



Child Care Planning Council of Sonoma County
DRAFT Meeting Minutes
August 1, 2014
 SCOE, Santa Rosa

Meeting Minutes Approved on September 5, 2014

Members Present: Carrie Anabo, Teri Clark, Melanie Dodson, Becky Hachmyer, Susan Harvey, Amy Howder-Thompson, Jynx Lopez, Noel Mitchell, Teri Porter, Cheryl Scholar, Marianne Schwarz-Kesling, Heather Sweet-Krikac, Margie Vondrak, Katie Welch, Terry Ziegler, and Stephen Zollman

Members Notified Absent: Chiara Bacigalupa, Debbie Blanton, Elisabeth Chicoine, John Eberly, Kathy Kelly, Tammy Larimore, Gloria Leifried, Debb Reece, and Cathy Vaughn

Members Absent: Angela Cuellar, Missy Danneberg, and Kellie Noe

Advisors Present: none

Guests Present: Soledad Cardona, Jennifer Lyle, Ulla Mast, Gislene Mertle, John Paul, Patricia Rendon, Katie Sanchez, Lorie Siebler, and Megan Sirna

Staff Present: Carol Simmons, Susy Marrón and Kathy Parnay

Agenda Item	Discussion	Action	Follow-Up
Call to Order	Co-Chair Melanie Dodson led the meeting with introductions.	Meeting was called to order by Co-Chair Melanie Dodson at 9:05am.	
Approval of Agenda	Melanie Dodson announced that, since the Membership Committee was unable to meet prior to today's meeting, the new membership applications, section B from agenda item #7 – Membership Committee, will be removed from today's agenda.	Teri Clark moved to accept the agenda with the revision to agenda item #7. Terry Ziegler seconded. Motion carried	
Hot Topic – Committee Action Plans	<p>Committee Action Plans</p> <p>Melanie Dodson invited each committee to present their action plan for 2014-2015 for Council approval. Each committee's action plan was included in the agenda packet.</p> <p>a. Public Policy Committee</p> <p>Rebecca Hachmyer reviewed the committee's three major</p>		

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	<p>strategies:</p> <ul style="list-style-type: none"> (1) Keep informed on relevant policy by establishing mechanisms for gathering information (2) Craft, or collaborate, on a message in response to relevant policy (3) Work on disseminating information and/or a message about relevant policies <p>Melanie Dodson asked if the committee will be using the Advocacy Protocols already approved by the Council. Discussion was had about the protocol for developing committee priorities. Becky Hachmyer noted that they plan on following the current Advocacy Protocols.</p> <p>b. Public Relations Committee</p> <p>Marianne Schwarz-Kesling reviewed the committee' goals:</p> <ul style="list-style-type: none"> (1) Create a list of stakeholders and partners and brainstorm outreach methods (2) Help shape the future Child Care Plan and, potentially, the Needs Assessment (3) Plan a community event <p>The committee will not be crafting new messages, but changing existing language to reach specific stakeholders. They will be focusing on specific information and non-urgent actions.</p> <p>Stephen Zollman will be sitting on both the Public Policy and Public Relations Committees to provide a link between the two committees.</p> <p>Terry Ziegler suggested they target child care providers because they are underrepresented.</p> <p>Marianne Schwarz-Kesling requested that they change the</p>	<p>a. Carrie Anabo moved to approve the Public Policy Committee's Action Plan. Susan Harvey seconded. Motion carried.</p>	

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	<p>committee's name to Community Relations. All present agreed.</p> <p>Marianne Schwarz-Kesling asked if it would be a good idea for the committee to host an event during The Week of the Young Child (WOYC). It was suggested that, instead of hosting an event, they may want to consider taking advantage of the events already happening that week in order to create an intentional presence.</p> <p>Discussion was had about the type of future event to host (several small or one large gathering). Carol Simmons suggested that hosting an event in April, but not the same week as WOYC, would be an option. She noted that CCPC has had success in the past attracting diverse community representatives to the table at large events. Noel Mitchel mentioned that small strategic meetings might have more of an effect. Jynx Lopez suggested that they work with READY.</p> <p>Melanie Dodson asked all the committees to please revise their plans to include a connection between their actions and CCPC's Strategic Plan.</p> <p>c. Professional Development Committee Teri Clark reviewed the committee's goals:</p> <ol style="list-style-type: none"> (1) Follow up on the 2014 Training Needs Assessment (2) Identify provider training needs for 2015-2016 (3) Support the Early Learners Conference (4) Explore the role of CCPC in disseminating the information on ECE Competencies (5) Complete the Social Emotional Flier <p>Discussion was had about the need for more online trainings for providers. It was noted the importance of having more trainings available on 4Cs' Community Training Calendar.</p>	<p>b. Susan Harvey moved to approve the Community Relations Committee's Action Plan. Noel Mitchel seconded. Motion carried.</p> <p>c. Heather Sweet-Krikac moved to approve the Professional Development Committee's Action Plan. Katie Welch seconded.</p>	

Agenda Item	Discussion	Action	Follow-Up
	<p>Terry Ziegler requested that CARES Plus help advertise 4Cs' Community Training Calendar.</p> <p>d. Week of the Young Child Committee Terry Ziegler explained that the committee has not had time to meet yet. They will bring their action plan to the full Council next month.</p> <p>e. Executive Committee Margie Vondrak reviewed the committee's action plan:</p> <ul style="list-style-type: none"> (1) Solicit Hot Topic suggestions (2) Ensure timely inclusion of broad range critical issues in Hot topics/Public Policy discussions (3) Develop response to proposed budget cuts with funding priorities (4) Engage with Upstream/economic policies (5) Promote the Child Care Plan (6) Hold CCPC meetings (7) Administer workforce development and quality improvement programs (8) Collaborate with partners to do a second ECE workforce survey (9) Review and make recommendations regarding diverse membership (10) Assess CCPC's breadth and scope of work <p>Stephen Zollman asked when the issues around Next Generation Funding will be addressed. Margie Vondrak indicated that the topic will be discussed at our September Council meeting.</p>	<p>Motion carried.</p> <p>e. Teri Clark moved to approve the Executive Committee's Action Plan. Carrie Anabo seconded Motion carried.</p>	<p>WOYC Committee will present their action plan at the September Council meeting.</p>
Consent Calendar	<p>Consent Calendar</p> <ul style="list-style-type: none"> • CCPC Meeting Minutes of June 6, 2014 	<p>The Consent Calendar was approved by unanimous consent.</p>	
Executive Committee Report	<p>Executive Committee Report</p> <p>a. CCPC Annual Evaluation Report</p>		

Agenda Item	Discussion	Action	Follow-Up
	<p>Jynx Lopez shared that only about half of Council members completed the survey. Amy Howder-Thompson suggested that the survey be available during the Council retreat.</p> <p>• Summary Jynx Lopez presented the key issues that were identified from the survey and actions to be taken.</p> <ol style="list-style-type: none"> 1) Diverse membership <i>Action – to Executive Committee Action Plan for follow-up</i> 2) Committee processes and protocols needs clarification <i>Action – Newly proposed draft Protocol will address issue</i> 3) New member support <i>Action – to Membership Committee for follow-up</i> 4) CCPC meeting issues: committee reports, feedback forms, amount of content on agenda, follow-up on issues presented/discussed, meeting facilitation and diverse opinions, field trips and hot topics. <i>Action – to Executive Committee Action Plan for follow-up</i> 5) Re-consider breadth and scope of CCPC activities versus focus <i>Action – to Executive Committee Action Plan for follow-up</i> <p>• Hot Topics Survey Jynx Lopez indicated that members can still access the Hot Topic survey until August 4th. The results will be reviewed at the next Executive Committee meeting and then brought to the September Council meeting.</p> <p>b. Executive Committee Protocols Jynx Lopez reviewed the protocols that will be brought to the full Council for approval next month.</p> <p>• New Ad Hoc Committee Protocol</p>		

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	<p>Discussion was had about #4 of the protocol, the requirement for draft action plans to go to the Executive Committee for review prior to the full Council. It was suggested to remove the requirement that they must be submitted to the Executive Committee first before going to the full Council for approval.</p> <ul style="list-style-type: none"> • Decision-Making Responsibilities No comments heard. • EC Guidelines It was noted that #4 - Advocacy for Funding, 4th bullet, “CCPC advocacy for any particular program does not mean that the CCPC advocates for reductions to any other child care program” is very important and we may not always be conscious of that. <p>c. Proposed revision to Bylaws No comments heard.</p> <p>d. Board of Supervisors meeting video clip Carol Simmons shared about her experience going before the Board for the annual approval of the Zip Code Priorities. At the meeting, Supervisor Zane addressed the child care issues facing Sonoma county and requested that the Human Services Department provide a response about addressing the ECE funding gap in a few months.</p> <p>Discussion was had about how to engage stakeholders.</p>		
Child Care Trends	<p>Child Care Trends Lorie Siebler reviewed the Child Care Trends graphs. She highlighted the following:</p>		

Agenda Item	Discussion	Action	Follow-Up
	<p>(1) There is a huge gap between available spaces and child care demand</p> <p>(2) Not all programs are able to maximize their capacity due to barriers of access</p> <p>(3) Child care subsidy slots increased somewhat in 2014, however, the numbers of children eligible for slots increased significantly.</p> <p>(4) Cost of care continues to rise, especially in Centers</p> <p>(5) The demand for after school care has increased significantly in the last 10 years.</p> <p>Discussion was had about the reasons why FCC providers have been forced to close their doors despite the need for more child care programs. It was noted that most of the demand for child care is for families who can't afford it or do not have access to the available spaces.</p> <p>Discussion was had about the barriers to accessing available space and the inclusion of license exempt programs being reported.</p>		
Membership Committee	<p>a. Resignations - Elisabeth Chicoine, John Eberly, and Tammy Larimore</p> <p>b. Member Applications – Megan Sirna, Ulla Mast, Manisha Gupta, John Paul, Lisa Grocott, and Yolanda Garcia</p> <p>This item was tabled until next month.</p>	<p>a. Marianne Schwarz-Kesling moved to regretfully accept the resignations of Elisabeth Chicoine, John Eberly, and Tammy Larimore. Amy Howder-Thompson seconded. Motion carried.</p>	
Coordinator Report	<p>Coordinator Report:</p> <p>a. Written Report</p> <p>Carol Simmons noted that her report was emailed to all members prior to the meeting.</p> <p>b. Voluntary Temporary Transfer of Funds</p>		

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	<p>Carol Simmons noted that the full annual VTT report was emailed to all members prior to the meeting. This year, the program helped keep almost \$200,000 in the county.</p> <p>c. Sonoma County Fair 8/1/14 Carol Simmons shared our success at manning the SCOE booth at the fair, although very few people visited the SCOE table.</p>		
Public Policy Issues Update	<p>Melanie Dodson indicated that the Council will be continuing our work with the Board of Supervisors on Next Generation Funding, in addition to developing responses to Shirley Zane’s comments.</p> <p>She further shared that the State budget was signed. There will be an increase to State funded programs and a small increase to the Regional Market Rate that won’t be seen until January. Preschool fees are gone.</p> <p>Susan Harvey shared that there is a cap to the sales tax (9 ½ or 10%). This will be a problem for agencies hoping to receive additional funding through the addition of a sales tax initiative.</p>		
		<p>Melanie Dodson asked those present if they would like to stay a few extra minutes in order to address the last items on the agenda. All present agreed to stay.</p>	
Member Announcements	<p>Terry Ziegler shared that the 1st of month is the busiest time for child care programs. She asked if our meetings could be changed to another time of the month. She also announced that she recently received another First 5 mini-grant for playground improvements.</p> <p>Noel Mitchel shared that the Coast Guard is 224 years old today.</p> <p>Katie Welch announced that the Boys and Girls Club is hiring.</p>		

