

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

<b>MEETING COMMENCED</b>	8:30am, October 21, 2016 LBCC Luckiamute Building, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>WORK GROUP MEMBERS PRESENT</b>	Mary McKay, LeAnne Trask
<b>VERSION</b>	Final

## Agenda topics

<b>DISCUSSION ITEM</b>	Review of Financial Updates
<p>The Board Summary has current revenue for the first time in a long time, but Linn-Benton Community College didn't get the Coordination funds (\$24K) drawn-down, even though we requested it to happen. The monies will appear in next month's draw-down.</p>	
<p>Kindergarten Partnership &amp; Innovation (KPI) requests for payment have started to come in for the summer programming that they held. Other requests for payment should be coming in in the next few months.</p>	
<p>The spreadsheets are looking great, and over this next month we will be working to get all of the contracts included.</p>	
<p>The IHN-CCO funding is still being paid down, and we are working on two more projects with them at this point: an annual report and a template for our monthly Coordinator reports.</p>	
<p>The other half of the IHN-CCO funding is for the Pollywog project, and we just discovered that none of it can be rolled over. The money is all earmarked, just not spend yet.</p>	
<p>We are also going to roll out 12 START trainings in the next year, and we are projecting that there will be a large increase in referrals to ESD. We know that ESD is over-taxed, and we will want to work with them to help find more funding to increase ESD's capacity.</p>	
<p>There were a lot of expenses against the Coordination Funds this month, but the Conference funding was a large portion of that.</p>	
<p>There was also a correction to the Focused Child Care Network for a \$996 from back in March to correct an error that occurred.</p>	
<p>We are also looking at adjusting our bookkeeping to better reflect WHEN spending items arrive versus WHEN they are paid by Linn-Benton Community College. It makes our reports look like we are underspending and it makes people nervous.</p>	

<b>DISCUSSION ITEM</b>	Meeting Schedule
<p>We need to switch our schedule so that we are meeting when we can review the quarterly contracts.</p>	
<b>CONCLUSIONS</b>	
<p>We will put together a proposal and post it on Basecamp.</p>	

<b>NEXT MEETING</b>	Tuesday, November 29, 2016
<p>Will be discussing future meeting schedules at the next meeting.</p>	
<b>MEETING ADJOURNED</b>	9:05am

