



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee August 31, 2015 SCOE Santa Rosa

Minutes approved on November 30, 2015

Members Present – Margie Vondrak (Chair), Melanie Dodson, Carrie Anabo, Noel Mitchell

Staff Present – Missy Danneberg

1. Call to order – meeting called to order at 1:15pm.
2. Approval/Changes to agenda – approved as submitted by unanimous consent
3. Public comment on non-agendized items – none heard.
4. Approval of Finance Committee minutes of 6/1/15 - approved as submitted by unanimous consent.
5. Fiscal Reports/2015-2016 review
 - a. The Committee reviewed all our 2015-2016 contracts. We are now using SCOE's spreadsheets. We had some clarifications and questions. Missy will meet with Debbie from SCOE and follow through with the Finance Committee next month.
 - b. The Committee recommended a revision to Marjorie Lear's hours from 32 hours a week to 40 hours for the current fiscal year because of current work load.
 - c. The Committee discussed 2016-2017 budget year for future staffing allocations. No recommendations were made at this time.
 - d. CCLPC Projects and Activities will be submitted in September by each committee along with their action plan. Finance Committee will review budgets at next month's meeting.
 - e. Staff will present an overview to full Council at the September 4th meeting about CCPC contracts and services.
6. Adjourn – meeting adjourned at 3:45pm.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Meeting Minutes – Approved on January 14, 2016 November 30, 2015 4Cs Santa Rosa

Members Present – Margie Vondrak (Chair), Melanie Dodson, Carrie Anabo,
Absent – Noel Mitchell
Staff Present – Missy Danneberg

1. Call to order – meeting called to order at 12:12pm.
2. Approval/Changes to agenda – approved as submitted by unanimous consent.
3. Public comment on non-agendized items – none heard.
4. Approval of Finance Committee minutes of 8/31/15 - approved as submitted by unanimous consent.
5. Review Budget & Expenditures-2015-2016
 - a. The Committee reviewed and was brought up to date with all our 2015-2016 contracts. We are all in agreement that we need to prioritize spending down our state contracts (CCPC & CRET).
 - b. The Committee reviewed salary savings in all contracts & Missy reported will she will receive an update from SCOE Finance on specific CCPC revisions in the salary line item in the next couple of weeks.
 - c. The Committee reviewed the CARES budget & Missy will be working with Finance to ensure accuracy.
 - d. The Committee approved the request to have staff purchase a tablet with CCPC funds.
 - e. The Committee approved the request for \$1000.00 to the Evening of Honor in April.
 - f. The Committee is committed to working with the Executive Committee on making decisions around staffing. This will be on-going moving forward for the next 3-4 months.
 - g. Missy reported that the Early Learning Conference Committee voted to having the CCPC no longer be the fiscal agent for the Conference.
 - h. There was discussion on the future financial planning for the next fiscal year (2016-2017) with the possibility of not receiving First Five contracts.
6. Schedule Monthly Finance Meetings
 - a. January 21, 2016
 - b. February 25.2016
 - c. March 31, 2016
7. Adjourn – meeting adjourned at 1:15pm.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Thursday January 21, 2016 Sonoma County Office of Education

Minutes Approved March 31, 2016

Members Present – Margie Vondrak (Chair), Melanie Dodson, Carrie Anabo,

Absent – Noel Mitchell

Staff Present – Missy Danneberg

1. Call to order – meeting called to order at 3:10pm.
2. Approval/Changes to agenda – approved as submitted by unanimous consent.
3. Public comment on non-agendized items – none heard.
4. Approval of Finance Committee minutes of 12/21/15 - approved as submitted by unanimous consent.
5. Review Budget & Expenditures-2015-2016
 - a. The Committee reviewed and was brought up to date with all our 2015-2016 contracts. We are on target with spending down our contracts.
 - b. The Committee continued to review salary savings in all contracts & Missy reported will she will receive an update from SCOE Finance Department soon.
 - c. The Committee was notified that we will have a new contract from First Five for a CARES-like program. Details on the exact amount will be coming soon from First Five.
 - d. The Committee approved the request for \$1500.00 for the Early Learning Conference to sponsor 50% of the key-note speaker's expenses. This will go to the full membership for a vote in March. The Committee recommended that the Planning Council get some recognition for the sponsorship. Missy will bring this information back to the Early Learning Conference Committee.
 - e. We will have no Finance report at the February Council meeting due to the retreat.
6. Scheduled Monthly Finance Meetings
 - a. February 25, 2016 1:00pm to 3:00pm SCOE
 - b. March 31, 2016 1:00 pm
7. Adjourn – meeting adjourned at 4:30pm.



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Meeting Agenda Thursday, March 31, 2016 1:30-2:30 pm

Gravenstein - Sonoma County Office of Education

Members – Margie Vondrak (Chair), Melanie Dodson, Carrie Anabo,

Staff - Missy Danneberg, Susy Marron, Marjorie Lear

**action items

1. Call to order**
2. Approval/Changes to agenda**
3. Public comment on non-agendized items
4. Approval of Finance Committee minutes 1/21/16**
5. Review Budget & Expenditures 2015-2016
Budget changes needed?
6. 2016-17 Budget**
7. Next Meeting
8. Adjourn**

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.