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	<p>Melanie Dodson shared that 4Cs is having trouble finding permitted teachers for their state funded preschools.</p>		
Public Comment	<p>Gislene Mertle passed out information on Child Support Services. She explained that they help families receive child support, including the provision of legal services. Next Tuesday, in honor of Child Support Awareness Month, they will be presenting at the Board of Supervisors.</p> <p>Jennifer Lyle offered to make presentations to groups on lead poisoning and awareness.</p>		
Adjournment		<p>Meeting adjourned at 11:11am by unanimous consent.</p>	



**Child Care Planning Council of Sonoma County
DRAFT MEETING MINUTES**

September 5, 2014
SCOE, Santa Rosa

Meeting Minutes Approved on October 3, 2014

Members Present: Carrie Anabo, Chiara Bacigalupa, Debbie Blanton, Teri Clark, Angela Cuellar, Missy Danneberg, Melanie Dodson, Becky Hachmyer, Susan Harvey, Kathy Kelly, Gloria Leifried, Jynx Lopez, Teri Porter, Debb Reece, Cheryl Scholar, Marianne Schwarz-Kesling, Cathy Vaughn, Margie Vondrak, Katie Welch, and Terry Ziegler

Members Notified Absent: Amy Howder-Thompson, Heather Sweet-Krikac, Noel Mitchell and Stephen Zollman

Members Absent: Kellie Noe

Advisors Present: Lara Magnusdottir

Guests Present: Leah Benz, Soledad Cardona, Allison Goodwin, Marjorie Lear, Ulla Mast, John Paul, Gail Ralls, and Megan Sirna

Facilitator Present: Gary Hochman

Staff Present: Carol Simmons and Susy Marrón

Agenda Item	Discussion	Action	Follow-Up
1. Call to order; Introductions, Inspiration		Meeting was called to order by Co-Chair Jynx Lopez at 8:45am.	
2. Approval of/Revisions to Agenda	Agreement on topics for meeting.	Agenda approved as submitted by unanimous consent.	
3. Hot Topic – CCPC Role in ECE Investments	<p>Decide “How should CCPC participate in ECE investment strategies?”</p> <p>Jynx Lopez provided an overview of the process and presented background information regarding the topic.</p> <p>Gary Hochman described the steps for small group discussions, including a review of the CCPC Values and Ethical Decision Making Guidelines, initial options and information from other</p>	<p>Cheryl Scholar arrived. Debb Reece departed.</p>	

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	<p>LPCs.</p> <p>Gary facilitated the small group discussions, report outs and identification of commonalities.</p> <p>Group 1 recommendations:</p> <ul style="list-style-type: none"> • Provide information on resources (not prioritized) • Comprehensive resource packet (develop criteria for what resources) • Expand Needs Assessment to include more “granular” info for local communities <p>Group 2 recommendations:</p> <ul style="list-style-type: none"> • Define/differentiate ECE and child care • Develop protocols • Create a community fund for identified communities to apply for funding • Provide information and resources to funders, e.g. Needs Assessment, EIR, Portrait of Sonoma, specific to their interest/request; in a consultative role; ensure a positive experience <p>Group 3 recommendations:</p> <ul style="list-style-type: none"> • Inform and educate investors about categories of needs/services: <ul style="list-style-type: none"> ○ Professional development ○ Facilities ○ Parent engagement ○ Special needs ○ Etc. • Use data from Upstream Investments, Portrait of 	<p>Susan Harvey arrived, and Angela Cuellar and Chiara Bacigalupa departed at 10:30.</p>	

Agenda Item	Discussion	Action	Follow-Up
	<p data-bbox="562 220 1234 250">Sonoma, EIR, Needs Assessment, Zip Code Priorities</p> <ul data-bbox="514 261 953 329" style="list-style-type: none"> <li data-bbox="514 261 953 290">• Link to Upstream Investments <li data-bbox="514 302 877 329">• List/links of ECE services <p data-bbox="466 367 825 396">Group 4 recommendations:</p> <ul data-bbox="514 407 1276 865" style="list-style-type: none"> <li data-bbox="514 407 663 435">• Inward: <ul data-bbox="611 446 1203 630" style="list-style-type: none"> <li data-bbox="611 446 1203 514">○ Data, alignment with Cradle to Career and Upstream (support CCPC members) <li data-bbox="611 526 1136 594">○ Identify and understand system-level investments <li data-bbox="611 605 926 633">○ Understand the field <li data-bbox="514 644 684 672">• Outward: <ul data-bbox="611 683 1276 865" style="list-style-type: none"> <li data-bbox="611 683 1276 751">○ Support investment in Upstream ECE programs, and/or <li data-bbox="611 763 1163 790">○ Your local preschool, child care, and/or <li data-bbox="611 802 1276 865">○ Vote on tax initiative (if and when) and support campaign (may shift based on audience) <p data-bbox="466 902 825 932">Group 5 recommendations:</p> <ul data-bbox="514 943 1283 1401" style="list-style-type: none"> <li data-bbox="514 943 1209 971">• Create investors webpage on CCPC site, including: <ul data-bbox="611 982 1283 1401" style="list-style-type: none"> <li data-bbox="611 982 1283 1086">○ Links to resource R&Rs, 211, Funders Roundtable, etc. for information about Sonoma County ECE agencies and programs <li data-bbox="611 1097 1199 1166">○ A CCPC agreed-upon list of recommended Sonoma County system-level investments <li data-bbox="611 1177 1276 1245">○ Identified high-need geographic areas, per First 5 Focus Areas, Portrait of Sonoma <li data-bbox="611 1256 1268 1360">○ Current messaging about investing in local neighborhood programs and being a champion for ECE <li data-bbox="611 1372 1194 1401">○ Potential future expansion to include ECE 		

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	<p>program wishes/needs; identified levels of what specific amounts of investments can “buy”</p> <ul style="list-style-type: none"> ○ Need to address how to do outreach and get web link to investors <p>Identified common recommendations:</p> <ul style="list-style-type: none"> ● Create a protocol for proactive and reactive activities, in consultative role (not providing recommendations) ● Develop a web-based resource “packet” with EIR, Needs Assessment, Portrait, Upstream, etc. (might also need some paper copies) <ul style="list-style-type: none"> ○ Identify categories of need: <ul style="list-style-type: none"> ▪ Geographic ▪ Topic ▪ System level ○ Provide equal access to all Sonoma County ECE programs through links to existing information and resource sources (R&Rs, 211, etc.) 	<p>Marianne Schwarz-Kesling moved to accept the identified common recommendations of CCPC involvement with ECE investment strategies. Terry Ziegler seconded. 15 in favor, 0 opposed, Terry Ziegler abstained.</p>	<p>Discussed need to form a Committee to develop the webpage, with full transparency and engagement of CCPC.</p>
<p>4. Consent Calendar</p> <ul style="list-style-type: none"> a. CCPC Meeting Minutes of 8/1/14 b. New Ad Hoc Committee Protocol c. Decision-Making Responsibilities d. EC Guidelines e. Bylaws 		<p>Consent calendar approved as submitted by unanimous consent.</p> <p>Teri Porter departed at 10:55.</p>	

Agenda Item	Discussion	Action	Follow-Up
5. Week of the Young Child Committee Action Plan	Terry Ziegler presented the WOYC Committee Action Plan. Carol Simmons mentioned that no Committee members were able to take on responsibility for the idea of doing WOYC flags, so that strategy has been removed from the action plan.	Teri Clark moved to approve the WOYC Action Plan as submitted. Cathy Vaughn seconded. Motion carried by unanimous vote.	
6. Membership Applications <ul style="list-style-type: none"> • Megan Sirna • Ulla Mast • John Paul • Soledad Cardona • Yolanda Garcia 	<p>Debbie Blanton explained that the Membership Committee did not have quorum, and was not able to meet, therefore these applications are coming forward to the full Council for consideration. Debbie proposed Public Agency Seats for Megan, Ulla, John and Yolanda, and Discretionary Seat for Soledad.</p> <p>Melanie Dodson asked if it has been CCPC practice to approve an applicant who has not yet attended a CCPC meeting. Carol Simmons replied that it has been done, in cases when the applicant is known to Council.</p>	Kathy Kelley moved to approve all 5 applicants as recommendations to Board of Supervisors and County Superintendent of Schools for appointment. Teri Clark seconded. Motion carried by unanimous vote.	
7. Public (non-members) Comment on non-agendized items/Member Announcement	<p>Marianne Schwarz-Kesling reported that she is looking for a clerical position for a client, for 10 hours per week. She is an ESL student whose primary language is Arabic.</p> <p>Cathy Vaughn announced the PACE Conference in October in Monterey.</p>		
8. Adjourn		Meeting adjourned at 11:10am by unanimous consent.	



**Child Care Planning Council of Sonoma County
DRAFT MEETING MINUTES**

October 3, 2014
SCOE, Santa Rosa

Meeting Minutes Approved on November 7, 2014

Members Present: Carrie Anabo, Debbie Blanton, Missy Danneberg, Melanie Dodson, Becky Hachmyer, Amy Howder-Thompson, Kathy Kelly, Gloria Leifried, Jynx Lopez, Noel Mitchell, Cheryl Scholar, Cathy Vaughn, Margie Vondrak, and Terry Ziegler

Members Pending Appointment Present: Soledad Cardona, Yolanda Garcia, Ulla Mast, John Paul and Megan Sirna

Members Notified Absent: Chiara Bacigalupa, Teri Clark, Susan Harvey, Kellie Noe, Debb Reece, Heather Sweet-Krikac, Katie Welch, and Stephen Zollman

Members Absent: Angela Cuellar, Teri Porter, Marianne Schwarz-Kesling

Advisors Present: Manisha Gupta and Lara Magnusdottir

Guests Present: Maria Banuelos, Leah Benz, Kacie Firmes, Allison Goodwin, Kim Milus, Karen Payne, Katie Sanchez

Consultant Present: Michelle Nilsson

Staff Present: Carol Simmons, Marjorie Lear, and Susy Marrón

Agenda Item	Discussion	Action	Follow-up
1. Call to order**; Introductions, Inspiration	Melanie shared some inspirational comments about the importance of voting, and introductions were made.	Co-Chair Melanie Dodson called the meeting to order at 9:04am.	
2. Approval of/Revisions to Agenda**		Agenda approved as submitted by unanimous consent.	
3. Consent Calendar** a. CCPC Meeting Minutes of 9/5/14		CCPC Meeting Minutes of 9/5/14 approved by unanimous consent.	
4. Hot Topic – Child Care Needs Assessment – Michelle Nilsson	Michelle Nilsson presented a summary of the draft 2014 Needs Assessment. Various suggestions for additions and revisions were made.		Any additional comments or suggested revisions may be submitted by email to Carol. Revised version

Agenda Item	Discussion	Action	Follow-up
			incorporating member suggestions will come back to November CCPC meeting for approval.
5. CARES and Gateway to Quality program reports	Susy Marrón provided an update to the membership on CCPC programs, including last year’s outcomes and this year’s status.		
		Carrie Anabo left the meeting.	
6. Executive Committee report <ul style="list-style-type: none"> a. Form ECE Investments Committee b. Report on Hot Topics planning c. Reschedule January meeting – mid-year training retreat? 	Jynx Lopez reported on the following issues: <ul style="list-style-type: none"> a. As follow-up to last CCPC meeting, we need to form an ECE Investments Ad Hoc Committee to draft a protocol and content for webpage b. Hot Topic survey results in packets. November will be Portrait of Sonoma, December will be Evidence-Based Practice in ECE c. First Friday in January is the 2nd, so we need to reschedule. Asked for interest in mid-year Retreat, ½ day perhaps a training? Possible topics – definition of ECE as a field (vs child care); do Committee work 	<ul style="list-style-type: none"> a. Volunteers for committee: Lara Magnusdottir and Amy Howder-Thompson c. Decided to reschedule January meeting to January 9th as a ½ day Retreat, 9:00-12:00! 	<ul style="list-style-type: none"> a. Carol will draft content, and contact Committee members in November. b. c. EC will bring further topic suggestions for January retreat to next CCPC meeting.

