



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**Thursday, July 18, 2013**  
**9:00am - 11:00am**  
**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.*

**DRAFT MINUTES**

Members Present: Melanie Dodson, Jynx Lopez, Margie Vondrak, Kathy Kelley  
 Member Absent: Michelle Nardone (membership resignation received)

\*\*Action Item

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order by Co-Chair Jynx Lopez at 9:03am.
2. Approval of Agenda**	Agreement on topics for meeting.	Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of June 27th Executive Committee meeting minutes**		June 27th Executive Committee meeting minutes approved as submitted by unanimous consent.
5. CCPC Project/Committee Updates – as needed a. CARES Plus b. AB212 c. <b>Gateway to Quality – CLASS training</b> d. Advocacy/Outreach Committee	Carol Simmons provided updates to Executive Committee on status of programs and projects: a. EC reviewed draft CARES Plus graphic report. b. EC reviewed AB212 report to CDD. c. Carol provided update on CLASS costs. Carol also reported that we received 2 applications for our 2 Spanish-speaking FCC QIVs. d.	a. Staff will make suggested changes. b. c. We will move forward with scheduling CLASS training in September. Kathy, Margie and Jynx are willing to serve on QIV screening interview – Carol will schedule.

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>e. <b>Marketing Committee – EIR Infographic**</b></li> <li>f. Professional Development Committee</li> <li>g. Finance Committee</li> <li><b>h. Membership Committee – Chair nominations</b></li> <li>i. Facilities Development</li> <li><b>j. Partnership for Children</b></li>   <li>k. Transitional Kindergarten</li> <li><b>l. Data Workgroup – Child Care Trends</b></li>   <li>m. CDD-Contractors Collaborative</li> <li>n. ECE Conference</li> <li>o. Zip Code Priorities</li> <li><b>p. READY – salary allocations</b></li> </ul>	<ul style="list-style-type: none"> <li>e. EC reviewed second version, and suggested some changes.</li> <li>f.</li> <li>g.</li> <li>h. No nominations have yet been received; Carol will send a follow-up email to the membership.</li> <li>i.</li> <li>j. Discussed Steering Committee membership and MOU with PFC and CPI.</li> <li>k.</li> <li>l. Discussed difficulty with getting revised data as requested. Will use what we have for this year, and try to get more data for future years.</li> <li>m.</li> <li>n.</li> <li>o.</li> <li>p. Reviewed draft allocation justification for READY invoices.</li> </ul>	<ul style="list-style-type: none"> <li>d.</li> <li>e. Carol will work with B on revisions, and we will bring final draft to CCPC on 8/2. After completion, we'll also look at approaching North Bay Business Journal to do an article like the recent one on money generated by beer.</li> </ul>
<ul style="list-style-type: none"> <li>6. Coordinator's Report <ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. Miscellaneous</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Carol reported that the First 5 ECE Committee is looking at the issue of Quality Rating Systems.</li> <li>b. Reviewed draft CCPC Accomplishments Report</li> </ul>	<ul style="list-style-type: none"> <li>a. Will add to Hot Topic items</li> <li>b. Staff will make suggested revisions and bring to CCPC 8/2.</li> </ul>
<ul style="list-style-type: none"> <li>7. EC Activities <ul style="list-style-type: none"> <li>a. Follow-up on June Retreat <ul style="list-style-type: none"> <li>i. 13-14 activities -ECE Conference, Website as way to solicit comments from field (Facebook?/Questions?), READY, Collect best</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Will discuss identified activities and Strategic Plan at EC Retreat.</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> </ul>

