



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Meeting Minutes – Approved 1/30/15 October 3, 2014 SCOE, Santa Rosa

Members Present – Margie Vondrak (Chair), Melanie Dodson

Member Absent – Carrie Anabo

Staff Present – Carol Simmons

1. Meeting called to order by Chair Vondrak at 11:25am.
2. Agenda approved as submitted by unanimous consent.
3. No public comment on non-agendized items heard.
4. Finance Committee minutes of 5/20/14 approved as submitted by unanimous consent.
5. Carol reported that 2013-2014 Close Out is still pending, as accountant has been dealing with SCOE audit and then an injury. Meeting scheduled for next week to finalize.
6. Reviewed September Fiscal Reports
 - a. Carol will add columns with last year's actuals, and revised budgets. Carol will email last year's CARES actuals to Committee.
 - b. Carol will research \$2,270 spent in CLPC 5800.
 - c. Committee recommends Carol approach SCOE to sponsor ELC at least at the amount of the indirect cost.
 - d. CARES carry-over still not resolved. Committee directs Carol to check back in with Alfredo.
7. 2014-2015 Budget Revision
 - a. Office space costs are less than anticipated
 - b. G2Q Carry-over approved and less than anticipated
 - c. CARES Carry-over – still unresolved
 - d. Staffing allocations – reviewed percentages and duties, and Committee feels current allocations are appropriate at this time
8. CLPC Projects/Activities Budgeting – reviewed needs and Committee requests – developed recommendations to go to next CCPC meeting
9. Meeting adjourned at 12:15pm
10. Next meeting, if needed – November 13th, 3:30-5:00



CCPC • Sonoma County Office of Education

5340 Skylane Boulevard • Santa Rosa, CA 95403 • Phone: (707) 524-2792 • Fax: (707) 524-2666

ccpc@scoe.org • <http://www.scoe.org/ccpc>



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

**Finance Committee
Meeting Minutes
Friday, January 30, 2015
Melanie's home, Santa Rosa**

Minutes approved on February 12, 2015

Members Present – Margie Vondrak (Chair), Melanie Dodson, Carrie Anabo
Guest Present – Leah Benz
Staff Present – Carol Simmons

1. Co-Chair Margie Vondrak called the meeting to order at 10:36am.
2. Agenda approved as submitted by unanimous consent.
3. Public comment on non-agendized items – Leah Benz stated that she was attending in order to hear the discussion of Gateway to Quality funding.
4. Finance Committee minutes of 10/3/14 approved by unanimous consent.
5. December Fiscal Reports – reviewed reports.
 - a. 2013-2014 Close Out – was just finalized for CCPC document this week
 - b. CLPC Projects and Activities – Carol is checking in with each of the Committees about their projected expenditures. Other needs include: indirect for Needs Assessment Profiles (\$739), ECE Workforce Survey, new laptops.
6. 2014-2015 Budget
 - a. Indirect for CLPC and CRET – Carol has just learned that these state contracts have a cap of 8%, so SCOE will only be charging that amount and we will need to adjust our budgets.
 - b. Indirect for Early Learners Conference – Carol will schedule a regular check-in meeting with the Co-Chairs and Mickey Porter, and this issue will be raised.
 - c. CTKS allocations – Finance Committee recommends allocating 3% of Coordinator time, and 5% of Program Assistant time to this new contract.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

d. Gateway to Quality funding will be fully expended with existing assessment requests. Carol sent emails to all parties this week informing them of the exhausted funding. First 5 and READY are meeting ASAP to try to find additional funding. Staff is working on calculating estimated shortage for the fiscal year, and will send to Leah ASAP.

e. Leah asked for clarification about the Needs Assessment Profiles and Workforce Survey funding needs – Carol will send quotes to Leah.

7. We have been awarded the G2Q contract for one year for 15-16, after providing a lot of additional information to First 5 Sonoma on salaries and benefits. The other applicant for the G2Q contract was ICRI in Berkeley.

8. 2015-2016 CARES Plus Reductions – reviewed staff recommendations (incorporating input from Professional Development Committee and CARES Consortium); Finance Committee recommends capping enrollment at 200, and bringing AB212 PDP funding allocation option to CCPC with Pros and Cons. Carol will draft and send for input.

Discussed possible new First 5 California program design for 16-17: changing CARES to be part of a California Quality System of Support grant to counties to develop programs to support quality improvement.

9. Member earnings as Independent Contractors for CCPC – reviewed earnings, and recommend that Executive Committee revisit Conflict of Interest concerns, considering significant increase in member earnings. Ensure that assignment protocol is reflected in Program Design.

