



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee
Friday, August 12, 2022 @ 10:00 am – 11:00 am
Via Zoom Meeting

DRAFT Meeting Minutes

Members Present – Cathy Vaughn (chair), Margie Vondrak

Member Notified Absent – Missy Danneberg

Staff Present – Susy Marrón, Erica Hurtado

- Call to order. Cathy Vaughn called the meeting to order at 10:07 am, after a quorum was established by unanimous consent.
- Approval/Changes to agenda. On a motion by Margie Vondrak and second, by Cathy Vaughn, the agenda was approved by unanimous consent. AYES: 2, NAYS: 0, ABSENT: 1
- Public comment on non-agendized items. No public comment occurred.
- Approval/ Changes to the June 21, 2022 minutes: On a motion by Margie Vondrak, and a second by Cathy Vaughn, the minutes of June 21, 2022, were approved. AYES: 2, NAYS: 0, ABSENT: 1
- 2021/2022 End of the Year Budget Revisions.
 - Susy shared proposed minor revisions to the 2021/2022 budget. Office Supplies were reduced to move money to Software Repair and then an increase in 5800 to cover additional expenses for services such as Zoom and DocuSign. The phone expenses decreased by \$5.
 - CSPP Block grant had less expenditure for Copier Maintenance. We propose to move that amount to Office Supplies.
 - The proposed budget revisions were approved on a motion by Margie Vondrak and a second by Cathy Vaughn.
- Budget Update
 - LPC funding is being restored. The budget will be doubled, and it is ongoing funding through the CCBDG block grant. An augmentation should be coming in September.
 - UPK Implementation Grant. LPCs have been supporting the implementation of UPK by reviewing district UPK plans and meeting with districts. The UPK funding is expected to be three times the current LPC contract.
 - What is the involvement of LPC?
 - Forming a UPK Collaborative at SCOE.
 - Reviewing UPK plans: how to work with state preschools and other sites.
 - Funding will support LPCs to collaborate with stakeholders to support the workforce.
 - Hoping Guidance on how funding can be used will be released soon.
- Personnel Update
 - Susy shared information about re-classifying the Program Assistant Position. Susy provided information about staffing changes that happened in 2016 as background



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information. Both Finance and Executive Committee shared support for starting this process at previous meetings.

- The Deputy Superintendent supported initiating the reclassification of the Program Assistant position. The Human Resources department will be reviewing the request. It will be taken and presented to the Personnel Commission for approval if a recommendation is made.
- The Deputy Superintendent supported beginning with the Program Assistant reclassification and possibly looking at reclassifying the Coordinator position to reflect increased responsibilities.
- There may be an opportunity to hire supplemental support staff or keep a part-time position open.
- Once SCOE receives something in writing about funding for LPC, a committee within the Council can be established.
- LPCs have the first right of refusal for UPK funding. If refused by LPC, R&R has the second right of refusal, but CCPC is planning to apply for the funds.
- The next meeting will be scheduled for a later date. A Doodle poll will be sent by email.
- On a motion by Cathy Vaughn, the meeting was adjourned by 10:35 am



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Tuesday February 7, 2023 @ 10:00 am – 11:00 am
Via Zoom Meeting

Meeting Minutes approved at the March 20, 2023 meeting.

Members Present – Cathy Vaughn (chair), Chris Sorg, Margie Vondrak
Member Notified Absent –
Guest Present-Missy Danneberg,
Staff Present – Susy Marrón, Erica Vuong

- Call to order. Cathy Vaughn called the meeting to order at 10:04 am, after a quorum was established by unanimous consent.
- Approval/Changes to agenda. On a motion by Chris Sorg and second, by Cathy Vaughn, the agenda was approved. AYES: 3, NAYS: 0, ABSENT: 0
- Public comment on non-agendized items. No public comment occurred.
- Approval/ Changes to the August 12, 2022 minutes:
 - The minutes were approved by unanimous consent. Chris Sorg abstained. AYES: 2, NAYS: 0, ABSENT :0 Abstain: 1
- Review Fiscal Reports
 - Fiscal reports are in a new format using more than one resource code for certain contracts.
 - Susy shared a brief overview of the Fiscal Report and reviewed each resource..
 - For the CSPP revised budget, Susy explained that there is a \$3.99 carryover from FY2021/2022 that needs to be spent this fiscal year.
 - The Pathways and CCPC now share the same resource code. However, Susy worked with business services to add management codes to help track the funds.
 - Susy shared that the report does not currently show current amounts. The goal is to find ways to run reports that breakdown the contracts separately.
 - Susy shared that the account balances are not accurate at this time because we are in the process of moving expenditures into the correct fiscal years.
 - The reports show budgets and expenses running from July 1 to June 30th
 - For Planning Council Grant, funding was restored to its original amount before the last recession/ budget cuts.
- 2023/2024 Budget Revision.
 - CCPC usually does a mid-year budget revision during this time of year.
 - Susy reviewed the 2022-23 Budget proposal spreadsheet and explained that anything to the right of the blue columns is the proposed budget revision.
 - For Pathways and all contract types, the revisions are shown in red. Mostly of the allocations for each line item are still the same. However, there were some salary increase and less for stipends due to the salary increases.