Agenda Item	Discussion	Action/Follow-up
<p>practices on website (link to Upstream) (Professional Development), Integrate values/ethics;</p> <p>b. SCOE/CCPC MOU</p> <p>c. CCPC evaluation update</p> <p>d. Plan EC Retreat – When? Where? Topics - Evaluation; Name</p> <p>e. EC Guidelines – add Closed Meetings?</p> <p>f. Staff Evaluation Protocol revision</p> <p>g. Protocol/checklist for consideration of funding opportunities</p> <p>h. Request for Sponsorship – research project</p>	<p>b. Carol presented idea of MOU to Mickey Porter, and we will schedule a meeting for CCPC and SCOE to discuss.</p> <p>c. Survey results are in.</p> <p>d.</p> <p>e. Reviewed proposed revisions.</p> <p>f. Reviewed proposed revisions.</p> <p>g. To EC retreat</p> <p>h. Reviewed updated info on request to sponsor research project</p>	<p>b. Report.</p> <p>c.</p> <p>d. EC Retreat will be on August 27<sup>th</sup>, at Margie’s home. Topics will include: CCPC eval, EC Goals, 13-14 activities/Strategic Plan, Plan Hot Topics, New Funding Protocol, CCPC name. We will not use a facilitator, and will do a potluck.</p> <p>e. EC approves proposed revisions; to CCPC 8/2.</p> <p>f. EC approves proposed revisions; to CCPC 8/2.</p> <p>h. Decided to support by providing peer review, and use of the phrase “with the support of CCPC”, but not sponsorship.</p>
<p>8. Plan future Council meetings (<b>see Agenda Development strategies, below</b>)</p>	<p>Planning of Hot Topics to EC retreat.</p>	
<p>9. Adjourn**</p>		<p>Meeting adjourned at 10:55am.</p>



Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707)524-2792.



**Child Care Planning Council of Sonoma County  
Executive Committee Retreat Meeting  
 August 27, 2013  
 Rohnert Park**

*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.*

**DRAFT MINUTES**

Members Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak, Debbie Blanton  
 Staff Present: Carol Simmons

\*\*Action Item

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Meeting called to order by Co-Chair Melanie Dodson at 9:20am.
2. Approval of Agenda**		With the addition of 5q. Coordinator Miscellaneous, agenda was approved by Unanimous Consent.
3. Public Comment		Public speaks.
4. Minutes/Notes a. Approval of July 18th Executive Committee meeting minutes**		Minutes of July 18th Executive Committee meeting approved as submitted by Unanimous Consent.
5. CCPC Project/Committee Updates – as needed a. <b>CARES Plus</b> – enrollment	Carol Simmons reported as follows:  a. 44 enrolled, 4 pending and 41 appointments scheduled. b. AB212 PDP applications sent out – staff feels we can release this sooner next year.	

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>b. <b>AB212</b> – Professional Development Project</li> <li>c. <b>Gateway to Quality</b> – CLASS training</li> <li>d. READY</li> <li>e. <b>Advocacy/Outreach Committee</b></li> <li>f. <b>Marketing Committee</b> – EIR Infographic**</li> <li>g. Professional Development Committee</li> <li>h. Finance Committee</li> <li>i. <b>Membership Committee</b> – leave of absence</li> <li>j. Facilities Development</li> <li>k. Partnership for Children</li> <li>l. Transitional Kindergarten</li> <li>m. <b>Data Workgroup</b> – Child Care Trends</li> <li>n. CDD-Contractors</li> </ul>	<ul style="list-style-type: none"> <li>c. 4 slots available in training.</li> <li>d.</li> <li>e. Has begun to draft Priorities and Goals; EC provided some input and thoughts to be brought to Committee.</li> <li>f. Presented compiled input from CCPC meeting and emails. Finance Committee approved up to \$500 in further revisions.</li> <li>g.</li> <li>h. After Finance Committee approved a revised budget to go to full Council, Carol has been in discussion with First 5 Sonoma about carry-over amount for second part of this FY.</li> <li>i. Member has requested one year leave; Membership Committee will be considering request on 9/6</li> <li>j.</li> <li>k.</li> <li>l.</li> <li>m. Final draft presented</li> <li>n.</li> <li>o.</li> <li>p.</li> <li>q. 4Cs has submitted a Request for Letter of Support regarding their change of location for 2 of their preschools; this is a new requirement of their CDD consultant. EC discussed.</li> </ul> <p>A new Math at Home booklet has been published, and Carol requested 100 copies for the Council, and 100 each to 4Cs and RCCS.</p>	<ul style="list-style-type: none"> <li>f. EC finalized requested revisions, and determined request to be made for one “soft” version only.</li> <li>h. EC directs Carol to seek clarification from First 5 about carry-over amount, and to submit clarified amount for approval to Council.</li> <li>i. EC recommendation for Membership Committee to consider is to not develop a leave of absence policy.</li> <li>m. One revision requested – combine licensed care on LE chart, and use data from all AP providers</li> <li>q. EC followed protocol review of request, and approved. To full Council on consent calendar.</li> </ul>

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707)524-2792.