10. Meeting adjourned at 12:05pm by unanimous consent.





**Child Care Planning Council of Sonoma County
Joint Executive and Finance Committees Meeting
 February 12, 2015
 SCOE**

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

Meeting Minutes Approved by Finance Committee on 2/27/15 and by Executive Committee on 3/17/15

Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak, Carrie Anabo
 Members Absent: Debbie Blanton
 Staff Present: Carol Simmons and Susy Marrón

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order**		Executive and Finance Committee meetings called to order at 9:04 by Co-Chair Melanie Dodson.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Minutes a. Approval of January 8 th Executive Committee meeting minutes** b. Approval of January 30 th Finance Committee		January 8th Executive Committee meeting minutes approved as submitted by unanimous consent of EC members present. January 30th Finance Committee meeting minutes approved as submitted by unanimous consent of Finance Committee members.

Agenda Item	Discussion	Action/Follow-Up
meeting minutes**		
5. CARES Plus Reductions	<p>Reviewed potential reductions and decided to recommend projected reductions estimated to total \$116,446 of projected \$118,787 shortfall, preserving as much of Component B (unit-based coursework) as possible:</p> <ul style="list-style-type: none"> a. Cap enrollment at 155 b. Trim operations line items c. Eliminate Leadership Opportunities d. Reallocate some staff hours to CTKS e. Eliminate Random CLASS bonus, Local Survey bonus, Language and Literacy bonus and Returning bonus f. Decrease degree bonus to flat \$500 g. Eliminate Components A and D 	<p>Jynx Lopez recused herself from the decision-making about the CARES reductions, due to conflict of interest as an independent contractor with the program. Joint committees agreed unanimously on recommendations listed here, with Jynx Lopez abstaining. To Co-Chair meeting and Finance Committee meeting to review before going to CCPC at March 6th meeting for vote. Finance Committee adjourned at 10:10am.</p>
<p>6. EC Activities</p> <ul style="list-style-type: none"> a. Review January CCPC meeting and Feedback Forms summary b. Report from Co-Chair meeting 	<ul style="list-style-type: none"> a. Reviewed Feedback forms, and debriefed meeting. The group decided that in the future if a committee does not have a coherent plan in place, then an additional meeting should be called, or the item should be delayed. Discussion continued about the interaction and professionalism between staff and Executive Committee members at the January meeting, and how tension arose due to previous Finance email exchanges. Grievances were heard and noted. Additional solutions were discussed and co-chairs will address. b. Melanie Dodson reported that items discussed included: preparation for meeting with Supervisor Gorin, QRIS indirect to SCOE, CLPC and CRET indirect caps, G2Q RFA approval, CTKS planning, Needs Assessment Profiles funding, staff to one day of Water Cooler Conference, ESS Department staff development opportunity for new Program Assistant, planning for February CCPC meeting, and CARES funding shortfall. 	<ul style="list-style-type: none"> a. Co-Chairs will determine appropriate next steps.

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> c. Work on EC Goals <ul style="list-style-type: none"> i. Breadth and Scope of CCPC ii. Define Diversity d. Select EC Strategy for next meeting 	<ul style="list-style-type: none"> c. Tabled to next meeting due to time constraints. d. Scope and Diversity 	
<p>7. CCPC Project/Committee Updates – as needed</p> <ul style="list-style-type: none"> a. Gateway to Quality - funding b. READY – funding c. CTKS d. Professional Development Committee/Conference - update e. Community Relations Committee - survey f. Data/Needs Assessment Committee - Zip Code Priorities g. Finance Committee – member 	<p>Reviewed status of programs and projects:</p> <ul style="list-style-type: none"> a. Pending responses from First 5 and READY about potential additional funding. b. Pending responses from First 5 and READY about potential additional funding. c. CTKS Implementation information continuing to be received from CDE. To Professional Development Committee next week. d. 145 enrolled plus 50 reserved for READY e. Reviewed draft survey – EC approves. f. Zip Code Priorities process is being revised to address both part-time and full-time preschool, and separating infant/toddler and school-age needs. Carol will begin process and contact Margie regarding scheduling a meeting. g. Finance Committee recommends that Executive Committee consider prohibiting members who are Independent Contractors with CCPC from serving on 	<ul style="list-style-type: none"> g. Carol will seek legal advice (including a dollar threshold, and individual vs agency contracts),