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- CCPCI: Contract funds increased with the LPC funding being restored.
- Susy reviewed the Proposed Spending Plan
 - The spending plan includes: Constant Contact, updating the CCPC bylaws, Members Plaques, Zoom license, storage fees, Evening of Honor, Bishops Ranch, Early Learners Conference, Inclusion Conference (pending), totes, pens, and materials for the May Council meeting,
 - The spending plan also includes:
 - End of the Retreat Consultant fees, Zip Code priorities, UPK Mixed Delivery Grant Request for Data, Executive Summary for Child Care Plan
 - The spending plan also includes the items below, however, Susy is in the process of obtaining confirmation from CDSS that these are allowable expenses:
 - Offering stipends for students completing permit and degrees and Evening of Honor Stipend/Materials
 - Missy suggested supporting the Early Learners Conference
 - Susy shared an update about the reclassification for the CCPC staff
 - Missy shared the possibility of hiring Temporary staff to support CCPC
 - Susy shared that food purchases will be allowable for the UPK Mixed Delivery Grant.
 - Susy shared that similarly there are increases in the salary and benefits allocation for the CSPP block grant due to COLA.
 - Susy reported that a budget revision has been submitted to CDE for IEEEEP to reflect actual staffing costs for FY 2022/23 and FY 2023/24.
 - Susy shared that what was originally allocated for staffing at the start of the grant is not sufficient. The Early Education Program Specialist position written into this grant was originally a .75FTE which was increase to 1.0 FTGE and there is also an 8% COLA in FY 22/23, 24/25 and 25/26 that was not factored in the approved budget. The proposed budget revision is looking to increase funding for staff salary and decreasing the current allocation for adaptive equipment and professional development.
 - Will have enough funding to support through FY 23-24 as long as the budget revision is approved by CDE
 - TALLK
 - Staff increase due to the COLA
 - Shared Services
 - Decrease the budget to reflect current year expenditures and proposed expenses.
- On a motion by Cathy Vaughn, and a second by Chris Sorg, the 2023/2024 Budget Revision was approved. AYES: 2, NAYS: 0, ABSENT: 0
- 2023/2024 Budget Update
 - Susy reported that CCPC will be receiving \$352,699 for the UPK Mixed Delivery Grant. Future conversations will be coming of how to spend these funds.
 - IEEEEP funding will run through next fiscal year.
 - Still working to reclassify staff positions.



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- Next Meeting
 - Next steps for the Finance Committee will be to plan next year's budget.
 - Meeting was scheduled for March 16, 2023 at 1 pm.
- On a motion by Cathy Vaughn, the meeting was adjourned by 10:45 am





CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Monday March 20, 2023 @ 2:00 pm – 3:00 pm

2444 Lomas Ave, Santa Rosa, CA 95404

Via Zoom Meeting: <https://sonomacoe.zoom.us/j/88956671929>

Meeting Minutes approved at the April 24, 2023 meeting.