Agenda Item	Discussion	Action/Follow-up
Collaborative o. ECE Conference p. Zip Code Priorities q. Coordinator miscellaneous		
6. CCPC Evaluation	<p>Margie led the group in reviewing input from members and staff, and identifying key issues:</p> <ul style="list-style-type: none"> <li>a. Business section of CCPC meetings               <ul style="list-style-type: none"> <li>• Need more time</li> <li>• Pare down</li> <li>• Not important</li> </ul> </li> <li>b. Hot Topics               <ul style="list-style-type: none"> <li>• Good!</li> </ul> </li> <li>c. Meetings               <ul style="list-style-type: none"> <li>• Need less on agenda</li> <li>• More time for discussion</li> <li>• Decisions should be made by Executive Committee</li> <li>• Hear more from Committee Chairs</li> <li>• Background info docs should be bulleted</li> <li>• Solicit agenda items from members</li> <li>• Hear from CCPC member experts</li> </ul> </li> <li>d. Ability to express different opinions               <ul style="list-style-type: none"> <li>• Not enough time to</li> <li>• Honesty versus speaking very carefully</li> </ul> </li> <li>e. Council includes diverse perspectives               <ul style="list-style-type: none"> <li>• Somewhat</li> <li>• Need more cultural diversity</li> <li>• Need to hear who is working with</li> </ul> </li> </ul>	<p>EC actions to address issues raised:</p> <ul style="list-style-type: none"> <li>a. Solicit written input more often – create a sheet for each meeting’s packet for feedback and agenda item suggestions, to go to Co-Chairs.</li> <li>b. Use Consent Calendar more – ask each Committee to identify which action items can be consent items</li> <li>c. Leave more time for member announcements</li> <li>d. Have Public Policy issues on the agenda only when needed</li> <li>e. Share each Committee’s Action Plan for the year with full Council</li> <li>f. When reporting recommendations, report if there are strong dissenting opinions</li> <li>g. Coordinator reports – decisions as to what will be reported to full Council to be made at Executive Committee meetings, and when to place on CCPC agenda.</li> </ul>

Agenda Item	Discussion	Action/Follow-up
	<p>diverse cultures</p> <ul style="list-style-type: none"> <li>• Missing voice of conservatives</li> </ul> <p>f. Value of Committee meetings</p> <ul style="list-style-type: none"> <li>• Important! This is where the “work” gets done.</li> <li>• Private child care programs’ issues are not addressed</li> </ul> <p>g. Effectiveness of Executive Committee</p> <ul style="list-style-type: none"> <li>• Meeting agendas too full</li> <li>• Every Co-Chair should have Facilitation Training and understand Robert’s Rules</li> <li>• Co-Chairs should facilitate, not assert own opinions; identify when speaking with a different “hat”</li> <li>• Would like to hear if there is a dissenting/minority opinion</li> <li>• How do Executive Committee recommendations differ from Committee Chair recommendations</li> <li>• Love that they figure out issues and bring them to Council for a vote</li> </ul> <p>h. General comments</p> <ul style="list-style-type: none"> <li>• Thanks!</li> <li>• Have Hot Topics every other month</li> <li>• Have more small groups</li> <li>• Eliminate “notified absences”</li> <li>• Don’t push members to participate in “play” activities</li> </ul>	
7. Review Strategic Plan and Develop EC Goals for 13-14	Jynx led the group in reviewing the plan.	<p>Developed draft EC Goals for 13-14:</p> <ol style="list-style-type: none"> <li>1. Provide oversight to CCPC programs and activities, including ECE conference.</li> <li>2. Explore finding funding to collaborate with partners to do a second ECE Workforce</li> </ol>

Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707)524-2792.