Agenda Item	Discussion	Action	Follow-up
<p>7. Membership Committee</p> <p>a. Applications**</p> <ul style="list-style-type: none"> • Lisa Grocott • Manisha Gupta <p>b. Committee recruitment</p>	<p>a. Debbie Blanton reported that the Membership Committee recommends that:</p> <ul style="list-style-type: none"> • Lisa Grocott be recommended for appointment by the Board of Supervisors and County Superintendent of Schools for a Discretionary Seat. • Manisha Gupta be appointed as an Advisor <p>Debbie asked for members to volunteer to be Buddies to new members.</p> <p>b. Debbie reported that Membership Committee could use some additional members, as it has had a very hard time making quorum for its meetings.</p> <p>c. Debbie reported that the terms of appointment for ½ the Membership will expire on December 31st, read the names of those whose terms will expire, and asked if any of those were not interested in being re-appointed.</p>	<p>a. Debbie Blanton moved that Lisa Grocott be recommended for a Discretionary Seat. Terry Ziegler seconded. Motion carried by unanimous vote in favor. Missy Danneberg moved that Manisha Gupta be appointed as an Advisor. Noel Mitchell seconded. Motion carried by unanimous vote in favor.</p> <p>Missy volunteered to be Yolanda’s Buddy. Cheryl volunteered to be Soledad’s Buddy.</p> <p>c. All members present whose terms are expiring indicated</p>	<p>c. Carol will check with members whose terms will be expiring who are not present.</p>

Agenda Item	Discussion	Action	Follow-up
		interest in being reappointed.	
8. Community Relations Committee a. Committee recruitment	Marianne Schwarz-Kesling asked that more people consider signing up to participate on this committee.		Carol will send out an email to further recruit for membership on the CR Committee.
9. Public Policy Issues	<p>Melanie Dodson shared that there was a recent meeting to collaborate with other counties on Children’s Funding Initiative efforts.</p> <p>Rebecca Hachmyer reported that the Public Policy Committee is working on tracking bills, and researching representatives’ websites, in order to be able to do letter-writing campaigns.</p> <p>Lara Magnusdottir reported on state bills signed: FCC no smoking, carbon monoxide detectors, Community Care Licensing fines for deaths, posting of CCL reports, paid sick days. Mandatory Kindergarten was vetoed. Also, there are pending Federal Block Grant regulatory changes.</p> <p>John Paul reported that Cash Aid grants will increase by 5% as of April 2015. He will bring more updated info next month.</p>		Lara will bring more information about Federal CDBG changes to next CCPC meeting.

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	<p>Yolanda reported that there is a Measure H on the ballot regarding Community Colleges. She also shared that the SRJC Call Building experienced a mainline water break, due belatedly, to the Napa earthquake.</p>		
10. Member Announcements	<p>Missy shared that the Evening of Honor will be on April 17th.</p> <p>Lara reported that, as part of the Cradle to Career Goal 1 Network efforts, 4Cs has launched a Facebook page for the ECE community (Sonoma County ECE Community) to serve as a hub for announcements and communications.</p> <p>Melanie Dodson reported that Champions for Children, the annual 4Cs recognition of community leaders and 4Cs fundraiser, is coming up on 11/13.</p> <p>Cathy Vaughn announced that the PACE conference is selling out, so people should register and book hotel rooms soon.</p>		
11. Public (non-members) Comment on non-agendized items	<p>Katie Schez announced that Verity is holding its annual benefit, An Evening of Enchantment, on 11/1.</p>		
12. Adjourn**		Meeting adjourned at 11:07 by unanimous consent.	



**Child Care Planning Council of Sonoma County
DRAFT MEETING MINUTES**

November 7, 2014
SCOE, Santa Rosa

Meeting Minutes Approved on December 5, 2014

Members Present: Carrie Anabo, Teri Clark, Melanie Dodson, Becky Hachmyer, Susan Harvey, Amy Howder-Thompson, Jynx Lopez, Noel Mitchell, Teri Porter, Debb Reece, Cheryl Scholar, Marianne Schwarz-Kesling, Cathy Vaughn, Katie Welch, and Terry Ziegler

Members Notified Absent: Chiara Bacigalupa, Debbie Blanton, Angela Cuellar, Missy Danneberg, Kathy Kelly, Gloria Leifried, Kellie Noe, Heather Sweet-Krikac, Margie Vondrak, and Stephen Zollman

Members Pending Appointment Present: Soledad Cardona, Lisa Grocott, Ulla Mast, John Paul and Megan Sirna

Advisors Present: Lara Magnusdottir

Presenter Present: Jen Lewis

Guests Present: Felila Ako, Judi Anderson, Michelle Eggert, Kacie Firmes, Lisa Frederickson, Kathryn Galea, Lizzy Jenkins, Gail Ralls, Stephanie Rice, Katie Sanchez

Consultant Present: Joanne Brion

Staff Present: Carol Simmons, Marjorie Lear, and Susy Marrón

Agenda Item	Discussion	Action	Follow-up
1. Call to order; Introductions, Inspiration	Introductions were made. Co-Chair Jynx Lopez shared an inspirational reading.	Co-Chair Jynx Lopez called the meeting to order at 9:00am.	
2. Approval of/Revisions to Agenda**		Agenda submitted as approved by unanimous consent.	
3. Consent Calendar** a. CCPC Meeting Minutes of 10/3/14		Consent Calendar approved as submitted by unanimous consent.	
4. Hot Topic – A Portrait of Sonoma – Jen Lewis, Sonoma County Health Department	Jen Lewis provided a presentation on the findings of A Portrait of Sonoma (APOS), followed by a question and answer session.	Debb Reece arrived at 9:05am. Marianne Schwarz-Kesling moved that CCPC pledge support of the APOS, including utilizing it in our	Will use APOS in our development of our next Child Care Plan.

Agenda Item	Discussion	Action	Follow-up
		<p>work. Motion seconded by Any Howder-Thompson. Approved by unanimous vote, with no opposition and no abstentions.</p>	
<p>5. Child Care Needs Assessment**</p>	<p>Joanne Brion, who assisted the consultant in the preparation of the Needs Assessment, presented the revisions made based on feedback at the last CCPC meeting.</p>	<p>Cheryl Scholar and Debb Reece left the meeting.</p> <p>Noel Mitchell moved to approve the final draft of the Needs Assessment as presented. Motion seconded by Cathy Vaughn. Motion carried by unanimous vote, with no opposition or abstentions.</p>	
<p>6. Executive Committee report</p> <p>a. January 9th meeting – mid-year training retreat</p>	<p>a. Co-Chair Melanie Dodson presented some ideas for topics for the mid-year Retreat, 9:00am-12:00pm: 1) one hour of Committee work time for Public Policy, Community Relations and Professional Development; rest of attendees join one of these? 2) Inspirational speaker; Leadership development; Strengthening Families; Lakeshore or Kaplan speaker; Mickey or Paul Porter. Group discussed options and other ideas: integrating community initiatives and info into CCPC work, Adverse Childhood Experiences Study (ACES).</p>	<p>a. Terry Ziegler made a motion that we have one hour of Committee work, and then a fun, inspirational speaker. Noel seconded the motion. Ayes – Terry Porter and Terry Ziegler; Nos – Teri Clark, Susan Harvey, Carrie Anabo, Katie Welch, Amy Howder-Thompson, Noel Mitchell, Becky Hachmyer, Marianne Schwarz-Kesling; Abstentions – none. Motion failed.</p>	<p>Melanie Dodson</p>

Agenda Item	Discussion	Action	Follow-up
<p>b. CCPC Annual Self-Review**</p>	<p>b. Melanie presented the annual self-review draft report regarding CCPC compliance for submission to CDE.</p>	<p>Becky Hachmyer made a motion that we have breakout sessions with a choice of one fun-inspirational speaker, and one informational-inspirational speaker, followed by Committee work session and then Committee report outs. Ayes – Terry Porter, Terry Ziegler; Teri Clark, Susan Harvey, Carrie Anabo, Katie Welch, Noel Mitchell, Becky Hachmyer, Marianne Schwarz-Kesling; Noes – none; Abstentions – Amy Howder-Thompson. Motion carried.</p> <p>b. Marianne Schwarz-Kesling made a motion to approve the Annual Self-Review as presented. Susan Harvey seconded. Motion carried unanimously.</p>	
<p>7. Membership Committee</p> <p>a. Resignations**</p> <ul style="list-style-type: none"> • Angela Cuellar 	<p>a. Terry Ziegler presented the member resignations.</p>	<p>a. Cathy Vaughn moved to regretfully accept the</p>	

Agenda Item	Discussion	Action	Follow-up
<ul style="list-style-type: none"> • Chiara Bacigalupa <p>b. CCPC meeting dates - Member poll results</p>	<p>b. Terry reported on the results of the member poll on meeting dates. Equal numbers of people could attend first and second Fridays, so Executive Committee feels we should keep meetings on first Friday as they have been for a long time.</p>	<p>resignations of Angela Cuellar and Chiara Bacigalupa. Marianne Schwarz-Kesling seconded. Motion carried unanimously.</p>	
<p>8. Finance Committee</p> <ul style="list-style-type: none"> • CLPC Projects and Activities Allocations** 	<p>Melanie presented the Finance Committee's recommendations regarding allocations for the CLPC Projects and Activities funds.</p>	<p>Cheryl Scholar returned to the meeting. Terry Ziegler moved to accept the allocations as recommended. Susan Harvey seconded. Motion carried unanimously.</p>	
<p>8. Community Relations Committee</p>	<p>Marianne Schwarz-Kesling provided an update on committee work, and asked for input on scheduling a community visioning and input event in April. Suggestions were to have it between April 20th and May 2nd, early morning, not a Monday. Other suggestions were to piggyback with Dia de los Niños on April 30th, do have the event at a library, and to offer child care. She welcomed any additional members to join the committee.</p>		
<p>9. Public Policy Issues</p>	<p>Becky Hachmyer reported on the Public Policy</p>		

