



# Child Care Planning Council

San Luis Obispo County

805A Fiero Lane, San Luis Obispo, CA 93401 • (805) 782-4723 • www.sanluischildcare.org

## Executive Committee Meeting

October 26, 2015 2:00 – 4:00 pm

CAPSLO Child Care Resource Connection Board Room  
805A Fiero Lane, San Luis Obispo, CA 93401

### MINUTES

#### Members Present:

Nancy Norton	Sheri Wilson
Mika Buchanan	Maddy Quaglino

**Liaisons:** Joan Limov

**Staff:** Raechelle Bowlay-Sutton Kayla Benado

**Absent:** Don Norton (excused)

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

#### CONSENT AGENDA

Motion to approve consent agenda including adoption of the agenda and September 28, 2015 minutes made by Maddy Quaglino seconded by Mika Buchanan and passed unanimously.

#### PUBLIC COMMENT and COUNCIL MEMBER ANNOUNCEMENTS

##### **Mika Buchanan**

CAPSLO Child Care Resource Connection is reinstating their annual See's Candies fundraiser, beginning October 26, 2015 and ending December 6, 2015. Local orders will be accepted online; all candy will be delivered to CCRC and dispersed accordingly. Profits will help support CCRC programs and trainings. Council Coordinator will be sending out the link in an email.

##### **Maddy Quaglino**

Arroyo Grande United Methodist Children's Center is also beginning their See's Candies fundraiser, Maddy is interested in learning how to participate online as well. AGUMCC's See's fundraiser is their highest grossing of the year with profits going to program supplies and training opportunities, specifically the CAEYC conference.

#### BUDGET REVIEW FISCAL YEAR 2015-2016

Budget review through September presented by CAPSLO CFO, Joan Limov. Budget reports included in meeting materials.

Dept. 490—LCCPC: This contract is 27% spent. Budget is close enough to say it will break even. Health insurance costs will change in January 2016.

Dept. 491 – AB212: This contract is 14% spent. Stipends will be dispersed once final applications and supporting documentation have been received. Letters of Intent are due November 30, 2015. Will have an estimated stipend amount available then.

Dept. 492 – CTKS: This contract is 0% spent. Coordinator reported that the California Child Care Coordinators Association will be addressing this contract with CDE. A total of 2 applicants for this funding cycle ending October 30, 2015. Multiple contacts made with interested applicants.

Dept. 493—Race to the Top: The 2015-2016 contribution has been decreased from \$14,000 to \$7,000 for the 3 months, ending September 30, 2015. Unspent funds from prior year of \$10,807 will need to be utilized as carryover to fund the difference between \$7,000 and expenses of \$9,763. This contract is 33% spent. It is discussed that the carry over should be spent by December. Council Staff will document and spend out accordingly.

Dept. 494 -- This contract is 0% spent with only a \$5 charge for utilities. We are still waiting for a contract from CDE and SLOCOE.

Dept. 495—Children’s Day in the Plaza: There is a balance of \$8,992 in Children’s Day Reserves. Projected expenses are reflected at \$10,737.

Reserves – Balance is \$17,506. Nancy Norton notes that CAPSLO charged an 8% indirect on Inclusion Collaborative sponsorship, which has not been done in the past. Joan Limov said she will discuss with accountant to move sponsorship to reserve account and address indirect cost.

#### **QRIS UPDATE**

CSPP QRIS Block Grant MOU is pending. IMPACT workgroups will be held next week.

#### **MEMBERSHIP COMMITTEE REPORT**

##### **New Member Recommendations**

Membership Committee met and approved Olivia Fernandez’s application for membership; Olivia Fernandez serves as the Director of Child Care for San Luis Obispo County YMCA and will be complete the remaining term of Council member Alicia Seibel. The Committee also approved Nicki Fowler to take over the remaining term of Meghan Burger, representing the City of San Luis Obispo Parks and Recreation—Youth Services. Lisa Hoyt, the current program director for the Child Development Resource Center of the Central Coast, was approved as well. The new member’s terms will begin January 17, 2016, pending Council approval. Motion to approve Membership Committee’s recommendation of Olivia Fernandez, Nicki Fowler and Lisa Hoyt made by Mika Buchanan, seconded by Maddy Quaglino and passed unanimously.

##### **2016 Member Certification**

The Council Coordinator explains some movement of members into different categories for the 2016 Member Certification Report. Nancy Norton corrects her phone number and suggests the Council Staff checks with Tara Quinn to confirm her address. Mika Buchanan motions to approve the changes to 2016 Member Certification, Maddy Quaglino seconds and all approve.

##### **Standing Rules Update—Ballot Procedures**

The Membership Committee requests the Executive Committee’s approval of the update to the Council’s Standing Rules, Ballot Voting Procedures to allow Council members to cast ballot votes for Council Chair, Committee Chairs, and new Council members electronically by correspondence with the Council Coordinator prior to the start of the meeting. Maddy Quaglino motions to approve the update to the Standing Rules, Mika Buchanan seconds and approved unanimously.

### **CHILDREN'S DAY IN THE PLAZA**

The Executive Committee reviews the 2016 Children's Day in the Plaza Event Timeline and Booth/Performance application. A couple of dates are bumped up this year with the increase in Council Staff Support, hoping to have a couple of interns to assist as well.

### **COUNCIL MEETING AGENDA**

Selected the 3 members who will be asked to provide a Program Update for November 4, 2015 Council meeting—Melinda Sokolowski, Maddy Quaglino, and Nicki Fowler. The topic of outside speakers was also discussed. The first presenter will speak at the January meeting on the topic of Mental/Behavioral Health. Sheri Wilson motions to approve the November Council Agenda, and Mika Buchanan seconds with unanimous approval with the suggestion from Nancy Norton to include that QRIS Meeting will resume at 4pm.

### **ADJOURNMENT**

Meeting adjourned at 3:45 pm.