



Finance Committee Minutes

March 28, 2024

Attending: Daniel Blevins, Interim Board Chair; Shawna Pruitt, Policy Council Chair; Jessica Turcotte, Policy Council Treasurer, Rich Polkinghorn, Board Member; Freddy Gonzalez, Executive Director; Collice Martens, Finance Director

Meeting began: 4:08 pm.

1. Review & Approve Agenda
Approved
2. Review & Approve Minutes
Approved
3. Directors Report
Reviewed with no questions.
4. Balance Sheet Comparative YTD – 3 Month Glance 01312024
If there are any questions on this or any report, please reach out to Collice.
Reviewed with no questions.
5. Monthly Revenue and SOFE – All Active Funds 3 Month Glance 01312024
KUDOS from Rich to Finance providing such details and managing funds between two states (Oregon and Washington) and the Federal Government.
Reviewed with no questions.
6. Statement of R&E with Budget – FY2023-24 through 01312024
Daniel reported reason Total Training was over budget. Explained high turnover during and post Covid lead to new staff were not adequately trained. Understanding the need for training which had fallen behind.
Reviewed with no questions.
7. January 2024 Visa Board Report
Reviewed with no questions.
8. 22-23 HS-EHS YTD with PREV YR budget 01312024
Freddy explained while being short staffed, this allowed being able to go over budget in certain areas such as Training and Repair and Maintenance in Transportation.
Reviewed with no questions.
9. 23-24 HS-EHS YTD with CURRENT YR budget 01312024

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Collice made a note to get more information on why Total Professional Services was over budget. There wasn't an explanatory note.

10. 23-24 OPK-OPKPT with Budget 01312024

Year to Date is labeled as ALL in the dark gray.

Freddy explained this has the highest Administrative percentage due to closed classrooms and few classrooms are funded.

Rich mentioned being used to seeing future projections. Can discuss during separate meeting with Collice.

This includes Oregon Pre-Kindergarten (OPK) bus services (Transportation) whereas Washington Early Childhood Education and Assistance Program (ECEAP) program does not.

Report reviewed with no questions.

11. 23-24 ECEAP-Early ECEAP with Budget 01312024

One time cost of infant/toddler evacuation cribs for the Early ECEAP program.

Collice made note to look into Software Support-over budget.

Travel includes sending parents to Training in Washington.

Report reviewed with no questions.

12. 23-24 USDA – OR & WA 3 Month Glance 01312024.

This report is a combination of Oregon & Washington.

Total Functional Expenses will start to increase with opening additional classrooms, but funding will increase also. USDA does not allow Administrative expenses.

Report reviewed with no questions.

Open Discussion: Collice stressed she would appreciate all questions and is receptive to new reporting styles.

Adjourn: 5:05 pm.