Agenda Item	Discussion	Action/Follow-up
		<p>Survey.</p> <p>3. Include reports at CCPC meetings on other movements in the county, including ECE Conference, Funding the Next Generation efforts.</p> <p>4. Increase member engagement and participation (solicit ongoing feedback, and agenda item suggestions).</p> <p>5. Integrate Ethics and Values (use cards, poster).</p> <p>6. Build and improve the relationship between CCPC and SCOE.</p> <p>7. Support new members (new member cohort? Business care exchange? Request additional ideas from Membership Committee).</p> <p>8. Prepare for creation of 2015-2020 Child Care Plan.</p> <p>9. Monitor implementation of the Strategic Plan (ensure Hot Topics and Committee activities align with strategic plan and/or child care plan).</p>
Lunch Break and Team Building Activity		
8. Develop protocol or check-list to assess funding opportunities?	Debbie led the group in developing a new draft Executive Committee protocol.	<p>Decision process to assess new funding opportunities:</p> <p>1. Assess if correct role for Council, fits with Mission?</p> <p>2. Does it address a need identified in the Strategic Plan or Child Care Plan?</p> <p>3. Does the Council have the capacity to</p>

Agenda Item	Discussion	Action/Follow-up
		implement? 4. Utilize the ethical decision-making process, including consideration of competition  Assessed by who? 1. Executive Committee and Finance Committee, in flexible order depending on availability of financial details 2. Full Council
9. SCOE Issues a. Coordinator Evaluation follow-up b. MOU c. Sonoma County Afterschool Network	a. and b. Group discussed follow-up steps regarding Coordinator Evaluation between CCPC and SCOE, and pending MOU discussion.  c. Item table to next meeting	Melanie and Jynx will schedule a meeting with Mickey Porter.
10. Plan Hot Topics for the year	Kathy led the group in planning Hot Topics for the year.	September – dental health October – EBP in ECE November – A/S and teens December – QRIS February – Alfredo Perez March – Regional initiatives April – brain development research
11. Adjourn**		Meeting adjourned at 3:00pm by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**September 12, 2013**  
**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.*

**DRAFT MINUTES**

Members Present: Jynx Lopez, Kathy Kelley, Margie Vondrak and Debbie Blanton  
 Member Absent: Melanie Dodson  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order by Co-Chair Jynx Lopez at 9:08am.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of August 27th Executive Committee meeting minutes**		August 27th Executive Committee meeting minutes approved as submitted by unanimous consent.
5. CCPC Project/Committee Updates – as needed a. CARES Plus b. AB212 <b>c. Gateway to Quality – CLASS training</b> d. Advocacy/Outreach Committee <b>e. Marketing - EIR Infographic**</b> f. Professional Development Committee g. Finance Committee	Carol Simmons reported:  c. CLASS training went very well, with full attendance, 14 paid slots.  e. Final EIR infographic completed.	e. Infographic to Advocacy Committee to market. Suggestions: print as large postcard and mail; put on library bulletin boards.

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>h. Membership Committee</li> <li>i. Facilities Development</li> <li>j. Partnership for Children</li> <li>k. Transitional Kindergarten</li>   <li>l. Data Workgroup</li> <li>m. CDD-Contractors Collaborative</li> <li>n. ECE Conference</li> <li>o. Zip Code Priorities</li> <li>p. READY</li> </ul>	<ul style="list-style-type: none"> <li>k. She met with the new TK Coordinator, Aaron Carter, to provide transition and collaboration. He encouraged CCPC and ECE community continued participation.</li> <li>n. ECE Conference Planning Group is moving forward very smoothly.</li> </ul>	
<ul style="list-style-type: none"> <li>6. Coordinator's Report <ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. Miscellaneous</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Carol Simmons reported on meetings attended since last EC meeting.</li> <li>b. The Graphic Designer, B, suggested an update to the CCPC logo (re-draw as vector logo file; enlarge and bold the font to make it read at smaller sizes and give the kids a more contemporary silhouette) about \$175 total.</li> <li>c. We have been invited to have a table for CARES and G2Q, as Upstream Portfolio programs, at the Fall Cradle to Career and CAP Community Convening.</li> </ul>	<ul style="list-style-type: none"> <li>b. EC will request \$200 for logo redraw as Committee funding. Also will request \$500 for meeting facilitation, \$1,500 for ECE Workforce Survey and \$2,000 for Meeting Facilitation Training – total \$4,200.</li> <li>c. EC decided we should table – Carol will submit form and attend.</li> </ul>
<ul style="list-style-type: none"> <li>7. EC Activities <ul style="list-style-type: none"> <li>a. Follow-up on EC Retreat <ul style="list-style-type: none"> <li>i. Goals</li> <li>ii. CCPC Evaluation follow-up</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. EC Retreat <ul style="list-style-type: none"> <li>i. Reviewed draft EC goals</li> <li>ii. Reviewed action items</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i. Made some minor revisions, then approved. Carol will add to monthly EC agendas.</li> <li>ii. All action items will be integrated into the "Agenda Development</li> </ul>