Agenda Item	Discussion	Action	Follow-up
	<p>Committee’s work – they have a 2-pronged approach: researching local elected pet projects, and finding linkages to our work, and looking at our projects and exploring how to engage local electeds. They are exploring the idea of focusing on March, which is Social Work Month, and suggest a Hot Topic for that month on special populations in child care, with a panel of speakers addressing Crisis Nurseries, Veterans, CPS, etc.</p> <p>Carol Simmons shared that she has reached out to the Sonoma County Board of Supervisors, and that some Supervisors’ staff will attend CCPC meetings as they are able to.</p>		<p>Hot Topic suggestion will go to Executive Committee for consideration.</p>
<p>10. Member Announcements and Public (non-members) Comment on non-agendized items</p>	<p>Terry Ziegler asked WOYC Committee members to convene immediately after the meeting.</p> <p>Lara Magnusdottir reported that the VIP program is planning a tour on the Friday of Week of the Young Child, in collaboration with the Santa Rosa Chamber of Commerce. She also reported that 4Cs is applying for a grant for Parent Cafes and a Leadership Academy, and she welcomed any community partners.</p> <p>Ulla Mast reported that there is a local group of professionals meeting about utilizing the ACES information.</p> <p>Melanie Dodson shared that next Thursday is</p>	<p>Announcements, comments</p>	<p>Jynx Lopez</p>

Agenda Item	Discussion	Action	Follow-up
	<p>Champions for Children, which is sold out, but if anyone still really wants to go, please speak to her. She also reported that they are working with Santa Rosa Parks and Recreation Department, trying to find a way to be able to keep their Willow Creek preschool at the same site.</p> <p>Judi Anderson, Humboldt County LPC Coordinator, thanked the group for having her, and said that she appreciated seeing how we handle many of the same issues that they are looking at (QRIS, CTKS, Annual Self-Review, etc.)</p> <p>John Paul reported that there are legislative changes that will be effective in April allowing the Department to serve families with a drug-related felony with cash aid and child care.</p> <p>Megan Sirna reported on the READY Teams in Guerneville, Healdsburg, Petaluma's Old Adobe area and Santa Rosa, and encouraged community members to attend as guests.</p> <p>Jen Lyle reminded the group that she is available to make presentations regarding lead poisoning prevention, and that these poisonings are increasing.</p>		
12. Adjourn**		Meeting adjourned at 10:53am by unanimous consent.	



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY
MEETING MINUTES
 December 5, 2014
 SCOE, Santa Rosa

Meeting Minutes Approved on January 9, 2015

Members Present: Carrie Anabo, Debbie Blanton, Teri Clark, Missy Danneberg, Melanie Dodson, Becky Hachmyer, Amy Howder-Thompson, Kathy Kelly, Jynx Lopez, Ulla Mast, Noel Mitchell, John Paul, Cheryl Scholar, Marianne Schwarz-Kesling, Megan Sirna, Margie Vondrak, Katie Welch

Members Notified Absent: Soledad Cardona, Yolanda Garcia, Lisa Grocott, Susan Harvey, Gloria Leifried, Kellie Noe, Teri Porter, Heather Sweet-Krikac, Cathy Vaughn, Terry Ziegler and Stephen Zollman

Members Absent: Debb Reece

Advisors Present: Lara Magnusdottir and Manisha Gupta

Guests Present: Leah Benz, Kacie Firmes, Alice Hampton, Alfredo Perez, Lorie Siebler, Cathy Tsao

Staff Present: Carol Simmons, Marjorie Lear, and Susy Marrón

Agenda Item	Discussion	Action	Follow-up
1. Call to order; Introductions, Inspiration, Administration of Oaths	Introductions were made, and Melanie shared an inspirational reading . Carol Simmons administered Oaths of Office to new and re-appointed members who were present.	Co-Chair Melanie Dodson called the meeting to order at 9:04am.	
2. Approval of/Revisions to Agenda		Agenda approved as submitted by unanimous consent.	
3. Consent Calendar a. CCPC Meeting Minutes of 11/7/14	Approval of minutes removed from Consent Calendar, as Cheryl Scholar stated that she returned to the meeting before the Finance Committee item.	Cheryl Scholar moved to approve the CCPC Meeting Minutes of 11/7/14 with the correction of her return; Marianne Schwarz-Kesling seconded; approved by unanimous vote.	
4. Hot Topic – Quality Rating Improvement System –	Melanie Dodson provided an introduction and Carol Simmons provided an update on QRIS developments	Kathy Kelley arrived.	

Agenda Item	Discussion	Action	Follow-up
<p>“Quality Counts Sonoma”</p>	<p>and the decision that needs to be made today as to whether CCPC should submit LOI to be Fiscal Agent and/or Lead Agency for upcoming QRIS Block Grant funding.</p> <p>After discussion and questions and answers, a straw poll was taken regarding applying to fill each role, with 16 out of 17 members indicating favor for each.</p>	<p>Marianne Schwarz-Kesling moved that CCPC apply to be both LEA and Lead Agency. Carrie Anabo seconded. 15 members voted in favor, Teri Clark opposed, and Melanie Dodson abstained to conflict of interest. Motion carried.</p>	<p>Carol will complete and submit application for CCPC/SCOE to be Fiscal Agent and Lead Agency.</p>
<p>5. ECE Investments Protocol and webpage</p>	<p>Carol Simmons presented the draft ECE Investments documents, which were developed per CCPC direction. Lara Magnusdottir and Amy Howder-Thompson provided review and input. Members are asked to review carefully, and send any comments or suggestions to Carol and/or bring them to the next meeting.</p>		<p>Will vote at next meeting.</p>
<p>6. Executive Committee report</p> <ul style="list-style-type: none"> a. January 9th meeting – mid-year training retreat b. 2014-2015 CCPC Budgets revision** 	<ul style="list-style-type: none"> a. Jynx Lopez provided an update on mid-year Retreat: we have 2 presenters lined up – Ruth Fernandez, LPC Coordinator in Contra Costa County, who will speak about QRIS in Action, and Jon Bell from Lakeshore, who will present on Children’s Creativity. b. Jynx presented the draft budget revisions, correcting carry-over amounts for the CARES and Gateway to Quality contracts to the actual amounts (preliminary budget was based on projected carry-over amounts). 	<ul style="list-style-type: none"> a. Group decided that rather than 2 breakout sessions with presenters, we’ll extend the meeting to 8:30am-12:30pm, so everyone can attend both. b. Missy Danneberg moved to approve the 14-15 CCPC Budget Revisions as submitted. Noel Mitchell seconded. Motion carried by 	

Agenda Item	Discussion	Action	Follow-up
	<p>building relationships with elected officials.</p> <p>Lara Magnusdottir reported on the new state bill for Universal Preschool, the Sonoma County Board of Supervisors recent actions to move toward Universal Preschool, and the recent reauthorization of the Federal Child Care and Development Block Grant (CCDBG). The new CCDBG includes a lot of changes to policy that will effect child care here; California will need to submit its plans on implementation of the new policies by 7/1/15, and will engage in stakeholder input processes over the next 6 months. New policies relate to increased health and safety (licensing inspections frequency and to license-exempt providers, professional development and training requirements), more stability for families and children (12-month eligibility determination periods, pay for absences, graduated phase-out when over-income) and helping parents better understand child care choices (national hotline and website, electronically available licensing reports, family engagement).</p> <p>John Paul shared that CalWORKS changes will be in effect at the end of 2015, and will effect adults only; one change is that pregnant women with no other children will be eligible sooner.</p>		
<p>10. Member Announcements Public (non-members) Comment on non-agendized items Provider and Consumer Comments</p>	<p>Melanie Dodson shared that this is the last CCPC meeting for Advisor Lara Magnusdottir, who is moving to the Philippines for at least a year. The group shared its appreciation for Lara's participation and expertise, and wished her the best!</p> <p>Noel Mitchell shared that the Two Rock Coast Guard Child Development Center will be hiring for a new Training and Curriculum Specialist; she will send the job announcement to Carol to be included in the e-news. The group offered congratulations to Noel on</p>		

Agenda Item	Discussion	Action	Follow-up
	<p>her promotion to Director.</p> <p>Missy Danneberg reported that her SSU Leadership Class students who attended the last CCPC meeting were so impressed and felt very welcomed. Noel Mitchell thanked her for sending them, and said that it was great to have them. Missy also reported that she had some SSU Business students working with ECC on a cost analysis.</p> <p>Marianne Schwarz-Kesling pointed out that Provider and Consumer Input erroneously was omitted from the agenda. Melanie Dodson invited input from those representatives at this time as well.</p> <p>Melanie Dodson announced that 4Cs will be hiring for a new R&R Director, and Lorie Siebler announced that they will also be hiring for an entry level bilingual R&R Specialist.</p> <p>Becky Hachmyer asked where information can be found locally about indoor activities for children. Resources offered included the Family Life Magazine, and each city's websites. Also Coddington, Kindergyms, YMCA open swim.</p> <p>Marianne Schwarz-Kesling reported that CalWORKS students have reported recently that their child care co-pays are not affordable, sometimes at \$300-400 per month.</p> <p>John Paul reported that recently 2 CalWORKS families were offered jobs that then made them ineligible for any child care subsidy. One turned down employment.</p> <p>Ulla Mast reported that the new Minimum Wage</p>		<p>Carol will re-add the Provider and Consumer Input section to the agendas.</p>

Agenda Item	Discussion	Action	Follow-up
	<p>increases have led some still very low income individuals to no longer be eligible for MediCAL, and so with the cost of insurance, their overall net income is lower.</p> <p>Lorie Siebler and Melanie Dodson shared that State Budget hearings will be February through April, and are an important time for public input.</p>		
12. Adjourn**		Meeting adjourned at 10:55am by unanimous consent.	



**Child Care Planning Council of Sonoma County
MEETING MINUTES**

January 9, 2015
SCOE, Santa Rosa

The mission of the Child Care Planning Council of Sonoma County is to promote and plan for quality child care and development to convene and inspire the community through collaboration, leadership and advocacy for the benefit of all children (birth to 18), their families and Sonoma County.

