**TOPIC** | **SUMMARY**
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Desired Outcomes / Agreements Reached | Detailed discussion of the function and responsibilities of the Finance subcommittee. Clear understanding of roles and function by new members ensued. Reviewed HS; EHS; CCP 1 and CCP2 Budgets vs. Actuals Monitoring Reports and Credit Card Reports for November 2019. Explained the change in Credit Card report to reflect only expenditures incurred for the Head Start/Early Head Start programs, excluding expenditures for State programs. This was a recommendation of the Fiscal Reviewer during the Self-Assessment.

Next Steps | Members of Fiscal Sub-committee will do the Fiscal report to the PC starting March 2020.

Meeting Evaluation | **Plus**
| 3 members of the Fiscal Sub-com were present and showed enthusiasm in the committee. | **Deltas**
| 2 members of the Fiscal Sub-com were absent. |