Members Present – Cathy Vaughn (chair), Chris Sorg

Member Notified Absent –

Guest Present-

Staff Present – Susy Marrón, Erica Vuong

- Call to order. Cathy Vaughn called the meeting to order at 2:02 pm, after a quorum was established by unanimous consent.
- Approval/Changes to agenda. On a motion by Chris Sorg and second, by Cathy Vaughn, the agenda was approved with a correction. AYES: 2, NAYS: 0, ABSENT: 0
- Public comment on non-agendized items. No public comment occurred.
- Approval/ Changes to the February 7, 2023 minutes:
On motion by Chris Sorg second by Cathy Vaughn, the minutes were approved
AYES: 2, NAYS: 0, ABSENT :0 Abstain: 0
- Review Fiscal Reports
 - Susy shared budgets are not yet aligned with the revision as we are still in the process of updating the resources. Reports are not accurate. In switching new resource codes, more HRAs had to be created to move resources. Done in January 2023, but with delays, the business office said to be ready by the end of March. The goal would be to have accuracy to do future planning. Pathways and Council now match award letters. Will manage with internal Management codes. Summaries of other budgets were also given.
- Evening of Honor
 - On a motion by Chris Sorg, and a second by Cathy Vaughn, the 2023/2024 Budget for Evening of Honor sponsorship was approved. AYES: 2, NAYS: 0, ABSENT: 0
- Budget Revision**
 - Approvals from March were shown on a spreadsheet. An equipment quote will be more than expected. Moving into hiring consultants for DEI work .
 - On a motion by Cathy Vaughn and second, by Chris Sorg, the Budget Revision was approved. AYES: 2 NAYS: 0, ABSENT: 0
- Next Meeting
 - Next steps for the Finance Committee will be to approve next year's budget.
 - Meeting is tentatively scheduled for May 9th from 1 pm to 1:30pm.
- On a motion by Cathy Vaughn, the meeting was adjourned by 2:40 pm



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee

Monday April 24, 2023 @ 1:30 pm – 2:30 pm

740 Farmers Ln, Santa Rosa, CA 95405

Via Zoom Meeting: <https://sonomacoe.zoom.us/j/86096126960>

DRAFT Meeting Minutes

Members Present – Cathy Vaughn (chair), Chris Sorg

Member Notified Absent –

Guest Present- Missy Danneberg, Tyler Wilcox

Staff Present – Liz DePrimo

- Call to order. Cathy Vaughn called the meeting to order at 1:37 pm, after a quorum was established by unanimous consent.
- Approval/Changes to agenda. On a motion by Chris Sorg and second, by Cathy Vaughn, the agenda was approved. AYES: 2, NAYS: 0, ABSENT: 0
- Public comment on non-agendized items. No public comment occurred.
- Approval/ Changes to the March 20, 2023 minutes:
On motion by Chris Sorg second by Cathy Vaughn, the minutes were approved
AYES: 2, NAYS: 0, ABSENT :0 Abstain: 0
- Review Fiscal Reports
 - Committee members reviewed fiscal reports.
- 2023/2024 Budget**
 - Tyler Wilcox presented the 2023/2024 budget proposal.
 - On a motion by Chris Sorg, and a second by Cathy Vaughn, the 2023/2024 Budget was approved. AYES: 2, NAYS: 0, ABSENT: 0
- 2022/2023 CCPC Funds**
 - Discussion on CCPC funding which will need to be spent before June 30, 2023.
 - Liz DePrimo will follow up with SCOE's business services department to get clarification about restrictions on how funding may be spent.
 - It was agreed that the finance committee should meet once more to pass a budget revision before the May 19 council meeting.
- On a motion by Cathy Vaughn, the meeting was adjourned at 2:12 pm



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CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance Committee Special Meeting
Friday, May 19, 2023 from 8:00 am - 8:15 am
5297 Westside Rd, Healdsburg, CA 95448
Via Zoom Meeting ID: 881 0982 5099

DRAFT Meeting Minutes

Members Present – Cathy Vaughn (chair), Chris Sorg

Member Notified Absent –

Guest Present-

Staff Present – Liz DePrimo

- Call to order. Cathy Vaughn called the meeting to order at 8:04 am, after a quorum was established by unanimous consent.
- Approval/Changes to agenda. On a motion by Chris Sorg and second by Cathy Vaughn, the agenda was approved. AYES: 2, NAYS: 0, ABSENT: 0
- Public comment on non-agendized items. No public comment occurred.
- 2022/2023 Budget Revision**
 - Discussion on CCPC funding which will need to be spent before June 30, 2023.
 - On a motion by Chris Sorg, and a second by Cathy Vaughn, the proposed budget revision was approved with flexibility for the Executive Committee to make the final decision on which consultant to contract with. AYES: 2, NAYS: 0, ABSENT: 0
- 2023/2024 Budget**
 - Review of the 2023/2024 budget
- On a motion by Cathy Vaughn, the meeting was adjourned at 8:18 am

