Executive Committee Meeting

August 24, 2016 2:00 – 4:00 pm

CAPSLO Child Care Resource Connection Board Room

805A Fiero Lane, San Luis Obispo, CA 93401

**MINUTES**

**Members Present:**

Don Norton

Mika Buchanan

Nancy Norton

Sheri Wilson

**Staff:**

Raechelle Bowlay-Sutton

Kayla Benado

Britney Ogden

**Liasons:**

Jason Wells

Joan Limov

Joel Diestler

Wendy Wendt

Meeting called to order by Council Chair, Don Norton at 2:06pm with welcome and introductions.

**CONSENT AGENDA**

Motion to approve consent agenda, including adoption of the agenda and April 22, 2016 minutes, made by Don Norton, seconded by Mika Buchanan and approved unanimously.

**PUBLIC COMMENT and COUNCIL MEMBER ANNOUNCEMENTS**

None.

**2015-2016 CLOSEOUT BUDGET REVIEW**

**490 (LCCPC)—** 104% spent, total $63, 583, includes abot $2,000 of in-kind from CDIP and other sources.

**491 (AB212)—** 98% spent, total $48, 115. $9,000 was spent on stipends. $857 unspent.

**492 (CTKS)—**29% spent, contract extended to 2019. $44,590 remaining.

**493 (I/T)—** 2-year contract acquired late in the year, 28% spent. $27, 562 remaining.

**494 (QRIS)—** Expires Sept 30th, 85% spent, ETC $23,000. Anticipate being fully spent.

**495 (CDIP)—** $2,000 in-kind; prior year stayed in reserves, in-kind (see budget), $5409.

**LPC Reserves—**$16,838

**CDIP Reserves—**$14,401

**2016-2017 BUDGET APPROVAL**

496-IMPACT is a new department. Total budget of $456,057.58 across contracts. There is a possibility for an extension of Infant/Toddler QRIS Block Grant. Raechelle clarifies that budget represents staff changes. Mika Buchanan motions to approve for 2016-2017 budget, Nancy Norton seconds and all approve.

**COORDINATOR REPORT**

Jennifer Kreps and Heather Clarke are no longer employed with the Council. David Fimbres was hired through the IMPACT grant in the Resource and Referral department. Kayla Benado is taking the lead on assessments, stipends and all that entails. Britney Ogden taking the lead on database, recruitment, coaching etc. David is supporting all areas with specialization in the family child care department. Administrative assistant will fill in all gaps. Nancy Norton raises her concern for the work load and assessment capacity. Coordinator reiterates that outsourcing and training will be greatly beneficial. Wendy Wendt adds that First 5 IMPACT is hiring IMPACT administrator, can possibly take on some of work needed.

**QRIS IMPLEMENTATION PLAN**

Council Staff recommends the approval of the QRIS implementation plan as outlined in the meeting materials. Mika Buchanan motions to approve all elements of the QRIS Implementation Plan, Nancy Norton seconds and all approve.

**2016-2017 STIPEND PROGRAM IMPLEMENTATION PLAN**

Council Staff recommends the approval of the Stipend Program Plan outlined in the meeting materials. Nancy Norton motions to approve the Stipend Program Plan, Mika Buchanan seconds and all approve.

**2017-2018 COUNCIL CHAIR APPROVAL**

Council Coordinator announces Adriana Barron as the incoming chair for 2017-2018.

**COUNCIL RETREAT**

Council Coordinator discusses upcoming Council Retreat and the possibility of having a brief Executive Meeting at some point during event. All agree that a quick agenda approval at lunch or afterward the event will suffice.

**COUNCIL MEETING AGENDA**

Council Coordinator suggests adding a presentation from Melinda Sokolowski on PAPAS fatherhood program. Mika Buchanan motions to approve the September 7th Council Meeting Agenda, Sheri Wilson seconds and all approve.

**ADJOURNMENT**

The meeting is adjourned at 3:33pm.