Executive Committee Meeting

October 27, 2014 2:00 pm

CAPSLO Child Care Resource Connection Board Room

805A Fiero Lane, San Luis Obispo, CA 93401

**MINUTES**

**Members Present:**

Maddy Quaglino

Mika Buchanan

Nancy Norton

**Liaisons:**

Joan Limov

Sandy Woods

Andrew White

**Absent (Excused):**

Sheri Wilson

**Staff:** Raechelle Bowlay-Sutton

Meeting called to order by Chair, Maddy Quaglino at 2:08 pm with welcome and introductions.

**CONSENT AGENDA**

Motion to approve consent agenda including adoption of the agenda and September 22, 2014 minutes made by Mika Buchanan, seconded by Nancy Norton and passed unanimously.

**PUBLIC COMMENT and COUNCIL MEMBER ANNOUNCEMENTS**

**Maddy Quaglino**

* Arroyo Grande United Methodist Children’s Center hosted it Family Fun Day event on October 11th. The event was a huge success. They were able to raise $2142 for their supplies budget. Approximately 300 people in attendance, 55 kids, 15 trike-a-thoners, and 224 sandwiches sold.

**BUDGET REVIEW**
Budget review through September 2014 presented by CAPSLO CFO, Joan Limov. Financials included in meeting materials. Indirect is applied quarterly. Maddy Quaglino asked a question about the difference between program supplies and program supplies/IT line items. Joan Limov explained the difference that program supplies/IT refers to anything that is purchased or to maintain technology, i.e. computers, printers, maintenance. Nancy Norton asked a question regarding indirect line item. Joan Limov explained that indirect covers administrative costs including overhead, Human Resources, Information/Technology and is charged at 8% of the contract amount. The Department of Health and Human Services audits the indirect. Sandy Woods reflected the 1.5% budget increase in payroll. Children’s Day in the Plaza will be developed by Coordinator to include a memorandum budget for the Arts Council’s award of $4300 from City of San Luis Obispo to cover promotional costs. A $500 charge is reflected in the Children’s Day in the Plaza for the Hands-On Heroes Sponsorship but will be expensed to Reserve Account. The balance of the reserve account is $19,655. There was a question of a charge of $836.29 for fringe benefits for AB212. Coordinator will follow up with finance to get more information. Next year when AB212 Stipends are processed, everything needs to be presented in writing with specific direction regarding taxes to be taken out from stipends. Sheri Wilson will complete personnel authorizations, and will be specific regarding backing taxes out of the stipend amounts. Coordinator requested updated budget of close out for AB212 Fiscal Year 2013-2014. Coordinator will start attending CCRC Finance meetings on the first Friday of the month. Executive Committee directed Coordinator to research $836.29 change for AB212 fringe benefit charge before being applied to reserve account.

**COORDINATOR UPDATE**

Coordinator attended the California Child Care Coordinators Association fall conference in San Diego, October 15-17. Coordinator will also attend the SEFEL Institute for three sessions, October 23, 30 and November 6. Coordinator is working with Sheri Wilson on exempt status, as well as revision of job description to include Race to the Top duties.

**FIRST 5 SLO COMMISSION REPRESENTATION**

Background information: When the coordinator hours were reduced due to a drastic reduce in council budget; representation on the First 5 Commission was delegated from Coordinator duties. Melinda Sokolowski volunteered to step up to serve as the First 5 Commissioner for the Council’s designated seat. Chair, Maddy Quaglino, would like to address representation of First 5 as the council now has a full-time coordinator and the First 5 Commission is entering 5 year strategic planning phase and with a change in leadership. Nancy Norton requested the documentation for background information be presented at the Council meeting in the form of the meeting minutes from the budget cut decisions made. Nancy also requested that action item sheets be sent out to Council members with the agenda and minutes with a red flag on the emailed and listed in the subject and body of the email, “please read, we will be voting.”

**RACE TO THE TOP – LOCAL QRIS CONSORTIA**

Coordinator is continuing to work with First 5 Santa Barbara County. Coordinator will attend Pre-K and Toddler CLASS Certification trainings paid by First 5 Santa Barbara County. The Consortia will also be meeting in November to further discuss the Local QRIS.

**TK EDUCATION REIMBURSEMENT PROGRAM**

Coordinator informed Executive Committee that the California Department of Education will be presenting a new contract/grant for education stipends for the Transitional Kindergarten teachers. This program will be similar to AB212 and will be administered through the Local Planning Councils. More details regarding this program will be shared as they are received. Coordinator will follow up with Assistant Superintendent, Pam Ables to get a list of Transitional Kindergarten teachers in SLO County.

**CALSAC LEADERHSIP DEVELOPMENT INSTITUTE**

Coordinator will be concluding the yearlong CalSAC Leadership Development Institute in December. A recognition ceremony will be held on December 12, 2014 in Oakland. Coordinator would like to propose the Council sponsor the event at $250 to be approved at the November 5, 2014 Council meeting. Motion to approve proposal to Council made my Nancy Norton, seconded by Mika Buchanan.

**ANNUAL SELF-EVALUATION REPORT**

Coordinator presented the LPC Annual Self-Evaluation Review, with all compliant findings. The report is to be reviewed and approved by Executive Committee and Council and then submitted to California Department of Education by November 15, 2014. Motion to approve Annual Self-Evaluation Report as presented made by Mika Buchanan, seconded by Nancy Norton.

**2015 MEMBERSHIP CERTIFICATION**

Coordinator presented the 2015 Membership Certification. Council member Sandra Bourbon would like to have one of her staff serve on the Council in her place. HASLO staff will complete and submit an application to be approved by Membership Committee. Motion to approve 2015 Membership Certification to be approved by Council, pending an update of the representation of Housing Authority, made by Nancy Norton, seconded by Mika Buchanan.

**DECEMBER COUNCIL ACTIVITIES**

Executive Committee discussed the scheduled December 3, 2014 Council meeting. The First 5 Commission and Asset Development Network meetings are scheduled at the same time and would pose a conflict. Executive Committee would like to “give the gift of time” to Council members by cancelling the December 3, 2014 meeting to be announced and voted upon at the November 5, 2014 Council meeting. Council will also discuss holding a social/open house after the scheduled January 7, 2015 meeting. A shorter Council meeting 3:00 – 4:30pm with the social 5:00-7:00pm was proposed.

**COUNCIL MEETING AGENDA**

Have CalSAC Leadership Development Institute as a separate action item instead of under the Coordinator Report. Motion to approve November 5, 2014 Council Meeting agenda with corrections made by Nancy Norton, seconded by Mika Buchanan and passed unanimously.

**ADJOURNMENT**

Meeting adjourned at 4:10 p.m.