

# Early Learning Hub of Linn, Benton & Lincoln Counties Fiscal Oversight Committee Meeting Minutes

<b>MEETING COMMENCED</b>	8:30am, July 26, 2016 LBCC Luckiamute Building, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>WORK GROUP MEMBERS PRESENT</b>	Paula Grace, Mary McKay, Jennifer Moore, Anne Peltier, LeAnne Trask
<b>VERSION</b>	Final

## Agenda topics

<b>DISCUSSION ITEM</b>	Department Reordering	
	Due to the growth of the Hub, our Department Accountant is having some trouble keeping up with the uptick, and maintaining her work with the rest of the Department. We have gone from two contracts to thirty-eight contracts, and have expected her to keep up with the increase.	
	We have discussed adding a person that would take over the contract accounting piece. It has been suggested that LeAnne take over the contract/accounting work and change her regular job description.	
	We would do a "reclassification" with Linn-Benton Community College to make the change to LeAnne's official responsibilities. The Department Accountant would still handle payroll, reconciliation of p-cards, benefits, etc., and continue to be "in the loop".	
	Currently, LeAnne cannot work on Hub accounting because it's outside of her job classification.	
	We just got the go ahead from Linn-Benton Community College to make this change yesterday, so we need to review what changes we are making for. Possibly we should have someone from the Business Office review our contracting work too. More oversight from Linn-Benton Community College would be a good idea.	
	Does Linn-Benton Community College do an official audit each year?	
<b>CONCLUSIONS</b>		
	The committee understands the need and supports it being presented to the Governing Board.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Talk to Jess in the Business Office about an official audit each year	Kristi	
Talk to Jess about having someone in his department periodically review our books, as a "checks and balance". Possibly Dawn?	Kristi	

<b>DISCUSSION ITEM</b>	Review of Financial	
	On The Financial Update, under the Title IV-B2 Funds, the starting balance is \$105,203.88, there was no activity, but the final balance is \$98,842.88.	
	On the Summary, under Expenditures, Partnership & Innovation and Focused Network have their balances reversed.	
	On the IHN-CCO, the % Used column is not calculating – formula broken.	
	Add activity codes to each Contract Heading on the Financial Updates.	

Set the formatting to use "0"s instead of "-" so that it's clear when there is an error.		
Reset the "print area" on each spreadsheet so that nothing is left out when printed.		
On the Financial Update, under Expenditures, under Family Resource Managers Learning Community-Meetings & Trainings – this is a holding account for money that we spent on the Early Learning Council's visit. This has been billed to them, and will be reimbursed and cleared when those funds are received.		
On the Focused Network detail, in May there was a \$996 expense, but it should not be appearing here. Taken out of our funds incorrectly. A journal entry has been made and will be reflected in next month's reports.		
The State also requested that we draw down funds for contracts ahead of deadlines so that they can show on their books that we have activity in our accounts.		
Great Start detail: Hart Preschool shows they used all their funds, but the ending balance is still the same. Correct there and in the detail. (Probably a broken formula.)		
For contracts that have expired, on the detail pages, how do we want to show this? We could format the row in italics, hide the detail below, and add legend notes at the bottom of the page so that we can track what happened. Maybe create a separate sheet that explains how we moved unexpended funds and the date that it was done – journal entry style.		
What about changing the tab naming format so that we use the Activity # instead of the full name? That would shorten things up so that all the tabs would fit on one page (and train the Committee with the activity numbers).		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review the "holding account" method that we used with Linn-Benton Community College Business Office. Should we have a "Reimbursable Revenue" line item?	Kristi	

<b>NEXT MEETING</b>	TBD
Will need to offer a couple of tentative meeting options and see what works best for the group.	
<b>MEETING ADJOURNED</b>	10:12am