Meeting Minutes Approved on February 6, 2015

Members Present: Carrie Anabo, Debbie Blanton, Teri Clark, Missy Danneberg, Melanie Dodson, Yolanda Garcia, Lisa Grocott, Becky Hachmyer, Kathy Kelly, Jynx Lopez, Ulla Mast, Noel Mitchell, John Paul, Teri Porter, Cheryl Scholar, Megan Sirna, Cathy Vaughn, Margie Vondrak,

Members Notified Absent: Soledad Cardona, Susan Harvey, Amy Howder-Thompson, Gloria Leifried, Kellie Noe, Debb Reece, Marianne Schwarz-Kesling, Heather Sweet-Krikac, Katie Welch, Terry Ziegler and Stephen Zollman

Advisors Present: Manisha Gupta

Guests Present: Leah Benz, Allison Goodwin, Susan Langer, Jason Riggs, Lorie Siebler, Michelle Whitman

Presenters Present: Jon Bell, Ruth Fernandez

Staff Present: Carol Simmons, Marjorie Lear, and Susy Marrón

Topic	Discussion	Action	Follow Up
1. Introductions, Inspiration	As a quorum was not present, introductions were made and Jynx Lopez, Co-Chair, shared an inspirational reading.		
2. Hot Topic – From S.T.E.M to S.T.E.A.M, Exploring a Child's Natural Curiosity & Creativity	Jon Bell, of Lakeshore Learning Materials, made a presentation on STEM and STEAM in early childhood education settings.		
3. Call to order		Quorum being reached, Co-Chair Jynx Lopez called the meeting to	

Topic	Discussion	Action	Follow Up
		order.	
4. Approval of/Revisions to Agenda**		Agenda approved as submitted by unanimous consent.	
5. Consent Calendar** a. CCPC Meeting Minutes of 12/5/14		Consent Calendar approved by unanimous consent.	
6. Hot Topic – QRIS in Action	Ruth Fernandez, LPC Coordinator, Contra Costa presented about pilot QRIS implementation successes and challenges.	Members departed – Yolanda Garcia, Teri Porter	
7. Committee Work Sessions	<p>Divided into work groups for Committees, with other members joining in, and then reported out at the end:</p> <ul style="list-style-type: none"> • Public Policy – working on 3 projects: 1) Develop and send tailored outreach letter to Sonoma County representatives, 2) Facilities development, 3) Plan and execute Social Work Hot Topic for March • Community Relations – decided to gather community input for Child Care Plan via survey instead of an event (may do an event with the launch of the new Plan). Group will plan via email – Ulla, Cheryl, Megan, Leah, Melanie, Margie • Professional Development – working on getting online training information to providers, flyer on ECE Competencies • WOYC – working on art displays and proclamations 	Members departed – Kathy Kelley Members arrived - Cheryl Scholar	
8. ECE Investments Protocol and webpage**		No longer having quorum, this action item was put on the table until the next meeting.	

Topic	Discussion	Action	Follow Up
<p>9. Executive Committee report</p> <ul style="list-style-type: none"> a. CARES 15-16 reductions b. Report from 1/8 meeting 	<p>Melanie Dodson reported:</p> <ul style="list-style-type: none"> a. On handout in packet there is information about budget shortfall of about \$120,000 for 15-16, and potential revisions that will be considered by Finance Committee at the end of January to develop recommendations to bring back to full Council for vote on 2/5. Asked if anyone would like to be notified of date of meeting, and encouraged anyone interested to attend. Jynx Lopez would like to be notified of date. b. At 1/8 meeting, Executive Committee began work on assessing the scope and breadth of CCPC, and on defining diversity for CCPC, and will bring recommendations to the full Council in April or May. 		
<p>10. Coordinator Report</p> <ul style="list-style-type: none"> a. Early Learners Conference update b. Miscellaneous 	<ul style="list-style-type: none"> a. We have received one more sponsorship for \$500 from Head Start, so we're looking like we may have enough funding. b. We are still in the process of providing further information to First 5 on our response to the RFQ for the Gateway to Quality Program. Hopefully we will hear back by the end of the month. c. Carol needs to administer the rest of the member oaths to the new and re-appointed members; arranged to do for those present immediately following the meeting. 		
<p>11. Public Policy Issues</p>	<p>Rebecca Hachmyer presented the Public Policy Update document she prepared on behalf of the Public Policy</p>		

Topic	Discussion	Action	Follow Up
	<p>Committee. She will create one of these each month. Members commented how helpful and valuable this summary was, and thanked Rebecca for her efforts. Discussion points included: how and whether to make some of this information available on our website; suggestion to add Board of Supervisors to list of local representatives.</p>		
<p>12. Child Care Consumers/Child Care Providers Input</p>	<p>Missy Danneberg commented that Quality Improvement is being talked about a lot in the field.</p> <p>Rebecca Hachmyer commented that she was surprised that Contra Costa was not publishing their QRIS ratings, as we have talked about how important the consumer education component is. Others felt that it is a work in progress, and that publication of scores will likely be addressed further along in the implementation.</p> <p>Melanie Dodson shared how frustrating and stressful the process of researching Kindergarten options has been, with many schools providing inadequate support and information. Susy Marron mentioned that teachers often do not provide a supportive way to visit and observe classrooms, but want you to work as a volunteer. Ulla Mast mentioned how much harder this is if this is not your native country and English is not your native language. Allison Goodwin mentioned that the packets mailed by 4Cs to families about Kindergarten is very helpful. Missy Danneberg asked if the packet could be shared in our newsletters.</p> <p>John Paul mentioned the similar challenges of choosing</p>		

Topic	Discussion	Action	Follow Up
	preschools, and the lack of potential customer appreciation by programs that already have waiting lists.		
13. Member Announcements	None heard.		
14. Public (non-members) Comment on non-agendized items	None heard.		
15. Adjourn**		Meeting adjourned at 12:24.	



MEETING MINUTES
 February 6, 2015
 SCOE

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

Meeting minutes approved on March 6, 2015

Members Present: Carrie Anabo, Debbie Blanton, Soledad Cardona, Missy Danneberg, Lisa Grocott, Becky Hachmyer, Susan Harvey, Kathy Kelly, Ulla Mast, John Paul, Cheryl Scholar, Megan Sirna, Cathy Vaughn, Margie Vondrak, and Terry Ziegler

Members Notified Absent: Teri Clark, Melanie Dodson, Yolanda Garcia, Amy Howder-Thompson, Gloria Leifried, Jynx Lopez, Noel Mitchell, Kellie Noe, Teri Porter, Marianne Schwarz-Kesling, Heather Sweet-Krikac, Katie Welch, and Stephen Zollman

Members Absent: Debb Reece

Advisors Present: Manisha Gupta

Guests Present: Leah Benz, Ericka Erickson, Allison Goodwin, Jason Riggs, Lorie Siebler, Cathy Tsao, Liana Unger

Presenters Present: Joni Thatcher

Staff Present: Carol Simmons, Marjorie Lear, and Susy Marrón

Topic	Discussion	Action/Follow-Up
1. Introductions, Inspiration	Lacking quorum, Chair-Elect Kathy Kelly began the meeting with introductions and an inspirational reading.	
2. Hot Topic – Evidence-Based Practice in ECE	Megan Sirna, Joni Thatcher and Carol Simmons made a presentation about components and continuum of Evidence Based (or Informed) Practice (EBP), historical EBP in ECE, current ECE programs on the Upstream Portfolio in Sonoma County, CCPC programs on the Portfolio, and challenges and opportunities regarding EBP in ECE. Members shared thoughts and perspectives.	Cheryl Scholar, Lisa Grocott and Rebecca Hachmyer arrived.
3. Call to order		Quorum reached, Chair Elect Kathy Kelly called the meeting to order at 9:55 am.
4. Approval of/Revisions to	Kathy Kelley requested an addition to the agenda, of Member Resignations to Coordinator Report.	Debbie Blanton moved to accept the agenda with the additional requested;

Topic	Discussion	Action/Follow-Up
Agenda**		Lisa Grocott seconded; motion carried unanimously.
5. Consent Calendar** a. CCPC Meeting Minutes of 1/9/15 b. ECE Investments Protocol and webpage		Margie Vondrak moved to accept the Consent Calendar; Ulla Mast seconded; motion carried unanimously.
6. Finance Committee a. CARES 15-16 recommendations** b. 14-15 Budget <ul style="list-style-type: none"> • Indirect • CTKS allocations • CLPC Projects and Activities funds 	a. Treasurer/Finance Chair Margie Vondrak reported on Finance Committee recommendations regarding revisions for 15-16. She reviewed the documents in the packet, including the list of recommended reductions and additional reduction options, as well as the background documents on the AB212 program and pros/cons of that program. Margie said that due to the complexity of the issue, she recommends that the issue be sent back to Executive and Finance Committee for a more completed set of recommendations. Discussion points included: <ul style="list-style-type: none"> • Missy Danneberg commented that these are important decisions, and that many AB212 funded CCPC members were not present. • Ulla Mast asked for clarification of CARES vs AB212 • Terry Ziegler asked if we capped enrollment, who would get in? Carol responded that staff suggests we could accept all applications, with clear information that not all may be accepted, and at the enrollment deadline, approve first any Component B (unit-bearing coursework) applicants. • Missy Danneberg commented that the EESD Contractors Collaborative (AB212 eligible programs) had suggested last year that the Professional Development Program could be 	

Topic	Discussion	Action/Follow-Up
	<p>simplified to provide some joint trainings, to minimize staff workload.</p> <ul style="list-style-type: none"> • Terry Ziegler suggested that reductions be made to degree-attainment and keep funding higher for more entry level participants, to keep them coming into the program • Becky Hachmyer suggested that we do some fundraising to address the shortage • Susan Harvey commented that she would rather see us keep this good, evidence-based program going, and not cap enrollment; she would rather we decreased bonuses and kept enrollment high • Cathy Vaughn asked if it was possible we could get some more funding for this program from Upstream Investments or First 5? Leah Benz of First 5 replied that no, there is no additional funding, and that Alfredo Perez would suggest that we cap enrollment. Leah also mentioned that changes would need to be approved by First 5 CA. 	
	<ul style="list-style-type: none"> • Carol shared correspondence received about this issue: <ul style="list-style-type: none"> i. CCPC member Teri Porter wrote that her staff and she really enjoy having the AB212 funds available, and that it is a team building experience to get to attend professional development events together and be exposed to so many great ideas. ii. A neighboring county's LPC Coordinator wrote to say that in her county, only providing stipends with AB212 funds has been very well received and appreciated by participants. iii. A member of the public (a Component D MTP coach) wrote about her "concern over dropping a program [Component D] that is evidence-based and well-researched is not in Sonoma County's best interest". <p>b. Margie reported on pending revisions to the 14-15 budget, which</p>	<p>a. Margie Vondrak moved to refer CARES reductions back to a joint Executive and Finance Committee meeting. Terry Ziegler seconded. Motion carried unanimously.</p>

Topic	Discussion	Action/Follow-Up
	include a capping reduction on indirect costs to SCOE for our CLPC and AB212 budgets of about \$500, allocations for the new California Transitional Kindergarten Stipends Program, and the need for updates from all Committees on expected expenditures of allocated funding.	
<p>7. Coordinator Report</p> <ul style="list-style-type: none"> a. Needs Assessment Profiles b. Early Learners Conference update c. QRIS Block Grant – Sonoma County Quality Improvement Rating System d. Membership Resignations 	<p>Carol Simmons provided the following updates:</p> <ul style="list-style-type: none"> a. First 5 ED Alfredo Perez will be bringing a recommendation for First 5 to fund the profiles, with the revision of using data by Census Tracts, to better align with other County work, such as the Portrait of Sonoma. b. Conference planning is going very well; registration is open. CCPC could have a table at the conference – Lorie Siebler (and after the meeting Soledad Cardona) volunteered to staff it. c. Information from the last QRIS grant webinar: RCCS’s Family Child Care Home Education Network preschool-aged children are eligible also; legislature recommends something like \$10,000 grants to each site at high levels of quality. QRIS Consortium members will be meeting with SCOE management to discuss possibility of lowering the indirect charged, per CDE encouragement in the RFA. d. She has received letters of resignation from CCPC members Stephen Zollman and Amy Howder-Thompson. e. We have received an invitation to participate again this year in staffing the SCOE booth at the County Fair for a full day, and receive a \$500 donation. No members were interested in staffing the booth. 	<p>Terry Ziegler moved to accept the resignations of Stephen Zollman and Amy Howder-Thompson. Cathy Vaughn seconded. Motion carried unanimously.</p>
8. Public Policy Issues	Becky Hachmyer (Public Policy Committee Chair) reviewed the information on the Public Policy Update document in the packet that she prepared. Lorie Siebler reported on state budget issues, including challenges with Prop 98 vs non-Prop 98 allocations and funding. Carol reported that statewide COEPACD is discussing the difficulties of utilizing	

