

Linn Benton Lincoln Early Learning Hub Fiscal Oversight Committee Meeting Minutes

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| MEETING COMMENCED | 3:30am, May 14, 2015 LBCC Luckiamute Building, Albany |
| MEETING CALLED BY | Kristi May |
| WORK GROUP MEMBERS PRESENT | Jennifer Moore, Mary McKay, LeAnne Trask |
| VERSION | Draft |

Agenda topics

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| DISCUSSION ITEM | Current Month's Budget |
| | Kristi handed out copies of current budget, which was just posted on Basecamp as well. |
| | Explanation of drawdown process. |
| | Explanation of summary and accompanying pages. |
| | We anticipated having monthly funds to show for each month, but the State is having personnel turn-overs, so our funds haven't been drawn down yet. It was an error and the funds be released next week. |
| | Draws normally happen on the 5 th of each month, and then the funds should just appear in our accounts—they don't notify us when the funds are actually transferred to us. |
| | All funds scheduled to end by June 30 th have been earmarked for distribution: Great Start Funds, Family Support funds, etc. |
| | Coordinated Funds can be carried over into the new fiscal year. Great Start and Family Support funds cannot be carried over. |
| CONCLUSIONS | |
| | This process will become more routine, and we will have a better idea of how soon the budget can be distributed to the Committee members. Process still needs a little work. |

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| DISCUSSION ITEM | Fiscal Oversight Committee Procurement Policies |
| | Funding and Resources Committee will be creating proposals for RFPs and reviewing other grant opportunities. This Committee is not responsible for that. The Funding and Resources Committee will have a list of parameters to use in chasing grants, but the Governing Board does need to be aware of the fine details. |
| | Governing Board does not have to approve when we start to chase a grant, as long as the parameters are followed. |
| | Need a policy in writing that protects the Governing Board and the Hub Staff, and that policy needs to be approved by the Board. |
| | Governing Board needs to have a conversation about the Strategic Plan, and an in-depth review of what steps need to be taken in order to accomplish it. |
| | Contract is being extended through October 30 because the State doesn't have their final budget yet. |
| | Clarified what the term "budget" means to this Committee. |
| | Kristi handed-out sample policies that other agencies are using and can be adapted for our use. |

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| Explained what “spending authority” means, in an LBCC-context. | | |
| No Governing Board was in place when the first budget was created, so we are beginning from scratch. We have some suggestions for pilot projects and strategic investments from the work groups, and we are open to recommendations from other agencies. The Hub staff will review and then create a proposed budget. This proposed budget will then be presented to this group for review. After this group approves the budget, then the Governing Board will be presented with our proposed budget. They will approve, and then the budget will be presented to LBCC for final approval of our contract. | | |
| LBCC reviews all charges to the Hub budget and makes sure that everything is properly documented. | | |
| The State doesn’t have a standard for proposed budgets yet. | | |
| We also need to review contracted agencies to make sure that they are performing as represented—it is unclear whether this Committee should be involved with that or not. | | |
| Currently we are having to meet LBCC purchasing guidelines in order to receive Hub payment. | | |
| There are some LBCC Procurement Policies that apply to the Hub; however, not all are applicable to us. | | |
| We want to create a strategic investment policy, and be transparent about it. | | |
| CONCLUSIONS | | |
| Need to have a strategic discussion with the Board in order to create a proposed budget for Year 2. Need to create a list of recommendations for the Board to approve. | | |
| We need to create a policy that is clear and posted so that everyone has an opportunity to apply, and we appear to be objective and transparent. | | |
| We want to be careful to appear impartial, and insist on proper reporting from those agencies that are contracted with us. We need to implement performance-based contracts because the State is moving in that direction. We don’t want to fund agencies; we want to finance solutions. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Committee asked that Kristi create a procurement policy based on the best samples she can find, and then bring it back to next month’s meeting for review. After we have agreed on the policy, let’s run it by the Board for final review. | Kristi May | By next meeting |
| Committee would like Kristi to create a “process flow” so that they can review and get it in place. | Kristi May | By next meeting |

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| NEXT MEETING | Thursday, June 11, 2015 | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Jennifer will be responsible for reporting the Fiscal Oversight updates for the May 28 Governing Board Meeting. | Jennifer Moore | 5/28/2015 |
| Mary will be responsible for reporting the Fiscal Oversight updates for the June 25 Governing Board Meeting. | Mary McKay | 6/25/2015 |
| MEETING ADJOURNED | 4:55pm | |