's status regarding using allocated funding. None of the committees are releasing funds at this point, and Professional Development Committee is requesting an additional \$100 to use for incentives for the annual collaborative Training Needs Survey. Other allocations – PFC will not use its allocated \$100. Have not heard yet about potential reimbursement request from







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CCPC Consumer member. Next month, will consider deleting Member Reimbursement and ADA accommodations allocations.

**d. Committee recommends reallocating \$100 from PFC to Professional Development Committee. To CCPC for action on 4/4.**

e. Carol will revise layout of Projects and Activities spreadsheet for greater clarity.

**7. Meeting adjourned at 10:20am by unanimous consent.**





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### **Finance Committee**

### **Meeting Minutes**

**May 20, 2014**

Chloé's French Café, Santa Rosa

Members Present– Margie Vondrak (Chair), Jynx Lopez, Carrie Anabo

Members Absent – Stephen Zollman, Elisabeth Chicoine,

Staff Present – Carol Simmons

1. Meeting called to order at 9:03am by Chair Margie Vondrak.
2. Agenda approved, with additional agenda item “Year-End Accomplishments Report”, by unanimous consent.
3. No public comment heard
4. Finance Committee minutes of 3/18/14 approved as submitted by unanimous consent
5. Reviewed Finance Reports, including Committee allocations and end-of-year recommendations
  - a. Advocacy Committee has released its \$750
  - b. Decided to release \$250 from Member Reimbursements
  - c. Decided to release \$250 from ADA accommodations
  - d. Reallocated funds within this line item to balance year-end operations needs; recommend that any balance available be used towards Needs Assessment
  - e. Include this report in CCPC meeting packets and email ahead of time
6. Preliminary 2014-2015 Budget
  - a. Reviewed draft budget; requested Carol to add anticipated Sonoma County Fair funds
  - b. Approved preliminary budget by unanimous consent; to full CCPC for approval
  - c. Send to CCPC by email ahead of time, with request to ask Margie or Carol any questions.
7. CARES funding - Carol reported that as of 2016-2017, our CARES allocation will decrease from \$350,000 per year to \$300,000 per year (approved for 3 years).
8. Year End Accomplishments – reviewed accomplishments for year-end report; Carol will send Margie the year’s minutes.
9. Meeting adjourned by unanimous consent at 10:30am.



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