Topic	Discussion	Action/Follow-Up
	<p>expansion funding due to low income eligibility guidelines and inadequate contract funding rates. Lorie Siebler also reported that 4Cs was awarded a grant by First 5 Sonoma to support Parent Voices, which will focus on developing parent leadership. John Paul reported on a proposal to revise CalWORKS Stage 1 for continuity of full-time care even if parent not participating in activities full-time.</p>	
<p>9. Child Care Consumers/Child Care Providers Input</p>	<p>Cathy Vaughn reported on the PACE Conference on February 27th and 28th, focusing on QRIS and braiding funding.</p> <p>Terry Ziegler thanked the Behavioral Consultation Project for helping with assessment of mental health issues and a good outcome.</p> <p>Becky Hachmyer shared that the immunization issue is a very hot topic, with passionate folks on both sides.</p> <p>Ulla Mast shared that Public Health has developed letters about Measles for Child Care Providers and parents, which is being sent out in today's CCPC e-news.</p>	
<p>10. Member Announcements</p>	<p>None heard.</p>	
<p>11. Public (non-members) Comment on non-agendized items</p>	<p>None heard.</p>	
<p>12. Adjourn</p>		<p>Meeting adjourned at 11:00am by unanimous consent.</p>



MEETING MINUTES

March 6, 2015
 SCOE, Santa Rosa

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

Meeting Minutes Approved on April 3, 2015

Members Present: Debbie Blanton, Soledad Cardona, Teri Clark, Melanie Dodson, Lisa Grocott, Becky Hachmyer, Kathy Kelly, Ulla Mast, Noel Mitchell, John Paul, Cheryl Scholar, Marianne Schwarz-Kesling, Cathy Vaughn, Margie Vondrak, Terry Ziegler

Members Notified Absent: Carrie Anabo, Missy Danneberg, Yolanda Garcia, Susan Harvey, Gloria Leifried, Jynx Lopez, Megan Sirna, Heather Sweet-Krikac, Teri Porter, Katie Welch

Members Absent: Kellie Noe, Debb Reece

Advisors Present: Manisha Gupta

Guests Present: Taylor Arias, Lauren Bleeuomini, Leah Benz, Erika Craig, Kacie Firmes, Allison Goodwin, Alice Hampton, Alicia Morales, Paige Newton, Carina Pirentel, Kaleigh Pollak, Chelsey Rubinstein, Emma Thompson, Bernadette Yabadi

Presenters Present: Theresa Baldassori, Regina De Melo, Shelby Means, Debra Sanders, Lorie Siebler

Staff Present: Carol Simmons, Marjorie Lear

Topic	Discussion	Action	Follow-Up
1. Call to order**; Introductions, Inspiration	Introductions were made, and Co-Chair Melanie Dodson shared some inspirational thoughts about nutrition.	Co-Chair Melanie Dodson called the meeting to order at 9:08am.	
2. Approval of/Revisions to Agenda**		Agenda was approved as submitted by unanimous consent.	
3. Consent Calendar** a. CCPC Meeting Minutes of 2/6/15		Consent Calendar was approved by unanimous consent.	
4. Hot Topic – Minding the Gaps: The State of Early Care and Education for Our Most Fragile Populations	Rebecca Hachmyer facilitated a presentation given by: <ul style="list-style-type: none"> • Lorie Siebler of 4Cs and Parent Voices • Debra Sanders, Foster Youth 		

Topic	Discussion	Action	Follow-Up
	<p>Coordinator at SCOE</p> <ul style="list-style-type: none"> • Regina de Melo, Health and Human Services Dept. of Family, Youth, and Children • Shelby Means, Foster Parent, which included a PowerPoint, questions and answers, and dialogue. 		
<p>5. Finance Committee</p> <p>a. CARES 15-16 recommendations**</p>	<p>a. Treasurer Margie Vondrak reported on recommended revisions for 15-16 to address the projected \$118,787 shortfall.</p> <p>b. Margie Vondrak reported that currently the Early Learners Conference is looking like it's coming in about \$1,000 over budget, so CCPC may need to allocate some of its Projects and Activities funds to meet the shortage.</p> <p>c. Margie Vondrak also reported that the new QRIS Block Grant funds will help to supplement the Gateway to Quality activities, so we have been able to resume providing services after a one month funding gap.</p> <p>d. Margie Vondrak encouraged CCPC members to join the Finance Committee, and to consider becoming Treasurer in a year when her term is up.</p>	<p>a. Margie Vondrak moved to accept the Finance Committee's recommended revisions to the CARES budget for 15-16. Cathy Vaughn seconded. Motion carried unanimously.</p>	
<p>6. Coordinator Report</p>	<p>Carol Simmons reported:</p> <p>a. She and Melanie Dodson met with Santa Rosa City Councilwoman Julie Combs at her request, as the Santa Rosa City Council has made child care</p>		

Topic	Discussion	Action	Follow-Up
	<p>a priority this year.</p> <p>b. The Executive Committee wants to ask membership about a potential change of date for the June CCPC meeting, which will be the annual Retreat.</p>	<p>b. Melanie solicited input from the group, which decided to hold the Retreat on June 12th.</p>	
7. Public Policy Issues	<p>Lorie Siebler reported that the Legislative Women’s Caucus has just sent a letter to the Governor asking for \$600M for early education. She also reported on Parent Voices testimony at the hearing on child care.</p> <p>John Paul reported that the legislative changes impacting CalWORKS will take effect on April 1st, including aid for people with drug felonies, a 5% increase in benefits, and a new housing support program for any CalWORKS family.</p> <p>Melanie Dodson reported that Ed Sheffield is now working for Assemblyman Jim Wood, and that she and Carol Simmons met with Susan Gorin to review the status of ECE in Sonoma County.</p>		
8. Child Care Consumers/Child Care Providers Input	<p>Terry Ziegler shared that recent visits by Community Care Licensing staff have felt very punitive. Carol Simmons reported that the EESD Contractors Collaborative has a meeting coming up with CCL staff about this issue. Cathy Vaughn commented that parents who see the violations posted feel that they are ridiculous. Melanie Dodson reported that CCL has had a lot of turn-over and so a lot of new staff being trained, who are operating very “by the book”. She also commented that the new CCDBG changes</p>		

Topic	Discussion	Action	Follow-Up
	<p>will increase their workload, requiring annual visits. She encouraged licensees to write letters, call CCL and file appeals.</p>		
<p>9. Member Announcements</p>	<p>a. Terry Ziegler announced that those who have offered to prepare children’s art for the Week of the Young Child Art Displays should see her after the meeting to pick up backing paper and labels.</p> <p>b. Melanie mentioned the upcoming Proclamations for Week of the Young Child and the Evening of Honor. Carol Simmons reported that the WOYC Committee is preparing a summary of activities in the county for WOYC, and encouraged anyone who is aware of any to please send info to her or Manisha Gupta.</p> <p>c. Cheryl Scholar reported that Health Action is promoting a new campaign called IRead. Leah Benz commented that IREAD is part of the Cradle to Career Goal 1 Work Group activities.</p> <p>d. Melanie announced a 4Cs event, in collaboration with First 5 Sonoma, a free showing of the movie “Fed Up”, in recognition of National Nutrition Month.</p>		
<p>10. Public (non-members) Comment on non-agendized items</p>	<p>a. Lorie Siebler announced the upcoming Stand for Children Day on May 6th, a day of advocacy in Sacramento led by Parent Voices.</p> <p>b. Leah Benz announced that on April 7th, a request will be going to the Board of Supervisors to help fund a child care Facility Fund. First 5 has allocated \$350,000 for this fund, and the BOS will be asked to allocate an additional \$500,000.</p>		

Topic	Discussion	Action	Follow-Up
	<p>c. Marjorie Lear announced that she and Susy Marrón have set up a fundraising opportunity to help with medical costs for CCPC member Gloria Leifried; info will be disseminated when it is ready to launch.</p> <p>d. The funding award for the Quality Rating Improvement System will be announced on March 10th.</p>		
11. Adjourn**		Meeting adjourned at 11:00am.	



**Child Care Planning Council of Sonoma County
DRAFT MEETING MINUTES**

April 3, 2015
SCOE, Santa Rosa

Minutes approved on May 1, 2015

Members Present: Soledad Cardona, Teri Clark, Missy Danneberg, Melanie Dodson, Becky Hachmyer, Kathy Kelly, Ulla Mast, Noel Mitchell, Kellie Noe, John Paul, Cheryl Scholar, Heather Sweet-Krikac, Teri Porter, Terry Ziegler

Members Notified Absent: Carrie Anabo, Debbie Blanton, Lisa Grocott, Susan Harvey, Gloria Leifried, Jynx Lopez, Marianne Schwarz-Kesling, Megan Sirna, Cathy Vaughn, Margie Vondrak, Katie Welch

Members Absent: Yolanda Garcia, Debb Reece

Guests Present: Leah Benz, Allison Goodwin, Alice Hampton, Lorie Siebler, Alicia Morales, Kathleen Kade, Eric O’Neil, Jason Riggs, Jen Lyle, Chiara Bacigalupa, Johanna Filp-Hanke, Ericka Erickson, Cindy Floyd, Giovanni Satorio, Katie Eller, Hallie Wilson, Janelle Mills, Jordan DeMartino, Chloe Reader, Allison Feller, Amyelay Perez, Melissa Miller

Staff Present: Carol Simmons, Susy Marrón, Marjorie Lear

Topic	Discussion	Action	Follow-Up
1. Introductions, Inspiration	<p>Co-Chair Melanie Dodson welcomed everyone, and reported that since we do not yet have quorum, we will not yet call the meeting to order, and will just share information. Introductions were made.</p> <p>Melanie Dodson spoke about CCPC member Gloria Leifried, who passed away a week ago. Gloria had also been a Quality Improvement Validator with our Gateway to Quality Program, and a Cohort Leader with our CARES Program. Before that, she had worked for many years with CAP Head Start. Missy Danneberg shared her memories of knowing and working with Gloria. A card for condolences to the family was passed around.</p>		
2. Hot Topic – a. Follow-Up on last month’s Hot Topic – Special Populations	<p>a. Allison Goodwin shared that she has been working with one of the speakers, Regina de Melo of FYC, on providing space at 4Cs for trainings and meetings for foster parents. Kathy Kelley was able to connect a family in need of support directly with Debra Sanders, SCOE Foster Youth Services Coordinator. Lorie Siebler reported that these issues are being looked at statewide, and that Parent Voices may have</p>		

