

# Early Learning Hub of Linn, Benton & Lincoln Counties

## Fiscal Oversight Committee Meeting Minutes

<b>MEETING COMMENCED</b>	10:00am, November 20, 2015 LBCC Luckiamute Building, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>WORK GROUP MEMBERS PRESENT</b>	Mary McKay, Jennifer Moore, Anne Peltier
<b>VERSION</b>	Final

### Agenda topics

<b>DISCUSSION ITEM</b>	10/31/2015 Financial Summary Statements
	There will be a new document as part of the Budget that will give more information about each funding stream, including indicators, reimbursable/allocated draw-down amounts, deadlines, and any acronyms used to refer to each. Hopefully this will make for more clarity.
	When reviewing the new budget, remember that funds can be rolled over within contracts, but not past the end of the biennium. Coordination funds are ours to keep once they have been drawn down – don't have to be spent or returned to the State.
	LBCC gives us "spending authority" for the anticipated funds, allowing us to spend them. Asking for additional spending authority can be done, but it's an elaborate, slow process, which we should try to avoid.
	Some of the IHN-CCO funds listed at the bottom of the Financial Update are going to be used to create a new healthcare alignment project with LBCC. This project is still in the planning stages, but will soon be presented to the Governing Board, once things are firmed up a little more. We are also trying to link in with the Council of Governments (COG) so that there will be a sharing of data. People involved in this project are staff from the Samaritan hospitals in Corvallis, Lebanon and Albany, IHN-CCO representatives, a facilitator (that the IHN-CCO is funding), LBCC Parenting Education, and the CCR&R. The Hub and its partners have some wonderful ideas, and the CCOs have all the money. We're grateful to have a CCO that is willing to work with us. There is huge potential in this project for our region.
	On the Financial Update, what does the TBD represent? Unallocated funds that will be contracted out, eventually.
	The current Financial Update, as of 10/31/15, reflects what's been paid out and does not include what's been invoiced and is in the system but not yet paid. The encumbered funds don't show on this form.
	In the ELD Family Support Services Grant Carryover, both Old Mill Center and the Lincoln County School District underspent their funding. Linn County overspent, so we contacted them and transferred the \$6,000+ to the Family Tree Relief Nursery who will invoice it before the November 25 deadline. This will also be explained to the Governing Board at our next meeting.
	What is the role of the Governing Board for salaries and payroll costs for Hub personnel? Salaries and classification were set by LBCC, and the GB approved the budget only. GB may make recommendations later, but currently the Hub staff are LBCC employees. We should ask Jeff Davis about evaluation of Hub staff. Is there a mechanism for evaluation?
	Is there too much salary and benefits information in the Financial Summary Statements? Maybe we shouldn't be displaying the individual amounts and just use subtotals? It's public record, and the Governing Board doesn't see it.
	Would still like to see what percentage of the year has passed added to the reports compared to how much we've spent. Unfortunately by adding that information you are really just muddying the waters because most of our funds are on a biennium and there is no requirement for WHEN you spend the funds. Some

funding streams won't start on the same calendar year. Coordination funds; however, DO run on a calendar year. Maybe we could add one calculation to each page—up at the top—and see if it's helpful or not?

<b>DISCUSSION ITEM</b>	Suggested Meeting Change
It has been suggested that we change our meeting schedule for this committee to quarterly instead of monthly.	
Additional meetings could be scheduled for budget approval, etc.	
Would make it easier for Dawn, the Program Accountant to keep up.	
There would be no risk or liability to the committee – the onus is on LBCC, as the Fiscal Agent, and they are ultimately the ones who are financially responsible.	
We have moved the budgets and summary reports so that they are easily understood by the general GB.	
We have no additional roles and responsibilities for the FOC.	
We needed to create a Procurement Policy and finalize reports. Mostly cleaning and organizing responsibilities. We have done those things.	
Would the Governing Board go to quarterly approval also?	
Maybe we should continue our monthly meetings for the first quarter of the year, and then revisit the question in March 2016?	
Maybe we should ask the Governing Board what they want us to do?	

<b>NEXT MEETING</b>	1/26/2016, Tuesday, 8:15am
Meeting will be held at the Luckiamute Building, LM-129, on the LBCC campus, as usual.	
<b>MEETING ADJOURNED</b>	11:20am