Agenda Item	Discussion	Action/Follow-Up
<p>earnings as independent consultants</p> <p>h. QRIS</p>	<p>the Executive Committee or as Chairs of Committees.</p> <p>h. Meeting scheduled with SCOE regarding indirect</p>	<p>and will check with other Coordinators about other LPC practices.</p>
<p>8. Plan future Council meetings (<i>see Agenda Development strategies, below, and Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts</i>).</p>	<p>Advance planning of Hot Topics and meetings:</p> <ul style="list-style-type: none"> • March – “State of Child Care for Our Most Fragile Populations” – coordinated by Public Policy Committee • April/May – Economics of Child Care (including Facilities issues, with Briana Taylor, Renee, Jynx, Terry Z?); Breadth and Scope of CCPC • June Retreat – set date <p>Additional Hot Topics suggested by members:</p> <ul style="list-style-type: none"> • Child Care Plan development • Advocacy Training • Adverse Childhood Experiences Survey (ACES) <p>Additional Hot Topic presentation requests by public:</p> <ul style="list-style-type: none"> • Jen Lyle: Lead Poisoning • United Way: School Readiness Kits 	
<p>9. Coordinator’s Report</p>	<p>a. Carol reported that she and Melanie will be meeting with Santa Rosa City Council member Julie Combs; she contacted us since SR has made child care a priority issue.</p> <p>b. Carol stated that she is willing to staff the Fair booth for 8 out of the 12 hours in order to obtain the \$500 donation if the EC would like her to.</p>	<p>b. We will decline hosting the Fair booth this year.</p>
<p>10. Adjourn**</p>		<p>Meeting adjourned at 11:15 by unanimous consent.</p>



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

**Finance Committee
Draft Meeting Minutes
February 27, 2015
SCOE, Santa Rosa**

Minutes approved on March 30, 2015

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

1. Meeting called to order at 11:40am
2. Agenda approved by unanimous consent, with removal of item #7 (Member Earnings as Independent Contractors for CCPC) as that item goes to Executive Committee.
3. No public comment heard
4. Finance Committee section of joint Finance/Executive Committee minutes of 2/12/15 approved by unanimous consent.
5. 2015-2016 CARES Plus Reductions – reviewed draft summary of joint Executive and Finance Committee recommendations to go to CCPC on 3/6. With one formatting change, document was approved by unanimous consent. Group noted that potential additional savings may be realized in several categories. If CCPC approves changes as recommended, portions will need to be submitted to First 5 Sonoma and California for approval. Carol Simmons expressed that she still has concern about AB212 funding being used for the Professional Development Project when funding for stipends is being cut.
6. January Fiscal Reports/2014-2015 Budget revision – reviewed reports and discussion points included:
 - a. Gateway to Quality and QRIS funding - QRIS Budget Workgroup has allocated \$40,000 to G2Q for 7/1/14-12/31/15. Carol proposes that since we have funding already allocated in G2Q for staffing and infrastructure, that we budget these funds for assessments and indirect costs. We have about \$27,000 in retroactive expenses that can be allocated to the QRIS funding. Once Carol has clear projections about amount of funding needed for QRIS assessments for now until 12/31/15, she will do Journal Entries to allocate the rest of the funding to cover previous eligible expenditures.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

SCOE has agreed to reduce Indirect Charges to 2% for the QRIS pass through funds to First 5.

b. CLPC Projects and Activities – in addition to the \$1,805 unallocated, Community Relations and WOYC Committees are releasing funds. Discussed potential additional needs, including allocation to Coordinator salary in order to reduce Coordinator salary in CARES and increase funding available for stipends. Will revisit at next Finance Committee meeting.

c. Indirect for CLPC and CRET – draft budget revision for 14-15 allocates \$290 in indirect savings to Projects/Activities in CLPC, and \$388 to stipends in CRET.

d. Indirect for Early Learners Conference – at this point budget is looking under by \$2,395, but there are several moving targets – participant sign-ups, catering costs, operational costs. Will revisit at next meeting.

e. CTKS allocations – \$185,022 over 3 years: Carol suggests that other than the 3% of Coordinator salary and 5% of Program Assistant salary previously recommended by Finance Committee, that remaining funds be allocated for stipends, as it is a very small contract per year. Discussed need to develop 3-year and one-year budgets.

f. Will hold 14-15 Budget Revision action until next meeting.

g. Fiscal Report questions – Personnel percentage YTD in all contracts is higher than 58% of year; line item corrections needed in CLPC – Other Supplies budget, and Conferences expenditures; in CRET – Fax line, and in READY – Professional Consultant.

7. Discussed ways to get additional fiscal support, including potential ESS support as other programs get, and/or budgeting next year for a Fiscal Manager, now that we will have 9 different resources to manage. Also discussed recruiting for more people to serve on the Finance Committee, and for a next Treasurer after Margie's term ends.

