Nominal Group Technique

Budget meeting QI Brainstorming Ideas R/T top two identified

Reports – 8 votes

* Don’t know how much money left in cost center (accuracy some)

Have staff figure their average time in the grant (standard form/formul)

NN reports-staff time only

Program excel workbooks

Double check Patti’s work

* ~~Time documents received from Patti~~
* Timing – when things (expenses) get put into program budgets

Protocal guidelines by account clerk. Receipts turned in by date/time.

Make staff aware of time when close is (Patti’s timeline).

Have receipts due before close

* Non- Standardized distribution of budgets (time of month)

3-5 day ”buffer zone”

Standardize date for budget meetings

Make staff aware of time when close is (Patti’s timeline).

Have receipts due before close

* ~~Reports not in on time – have to cancel mtgs~~
* Reports 1 months behind (sheets from Patti)

Keep track of expenses (such as conference fees etc.) Hooked to program excel workbooks

Figure out hours in budget between end of close & meeting with LC/CM

Run NN (Marta NN)

Staff education/Leadership

Leadership – 8 votes

* Unsure of expectation or agenda of budget meeting

Budget mtg. template

Timeline

Standard list of what each person brings to budget mtg.

* Not everyone knows how to use reports in NN to prep for meetings

One page NN instructions for use in prepping for budget

Everyone schedule time w/Marta to gain knowledge

Staff training/practice (self reliant)

* Wrong cost center for program actually doing – NN – staff understanding

More descriptive activities (increase)

Quick list of which CC’s someone typically uses (top 3)

NN cheat sheets

Cost center specific to overarching programs (i.e. car seat w/ PNCC)

* Not involved in the beginning of budgeting process

Staff to evaluate expenses. Potential needs for upcoming

Program meet to plan prior to budget beginning

Mid-year “extended” mtg./recap from previous year to plan upcoming year.

Prior budget year review.

* Follow-up with previous issues/discussion

Start taking meeting minutes

Template/ on-going form/list