

**4Cs Board Meeting
September 27, 2011
Minutes**

Board Present: Renee Whitlock-Hemsouhahn, Wendy Sewell, Katie Pierce, Urmi Shende, Craig Schwartz, Bob Sayers, David Garcia, Ari Hauptman, David Wattell, and Christina Curry

Board Absent: Marcos Suarez, Jocelyn Chapman

Board on Leave of Absence: Jo McCormick

Staff: Melanie Dodson, Maya Labourdette, and Mira Wonderwheel

Meeting Started at 6:02 and all read the mission statement aloud.

Agenda: M/Pierce S/Sayers – All Approve, 0 Nay, 0 Abstain.

Notes from last board meeting: No comments.

Executive Committee Report (Renee) :

- Met in August.
- ED Evaluation in process.
- Holiday party – Melanie brought idea back to Management Team and feedback is that folks liked what happened last year. Also, there is some motivation to have a bbq or park get together next spring or summer.
- Time reminders for adhering to meeting agenda items.

Executive Director Report:

- Survey from last month's board agenda action items all passed.
- Hiring a fiscal specialist for center paperwork in the office.
- Client Services Director is also in the hiring process. Hopeful to have hired by Nov. 1, 2011.
- Working with OD Masters students from Sonoma State to work with the ECES staff in the office. Updating policy and procedure manuals. Just got approval from teacher to take on 4Cs as a project.
- Staff appreciation lunch from management team on Oct. 20.
- Gary Hochman provided a Leadership through Change workshop for Managers and Site Supervisors.
- R&R Network Statewide Raffle - \$1.00 per ticket.
- 4Cs was a sponsor of the back to school special in the Press Democrat.
- Child Care Planning Council 2010-1015 Building Blocks for the future plan is released. Bob asked Melanie to send a link to the board.

Personnel Nominating Committee:

- Recruiting new board members.
- Jo McCormick has asked for a leave of absence from the 4Cs Board of Directors.

Finance Committee Report (David & Maya):

- Finance Committee met last Thursday and has five members of which three were present. The Board gave to the Finance Committee the ability to approve the budget through the Finance Committee rather than at the full board meeting.
- The Finance Committee thoroughly reviewed this year's agency budget. Two areas of interest are center earnings and voucher program augmentation.
- Reviewed Financial Handouts – determined that 4Cs has put together a
- All office staff will have ten furlough days this fiscal year.
- 8.5 FTE reductions in office
- 2 centers closed including reductions in staff, due to reductions in center contracts.
- Loss in \$2,500 in R&R.
- CHN has gains.
- VP has plugged in a \$500,000 augmentation in Stage 2, there is a projected need of \$1,000,000. This is an area that will be closely monitored and reported to Finance and the Board.
- Center budget is balanced to the penny with fully earning the contracts and family fees. This is an area that will be closely monitored and reported to Finance and the Board. 4Cs has center reserve of \$160,000.
- You can see the difference in income from FY 10-11 and FY 11-12.
- Questions? No.
- Melanie commended Maya for her work in preparing the agency FY 11-12 Budget.
- **Motion to accept the recommendation of approval of the FY 11-12 Budget by the Finance Committee. M/Sayers, S/Sewell All approve – 0 nay, 0 abstain.**
- Renee thanked the Finance Committee for their work in reviewing the budget.
- Maya announced that the final FY 10-11 audit is currently in process.
- FY 10-11 Budget is looking like it will close well at \$19,000 into net assets reserved. This is draft at this point. Expenses were \$5,000 off from original budget projections.
- Craig asked how often we are audited. Melanie explained that annually, we have an independent auditor review the entire agency once in the spring and fall. On a rotating schedule, the state has reviewers look at different departments.
- Melanie and Maya reviewed the agency's internal control systems.

Development Committee (Bob & Mira):

- Champions for Children – Nov. 3, 2011
- The Symptomatics & Spaghetti Cook Off – Oct. 8, 2011

- Day of Caring – a big success. Projects at HCDC and Sonoma CDC.
- HAF Grant – In process.
- Chambers Mixers

Closed Session of the Executive Director and Board Members began at 7:05 pm.