Topic	Discussion	Action	Follow-Up
b. Child Care Plan and Community Input Survey	<p>a greater opportunity to address them with their new grant funding; she welcomed any suggestions or support in how to move this forward.</p> <p>b. Melanie Dodson described the Child Care Plan, and its purpose, mandate and process. Carol walked the group through the current plan, and talked about the Input Survey to obtain quantitative input to go with the qualitative data from the Needs Assessment. The group broke up into 4 groups with facilitators to discuss the survey and the dissemination plan.</p>		<p>b. It became clear in each group that further edits are needed to the survey, so this was considered a field test. Carol Simmons and Leah Benz will work on integrating the input received.</p>
3. Call to order		<p>Terry Ziegler arrived. Quorum being reached, Co-Chair Melanie Dodson called the meeting to order at 10:12am.</p>	
4. Approval of/Revisions to Agenda**		<p>Agenda approved as submitted by unanimous consent.</p>	
5. Consent Calendar** a. CCPC Meeting Minutes of 3/6/15		<p>CCPC Meeting Minutes of 3/6/15 approved as submitted by unanimous consent.</p>	

Topic	Discussion	Action	Follow-Up
<ul style="list-style-type: none"> b. Workforce Survey c. QRIS d. Early Learners Conference e. Week of the Young Child 	<p>contract. Finance Committee will come back with a recommendation for this at the next CCPC meeting.</p> <ul style="list-style-type: none"> b. First 5 has approved funding for the ECE Workforce Survey; CCPC will be a partner in the project, and will provide in-kind support, including mailing the paper versions of the survey. c. We anticipate receiving the contract and funds from CDE by the end of the month; Carol is working on an MOU between SCOE/CCPC and First 5 to pass through the majority of funds to them as Lead Agency. SCOE is keeping a smaller than anticipated amount of funds for indirect, due to the subcontracting methodology; SCOE is also keeping funds for the CCPC Assessment portion of the QRIS. d. ELC was this past Saturday, and was a huge sold-out success. Last year we had 200 people, and this year we had 350 people registered, and more contacting us still wanting to register after the closure. We are awaiting final figures on parking permit refunds and interpreter costs, but it looks like we will be about \$1,000 over budget. Finance Committee will come back with a recommendation for this at the next CCPC meeting. e. WOYC is April 12-18; WOYC committee has coordinated: Proclamations by each of the City/Town Councils, and the Board of Supervisors; Art Displays throughout the county; and is finalizing a compilation of countywide WOYC activities – Carol asked for any additional activity info to be sent to her by Monday. 		
<p>8. Public Policy Issues</p>	<p>Rebecca Hachmyer passed out and reviewed the Public Policy update handout.</p> <p>Melanie Dodson shared that she heard in Sacramento yesterday that there will not be very much funding for restoration in the next fiscal year.</p> <p>Jason Riggs shared that Partnership for Children, Youth and Families is advocating for SB645, which will provide an increase in daily rates for After School Education and Safety (ASES) programs, which are funded through Proposition 49.</p>		

Topic	Discussion	Action	Follow-Up
	John Paul reported on a change to CalWORKS grants, such that families are no longer penalized financially if their children are truant, but are instead offered supportive services.		
9. Child Care Consumers/Child Care Providers Input	Melanie Dodson shared that the 4Cs Healdsburg Center had an emergency closure as of March 11 th due to the building being red-tagged, so 35 children were displaced. Many of those children are being served in the interim by other programs. HUSD has been very helpful, providing a temporary location that will open on April 20 th , and building a new building at the old site. 4Cs staff from that center have been deployed to other 4Cs centers.		
10. Member Announcements	<p>Missy Danneberg encouraged everyone to attend the Evening of Honor on April 17th, during Week of the Young Child. It is a fun evening to celebrate and honor those who work in the field of ECE.</p> <p>Kellie Noe announced the soft launch of iRead, a project of the Cradle to Career Goal 1 Work Group, focusing on Early Literacy. There are postcards and flyers. This campaign is funded by the Community Foundation of Sonoma County.</p> <p>Melanie Dodson shared that a Bay Area Caucus of state preschool (CSPP) providers is planning a 2-day walk-out to highlight the need for higher reimbursement levels.</p>		
11. Public (non-members) Comment on non-agendized items	No public comment was heard.		



Child Care Planning Council of Sonoma County

SCOE, Santa Rosa

May 1, 2015

Minutes approved on June 19, 2015

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

CCPC CORE VALUES

- 1. Keeping the welfare of children at the center of our actions.***
- 2. Promoting and supporting high-quality early care and education.***
- 3. Being strategic and keeping the big picture in mind.***
- 4. Operating with integrity.***
- 5. Ensuring inclusivity.***
- 6. Collaboration.***

Members Present: Carrie Anabo, Debbie Blanton, Soledad Cardona, Teri Clark, Melanie Dodson, Lisa Grocott, Becky Hachmyer, Kathy Kelly, Ulla Mast, Noel Mitchell, John Paul, Cheryl Scholar, Megan Sirna, Heather Sweet-Krikac, Margie Vondrak, Terry Ziegler

Members Notified Absent: Missy Danneberg, Yolanda Garcia, Susan Harvey, Jynx Lopez, Marianne Schwarz-Kesling, Teri Porter, Cathy Vaughn, Katie Welch

Members Absent: Kellie Noe, Debb Reece

Guests Present: Allison Goodwin, Manisha Gupta, Alice Hampton, Kathleen Kade, Susan Langer, Jason Riggs

Presenters Present: Jen Lyle, Esme Pulido, Andrew Leonard

Staff Present: Carol Simmons, Marjorie Lear

Topic	Discussion	Action	Follow-Up
1. Introductions, Inspiration, Call to order	Introductions were made, and Melanie Dodson shared an inspirational reading about Worthy Wage Day.	Co-Chair Melanie Dodson called the meeting to order at 9:10am.	
2. Approval of/Revisions to Agenda		Debbie Blanton moved to add items to agenda item #7: additional resignation from Yolanda Garcia, and additional application from Alice Hampton; also switch order of 7a and 7b. Agenda approved unanimously with above revisions.	
3. Consent Calendar a. CCPC Meeting		Consent calendar approved by unanimous consent.	

Topic	Discussion	Action	Follow-Up
Minutes of 4/3/15			
<p>4. Hot Topic –</p> <ul style="list-style-type: none"> a. Lead Poisoning – Jen Lyle, Public Health b. School Readiness Kits – Andrew Leonard, United Way 	<ul style="list-style-type: none"> a. Jen Lyle provided an informative presentation on risks, sources, and results of lead poisoning in children. b. Andrew Leonard provided information about the kits, and shared some sample kits for viewing. Parties interested in distributing kits can contact him to make arrangements. 	<p>Teri Clark arrived.</p> <p>Becky Hachmyer arrived.</p>	
<p>5. Executive Committee</p> <ul style="list-style-type: none"> a. CCPC Member Conflicts of Interest 	<ul style="list-style-type: none"> a. Kathy Kelley summarized the background information sent ahead of time and included in the packets, regarding a proposed addition to the CCPC Conflict of Interest policy in the bylaws. <p>Rebecca Hachmyer questioned the balance of loss of expertise vs the gain to be had by this proposal.</p> <p>Cheryl Scholar commented that the policy would provide good protection for the Council as a whole from any outside perception of bias. She also suggested continued use of the practice of inviting those with relevant perspectives to attend the Standing Committee meetings.</p> <p>John Paul commented that it is critical to ensure that those potentially receiving funds are not part of the group making those decisions, which should be totally neutral.</p> <p>Melanie Dodson pointed out the accompanying document which outlines the current subcontracts and independent consultants with CCPC. Carol Simmons</p>	<ul style="list-style-type: none"> a. Noel Mitchell moved to approve the Executive Committee’s recommendation: “Any individual or member whose agency has a subcontract for services with CCPC shall not sit on any of the Standing Committees (Executive, Finance or Membership).” Motion seconded by Megan 	

Topic	Discussion	Action	Follow-Up
<p>b. Retreat June 19th</p> <p>c. Coordinator Evaluation</p>	<p>explained that as of today's meeting, there will not be any current members that are sitting on any of the Standing Committees.</p> <p>b. Kathy reported on planning to date for June Retreat, and opened the discussion for any input or suggestions. Margie Vondrak suggested adding a review of CCPC fiscal contracts and services. Terry Ziegler offered to help Carol plan for theme and fun.</p> <p>c. Kathy reported that the Co-Chairs are in progress with the annual evaluation of the Coordinator, and that surveys will be arriving next week to obtain member input.</p>	<p>Sirna. With one opposed (Rebecca Hachmyer) and one abstention (Lisa Grocott), the motion carried.</p>	
<p>6. Finance Committee</p> <p>a. CLPC Projects Activities allocations</p> <p>b. 14-15 Budget Revisions</p> <p>c. Preliminary 15-16 Budgets</p>	<p>a. Treasurer Margie Vondrak presented information about year-end funding available, and Finance Committee recommendations for revised allocations: \$644 for indirect for Needs Assessment Supplement, \$439 for Early Learners Conference, \$1,500 for printing and \$2,500 for laptops.</p> <p>b. Margie explained the proposed revisions to the 14-15 budgets to reflect new contracts and line item revisions, per the handout included in the packets.</p> <p>c. Margie presented the preliminary budgets for 15-16.</p>	<p>a. Teri Clark moved to accept the Finance Committee's recommendations as submitted for year-end funding allocations. Noel Mitchell seconded. Motion carried with no opposition and no abstentions.</p> <p>b. Carrie Anabo moved to accept the budget revisions for 14-15 as submitted. Lisa Grocott seconded. Motion carried with no opposition or abstentions.</p>	<p>c. Action on 15-16 budgets carried forward to June meeting.</p>
<p>7. Membership Committee</p> <p>a. Resignations</p> <ul style="list-style-type: none"> • Katie Welch 	<p>a. Membership Chair Debbie Blanton shared that we have received resignations from Katie</p>	<p>a. Teri Clark moved to accept the resignations as</p>	

Topic	Discussion	Action	Follow-Up
<ul style="list-style-type: none"> • Jynx Lopez • Yolanda Garcia <p>b. New Member Applications</p> <ul style="list-style-type: none"> • Jason Riggs • Alicia Morales • Alice Hampton <p>c. Chair Elect Nominations</p>	<p>Welch, Jynx Lopez and Yolanda Garcia.</p> <p>b. Debbie Blanton reported that the Membership Committee met this morning, and recommends appointments of:</p> <ul style="list-style-type: none"> a. Jason Riggs – to Discretionary Seat b. Alicia Morales – to Child Care Provider Seat c. Alice Hampton – to Public Agency Seat <p>c. Debbie reported that we have a nomination for Co-Chair: Kathy Kelley, and a nomination for Chair-Elect: Megan Sirna. Any additional nominations need to be received by the end of the day today.</p>	<p>submitted. Noel Mitchell seconded. Motion carried with no opposition or abstentions.</p> <p>b. Kathy Kelley moved to recommend the new member appointments as submitted. Terry Ziegler seconded. Motion carried with no opposition or abstentions.</p>	<p>c. Officer elections will be held at the June Retreat.</p>
<p>8. Data/Needs Assessment Committee - Zip Code Priorities**</p> <p>PUBLIC HEARING ON ZIP CODE PRIORITIES</p>	<p>Margie Vondrak (Data/Needs Assessment Committee Chair) presented the background information on the recommended Zip Codes Priority Areas for subsidy funding for 2015, including the change separating out need for Infant/Toddlers from need for School-Aged.</p> <p>Carol explained that the Committee feels that these changes in methodology, which this year also included all children served with EESD funding instead of just children in state preschools, explain most of the changes in priority categories for this year, as there has not been significant changes in subsidy supply or demand.</p> <p>Rebecca Hachmyer suggested that the document be posted on the CCPC website, with acronyms spelled out.</p>	<p>Melanie Dodson opened the Public Hearing at 10:50am. No public comment was heard. The Public hearing was closed at 10:51am.</p> <p>Lisa Grocott moved to accept the Zip Code Priority areas as submitted. Soledad Cardona</p>	<p>Carol will clarify acronyms on document and post on website.</p>

