

# Linn Benton Lincoln Early Learning Hub Fiscal Oversight Committee Meeting Minutes

<b>MEETING COMMENCED</b>	10:30am, February 20, 2015 Linn-Benton Community College, Luckiamute Building
<b>MEETING CALLED BY</b>	Kristi May
<b>MEMBERS PRESENT</b>	Jennifer Moore, Anne Peltier, Mary McKay
<b>VERSION</b>	Final

## Agenda topics

<b>SPECIAL PRESENTATION</b>	Dawn Wunder, LBCC Program Accounting Specialist		
Dawn presented spreadsheets outlining the revenue and expenditures to the Early Learning Hub accounts, including:			
Explanation of funding from the State, to-date			
\$25,000 first year Coordination funds			
Great Start Funds			
Family Support Funds			
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Committee requested that a condensed version be prepared for presentation to the Board for their review.	Hub Staff	ASAP	
Committee requested a footer be added with "last updated" information.	Hub Staff	ASAP	
Committee requested that updated spreadsheets be emailed to them one day prior to each future Fiscal Oversight Committee Meeting.	Hub Staff	3/19/2015	

<b>DISCUSSION ITEM</b>	<b>Funding Streams</b> (Kristi May)
Explanation of how funding streams work	
Discussion of NW Health Foundation Grant funding	
Discussion of Great Start Grant funding	
Discussion of Family Support Grant funding	
<b>CONCLUSIONS</b>	
Committee understands the urgency of these kinds of funding opportunities, and would like to create a spending authority policy that would authorize Kristi to seek out these types of funds	

<b>DISCUSSION ITEM</b>	<b>Fiscal Oversight Committee Establishment</b> (Kristi May)	
Discussion of what the Fiscal Oversight's responsibilities should be, and what separates us from the Funding and Resources Work Group: Board Member authorization		
Should there be a Treasurer or a Committee Chair?		
What should be our policies be?		
Should the FO Committee have its own Charter?		
Example: Focused Child Care Network Opportunity – needs immediate action to procure funding		
<b>CONCLUSIONS</b>		
Committee discussed how funding fits with our alignment, and agreed it was a perfect fit		
Committee understands the need for speed with this type of opportunity		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Committee agreed that this is funding that we would like to have, and authorized Kristi to begin the grant writing process	Hub Staff	ASAP

<b>NEXT MEETING</b>	Kristi May	
Committee discussed making this meeting a standing meeting, at least until the Hub is fully up and running		
<b>CONCLUSIONS</b>		
Board voted to holding a standing FO Committee meeting on the 3 <sup>rd</sup> Friday of each month, from 3:00-4:30pm at LBCC, Luckiamute Building, Room LM-129.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Board requested that Hub Staff check with building scheduler and reserve room indefinitely	Hub Staff	ASAP