8. Meeting adjourned at 1:00pm.



CCPC • Sonoma County Office of Education

5340 Skylane Boulevard • Santa Rosa, CA 95403 • Phone: (707) 524-2792 • Fax: (707) 524-2666
ccpc@scoe.org • <http://www.scoe.org/ccpc>



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Meeting Minutes

March 20, 2015
Santa Rosa

Minutes approved April 20, 2015

Members Present – Margie Vondrak (Chair), Melanie Dodson, Carrie Anabo
Staff Present: Carol Simmons

1. Meeting called to order at 12:25pm by Treasurer Margie Vondrak.
2. Agenda approved by unanimous consent with the following additions: 5f. CARES roll-over 13-14; 6. 15-16 Budgets, and 7. Finance Tasks
3. No public comment heard.
4. Finance Committee minutes of 2/27/15 approved by unanimous consent.
5. Reviewed February Fiscal Reports/2014-2015 Budget revision
 - a. QRIS funding - reviewed proposed budget over the two fiscal years – will bring to CCPC when we finalize distribution/use over the two years, and once we have the contract. SCOE indirect turned out to be less than 2%, due to fiscal distribution guidelines.
 - b. CLPC Projects and Activities – we tentatively have about \$4,700 available for re-allocation, which will need to be finalized by the May CCPC meeting. **Finance Committee will develop recommendations at April Finance Committee meeting.** Committees need to finalize spending; **Carol will contact Public Policy Committee to advise them of need for plan for expenditure by April 3rd CCPC meeting; Executive Committee needs to plan expenditures for Retreat. Finance Committee feels that Evening of Honor invitations should be sent to all CCPC members as we are sponsoring the event, and that we should ask members to consider sponsoring the event.**
 - c. Early Learners Conference – we are projected at about \$1,300 overspent at this point, but final amounts won't be available until after the conference. **Finance Committee recommends we ask SCOE and all the Planning Partner organizations to each put in some funds to make up the difference.**





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

d. CTKS allocations – Committee reviewed draft 3-year and 14-15 budgets. **To CCPC for approval on 4/3.**

e. Indirect for CLPC and CRET – draft revision allocates the couple of hundred freed up funds to projects/activities and stipends.

f. CARES roll-over 13-14 – now that we are nearing the 4th quarter, it is time to request rest of need carry-over from First 5. **Carol will review actual spending to determine current projected need, and ask First 5 about logistics if we request what is actually projected to be needed of the \$94,000 now vs asking for the full amount.**

6. 15-16 Budgets – Carol has been informed that we will have slight increases next year in CLPC (a 1.68% COLA), and CRET/AB212 (restoration to 12-13 levels – increase of about \$4,000).

7. Fiscal Tasks – in preparation for Co-Chairs and Coordinator meeting with Mickey Porter, reviewed list of CCPC Fiscal Management Tasks, in seeking support with solving staffing needs.

8. Meeting adjourned at 1:30pm.





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Draft Meeting Minutes April 20, 2015 Santa Rosa

Minutes approved on June 1, 2015

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

Staff Present – Carol Simmons

1. Call to order – meeting called to order at 4:00pm.
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 3/20/15 - approved as submitted by unanimous consent.
5. March Fiscal Reports/2014-2015 Budget revision
 - a. CLPC Projects and Activities – developed recommendations, including Early Learners Conference, Needs Assessment Supplement, printing and laptops. **Carol will write-up a background doc for CCPC meeting. Carol will also research costs for Retreat and bring to May Executive Committee meeting. Committee wants to require next year that Committees have plans for any requested allocations by January 1st. Committee wants to provide info to full Council about CCPC contracts and services at June Retreat.**
 - b. CTKS allocations – review minor revision to actual projected personnel costs for 14-15, resulting in adjustment to 3-year budget
 - c. QRIS funding – legal services – SCOE is requiring CCPC to purchase legal review of the draft MOU between SCOE and First 5. Committee decided costs for this review will need to come out of QRIS contract funds.
 - d. Committee likes having the current year full budget with the monthly reports, so **Carol will include them each time.**
 - e. Reviewed draft revision of 14-15 Budgets – **Carol will prepare Background Doc to bring to CCPC meeting for action.**



CCPC • Sonoma County Office of Education

5340 Skylane Boulevard • Santa Rosa, CA 95403 • Phone: (707) 524-2792 • Fax: (707) 524-2666
ccpc@scoe.org • <http://www.scoe.org/ccpc>



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

6. Draft 15-16 Budgets – reviewed first draft and made suggested changes. **Carol will revise and bring back to next meeting. Committee would also like to review Staff Allocations at that time, so Carol will bring that also.**

7. Adjourn – meeting adjourned at 5:05pm.