Topic	Discussion	Action	Follow-Up
	<p>Cheryl Scholar asked for clarification of whether the determinations were based on assumptions, and Carol clarified that the determinations were based on a proscribed data collection process, and then the Committee applied its local knowledge to determine understanding of results.</p>	<p>seconded. Motion carried with no opposition or abstentions.</p>	
<p>9. Coordinator Report</p>	<p>Carol Simmons reported:</p> <ul style="list-style-type: none"> a. CCPC “Investing in ECE” website page has had some changes due to member input: we’ve added a quick link at the top to “How to Invest” and added some language about Cradle to Career. b. Our California Transitional Kindergarten Stipend Project launched this week via email and at the TK Network meeting (packets passed around at CCPC meeting). We will disseminate to CSPP in a few months. Also, at the TK Network meeting it was reported that Sonoma County’s widespread practice of enrolling children younger than “TK eligible” in classrooms has become known at CDE, and they are beginning to look more closely and strictly at this illegal practice, including communicating that the “warning” period is ending and CDE allocations will begin to be withheld. c. The CCPC Child Care Plan Survey is being disseminated electronically – and the group was asked to please forward on to others. Paper surveys are available in English and Spanish – please let Carol know if you have an opportunity to disseminate and collect in 		

Topic	Discussion	Action	Follow-Up
	<p>person for groups of people not likely to access online.</p> <p>d. The collaborative ECE Workforce Survey will be launched within a week or so, gathering information on workforce wages, benefits, educational and permit levels, and familiarity with local resources.</p> <p>e. CCPC is in need of data entry help, for ELC evaluations, AB212 PDP Confidential Profiles, and Child Care Plan Surveys. Anyone who has leads on potential volunteers, please let CCPC know.</p>		
10. Public Policy Issues	Becky Hachmyer reviewed the Public Policy Update handout, providing updates on local, state and federal policy and legislative issues.		
11. Child Care Consumers/Child Care Providers Input	None heard.		
12. Member Announcements	Melanie Dodson shared that 4Cs will be recruiting soon to fill 4 key positions within the agency.		
13. Public (non-members) Comment on non-agendized items	Taylor Lind, a student at SSU, commented on how important ECE is, and the work that the Council and all its members are doing.		
14. Adjourn		Meeting adjourned at 11:10am by unanimous consent.	



Child Care Planning Council of Sonoma County

MEETING MINUTES

June 19, 2015

SCOE, Redwood C

Minutes approved on August 14, 2015

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

Members Present: Soledad Cardona, Teri Clark, Missy Danneberg, Melanie Dodson, Lisa Grocott, Becky Hachmyer, Kathy Kelly, Noel Mitchell, Kellie Noe, John Paul, Teri Porter, Megan Sirna, Heather Sweet-Krikac, Margie Vondrak, Terry Ziegler

Members Notified Absent: Carrie Anabo, Debbie Blanton, Ulla Mast, Debb Reece, Cheryl Scholar, Marianne Schwarz-Kesling, Cathy Vaughn,

Members Absent: Susan Harvey

Guests Present: Dana Dickinson, Allison Goodwin, Alice Hampton, Alicia Morales, Lorie Siebler, Sonya Valiente

Staff Present: Carol Simmons, Susy Marrón, Marjorie Lear

Topic	Discussion	Action	Follow-Up
1. Call to order**; Introductions, Inspiration		Chair Elect Kathy Kelley called the meeting to order at 9:02am.	
2. Ice Breaker	Terry Ziegler led the group in an opening activity.		
3. Approval of/Revisions to Agenda**		Agenda approved as submitted by unanimous consent.	
4. Public (non-members) Comment on non-agendized items	No public comment heard.		
5. Consent Calendar** a. CCPC Meeting Minutes of 5/1/15		Consent Calendar approved by unanimous consent.	
6. Finance Committee - a. Ratify Executive Committee Time	a. Margie Vondrak explained that the Executive Committee needed to authorize the Treasurer	a. Noel Mitchell moved to ratify the Executive Committee's	

Topic	Discussion	Action	Follow-Up
<p>Urgent Action regarding Year-end Allocations**</p> <p>b. Preliminary 2015-2016 Budgets**</p>	<p>and/or Coordinator to complete year-end spending, as a time-urgent matter, and the need for the full Council to ratify this action.</p> <p>b. Margie presented the Preliminary 2015-2016 Budgets.</p>	<p>action authorizing Treasurer and/or Coordinator to complete year-end spending. Soledad Cardona seconded. Motion carried unanimously.</p> <p>b. Missy Danneberg moved to approve the Preliminary 2015-2016 Budgets. Noel Mitchell seconded. Motion carried unanimously.</p>	<p>As the State and County contracts are finalized, revisions to the preliminary budgets will come back to the Council for approval.</p>
<p>7. Membership Committee -</p> <p>a. Officer Elections**</p> <p>b. Debb Reece resignation**</p>	<p>a. Melanie Dodson presented the slate of Kathy Kelley for Co-Chair and Megan Sirna for Chair Elect.</p> <p>b. Melanie read Debb Reece’s letter of resignation.</p>	<p>a. Terry Ziegler moved to approve the elections of Kathy Kelley for Co-Chair and Megan Sirna for Chair Elect. Missy Danneberg seconded. Motion carried unanimously.</p> <p>b. Teri Clark moved to regretfully accept the resignation of Debb Reece. Lisa Grocott seconded. Motion carried unanimously.</p>	
<p>8. Data/Needs Assessment Committee – Needs Assessment Supplement**</p>	<p>Margie Vondrak presented the draft Needs Assessment Supplement, as recommended for approval by the Data/Needs Assessment Committee, and explained that we will do an in-depth exploration of the document at the August CCPC meeting.</p> <p>Discussion items included: some members did not review the document before the meeting; request for more review time in the future for content-dense documents; request for presentation of content</p>	<p>Noel Mitchell moved to approve the Needs Assessment Supplement for payment and release. Missy Danneberg seconded. Soledad</p>	

Topic	Discussion	Action	Follow-Up
	before approval; delay in obtaining data was the reason for delayed release to the Council; whether or not to release the data to the public before the August meeting; need to approve in order to meet Scope of Work requirements and to complete payment to Consultant; public requests for this data already; membership of Data/Needs Assessment Committee (involvement of R&Rs).	Cardona, Missy Danneberg, Lisa Grocott, Becky Hachmyer, Kathy Kelly, Noel Mitchell, Kellie Noe, Teri Porter, Megan Sirna, Heather Sweet-Krikac, Margie Vondrak, and Terry Ziegler voted in favor. Melanie Dodson was opposed. Teri Clark and John Paul abstained. Motion carried.	
9. 2014-2015 Year in Review	Carol Simmons led the Committee Chairs in presenting their Committees' Accomplishments and follow-up items for next year.		
10. Executive Committee a. CCPC Scope and Diversity Recommendations ** b. Committee Continuity	<p>a. Melanie Dodson presented the background and recommended revisions to the CCPC Mission Statement and Diversity Statement, including change of age scope from 0-18 to 0-12 years. Discussion items included: using birth or 0; adding the word primarily before the age range; eliminating the ages in the vision statement, because it is already framed as children in child care. General agreement was reached that saying "primarily birth to 12" acknowledges/allows connection/actions for both before (prenatal) and after (teens) populations, as appropriate opportunities arise. Also, to continue to be clear that we address issues from 0-12, we should use the language "early childhood education (or child care) and afterschool/expanded learning".</p> <p>b. Melanie Dodson shared the Executive Committee's recommendations to improve CCPC effectiveness by using the Logic Model as a framework for future goals and activities, by aligning with County Initiatives, and</p>	<p>a. Melanie Dodson moved to approve the revised Mission, Vision and Diversity Statement, with changing the Mission language to say "(primarily from birth to 12)", and eliminating the ages in the vision statement. Noel Mitchell seconded. Motion carried unanimously.</p>	

Topic	Discussion	Action	Follow-Up
	to have Committees plan for 2 years, as tied to the Strategic Plan (with 2 year plans, Chairs for 2 years, 2 year member sign-ups, and plans for 2 years of funding requests).		
11. Member Service Appreciation	Kathy Kelley distributed member service badges acknowledging and appreciating contributions.		
12. Prepping for 2015-2016 Planning a. Logic Model** b. Strategic Plan	<p>a. Kathy Kelley presented the revised Logic Model, for approval as use for an evidence-based framework for CCPC’s activities.</p> <p>b. Kathy presented the previously determined activities for 15-16 per our 2012-2015 Strategic Plan.</p>	a. Terry Ziegler moved to approve the CCPC Logic Model, with the Mission revised per earlier action. Missy Danneberg seconded. Motion carried unanimously.	
13. CCPC activities for 2015-2016	<p>Kathy Kelley and Melanie Dodson facilitated the group’s development and consideration of activities for 15-16, within the framework of the Logic Model Strategies, and including unfinished business and suggestions from 14-15 Committees, ideas from the Child Care Plan, and/or new ideas.</p> <p>The group then dot-voted for activities for implementation for 15-16.</p>		
14. Decide on Committees**	Margie Vondrak facilitated the group’s identification of which Committees are needed to implement the selected activities, and the formation of Ad Hoc Committees for 15-16m, and then Committee sign-ups.	Melanie Dodson moved to form the following Ad Hoc Committees for 15-16: Public Policy, Week of the Young Child, Professional Development (with an Early Learners Conference Workgroup), Community Relations and Data. Missy seconded. Motion carried unanimously.	Carol will send an email to all CCPC members to get Committee sign-ups from those who were not here.
15. Initial Committee Meeting	Public Policy, Week of the Young Child, Professional Development and Executive Committee met to begin		

Topic	Discussion	Action	Follow-Up
	planning.		
16. Committee Report Outs	Committees presented first draft action plans, and Kathy Kelley requested any Council feedback to Committees on their plans.		Final draft of Action Plans, integrating CCPC input, and budget allocation request, to be presented to full Council for approval at August CCPC meeting.)
17. Disaster Preparedness	Carol Simmons distributed information and resources regarding assessment of disaster preparedness for child care, and Earthquake Preparedness for child care providers.		
18. Appreciations	Carol Simmons distributed acknowledgements and appreciations of contributions to CCPC Committee Chairs, and facilitated individual sharing of acknowledgements and appreciations.		
19. Adjourn**		Kathy Kelley adjourned the meeting at 3:00pm, with unanimous consent.	