

Linn Benton Lincoln Early Learning Hub Fiscal Oversight Committee Meeting Minutes

MEETING COMMENCED	8:15am, January 26, 2016 Linn-Benton Community College, Albany
MEETING CALLED BY	Kristi May
WORK GROUP MEMBERS PRESENT	Anne Peltier, Jennifer Moore, Mary McKay, Paula Grace
VERSION	Final

Agenda topics

DISCUSSION ITEM	Financial Update
Vroom funds have been added to our worksheet:	
Pays for Vroom materials for partners	
Will be holding a training session with partners	
Have ordered Vroom bags and a Vroom banner	
Great Start Funds and Title IV funds need to be adjusted to reflect 4% Linn-Benton Community College Indirect charges. Will be reflected next month.	
We will start seeing reimbursement requests from partners for funds because December was the end of the reporting quarter. Technically the partners could request reimbursement quarterly OR bi-annually, so some requests will be for as far back as July. Also, reporting looks abnormal because the partners don't use the funding in a "uniform" way. More likely that they are working on projects and are using the funding when the projects are complete. Partners aren't using the money in steady increments. The Summary still shows that there is a lot of money in the various funds, but it doesn't not reflect the final reimbursement to the partners.	
Under Revenues, the Department of Education still owes us \$28,851 from last year. It was claimed in January, but probably won't be received until February.	
Under Hub Coordination, we are showing "Unallocated" funds as \$105,591. Some of those funds have been approved by the Governing Board for an epidemiologist and for a Parent Engagement Coordination, but they don't show on this spreadsheet yet. Committee Members want to see those allocations shown on this spreadsheet. It's a timing issue: GB approved the positions in December and these unallocated funds are from December and don't reflect the vote of the GB. Maybe a comment should be added to the "Unallocated" line to reflect the information. Include it in the Narrative so that the GB will understand what's happening.	
Samaritan has still not given us an update of how much of the Identity Branding monies have been spent. It has been requested, but we don't have numbers yet.	
The Healthcare Alignment monies will be coming directly to Linn-Benton Community College to allocate. It will become a separate Expenditure line item on our spreadsheet, plus we have been given an additional \$300,000 for next year's work, and that money will also be coming in.	
Under ELD Family Support Services Grant Carryover, the spreadsheet shows that Family Tree Relief Nursery is \$6,267 in the negative; however, that is not technically accurate. Old Mill and the Lincoln County School District had funds that they weren't going to be able to use before the deadline, that funding was given to Family Tree, who could use the funding and produce the required documentation. Our Procurement Policy covers this action and Kristi has notified the GB that it was done. One of the Committee Members suggested that we also include comments in the documentation to make sure that it is fully documented. Ratifying Kristi's actions. Line-item shift explanation.	

The NW Health Foundation has not requested our unused funds back, so we are still using them for parent focus groups. We didn't receive the Implementation Grant, but we are still able to use the initial grant funds for work that the NWHF initially wanted done.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add a comment to the "Unallocated" funding (under Hub Coordination) to include the two new positions	Kristi / Dawn	Before next GB Meeting

DISCUSSION ITEM	FOC Governing Board Presentations
Jennifer has stated that she doesn't wish to continue making the presentation to the Governing Board, and wants another committee member to take over.	
Jennifer will make the presentation for the February GB meeting, but Mary McKay will take over making the presentations after that.	

DISCUSSION ITEM	Fiscal Oversight Committee Meeting Dates	
The Hub staff has a conflict on the day that our February meeting should be held, Feb. 23.		
Also, the March meeting falls during Spring Break. Does that effect anyone? No conflicts.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reschedule Feb. 23 meeting to Feb. 25, 4:00pm	LeAnne Trask	asap

NEXT MEETING	Thursday, February 25	
Meeting will be held at the LBCC Luckiamute Building, Room 129, 4:00-5:00pm		
MEETING ADJOURNED	9:17am	