Agenda Item	Discussion	Action/Follow-up
<p>iii. Protocol/checklist for consideration of funding opportunities</p> <p>b. Work on EC Goal? Select EC Goal to work on next meeting.</p> <p>c. Follow-up on 9/6 CCPC meeting</p>	<p>iii. Reviewed draft protocol</p> <p>b. Reviewed goals.</p> <p>c. Discussed feedback received on new sheets – again meeting felt too full and rushed to quite a few people. An EC member felt that Coordinator should not have commented that we did not have enough time to go through the Evaluation responses.</p> <p>Issue raised at CCPC meeting about transparency of CCPC member financial relationships with CCPC.</p> <p>Issue raised about Member Recruitment, and full inclusion of Spanish-speakers at CCPC meetings.</p>	<p>Strategies” at the bottom of monthly EC agendas.</p> <p>iii. Approved as submitted. To CCPC for approval.</p> <p>b. Will work on integrating Ethics and Values at next meeting. Also will use projector, and make fewer copies of documents.</p> <p>c. If Coordinator has input about managing meeting time and agenda, she will provide it privately to the Co-Chairs. Co-Chairs will also address time shortages with each other and with the full Council.</p> <p>Carol will create a listing of all subcontracts and independent contractors for next meeting’s packet (hard copy), and for Co-Chair reference at meetings. Will also send to Finance Committee to consider any language needed to be added to Contracting Protocol.</p> <p>EC feels that it is not common practice for public (government) meetings to be made accessible in Spanish; e.g. the Board of Supervisors and Board of</p>



Agenda Item	Discussion	Action/Follow-up
	October – A/S and teens November – EBP in ECE December – QRIS February – Alfredo Perez March – Regional initiatives April – brain development research  Other ideas – <ul style="list-style-type: none"> <li>• Strengthening Families – Grace Harris, Elisabeth Chicoine</li> <li>• Affordable Care Act</li> <li>• Aaron Carter – TK</li> <li>• Outreach to Latinos</li> </ul>	
9. Adjourn**		Meeting adjourned at 11:00am by unanimous consent.

**Agenda Development Strategies:**

- a. Expect people to read the agenda information ahead of time, and provide history and context at meetings before each item
- b. Provide pros and cons when presenting an issue, and before voting
- c. Reduce the number of action items on the agenda; allow enough time and provide enough information
- d. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation.
- e. Consider more small-group discussions, e.g. “Open Space” format
- f. Use consent calendar more.
- g. Consider switch of Co-Chair facilitator for discussion participation

**Additional strategies per 2013 CCPC Evaluation:**

- a. Solicit written input more often – create a sheet for each meeting’s packet for feedback and agenda item suggestions, to go to Co-Chairs.
- b. Use Consent Calendar more – ask each Committee to identify which action items can be consent items
- c. Leave more time for member announcements
- d. Have Public Policy issues on the agenda only when needed
- e. Share each Committee’s Action Plan for the year with full Council
- f. When reporting recommendations, report if there are strong dissenting opinions
- g. Coordinator reports – decisions as to what will be reported to full Council to be made at Executive Committee meetings, and when to place on CCPC agenda.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**October 10, 2013**  
**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.*

**DRAFT MINUTES**

Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak, Debbie Blanton  
 Staff Present: Carol Simmons

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-Up</b>
1. Call to Order**		<b>Meeting called to order by Co-Chair Melanie Dodson at 9:10am.</b>
2. Approval of Agenda**		<b>Approved by unanimous consent.</b>
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of September 12th Executive Committee meeting minutes**		<b>Approved by unanimous consent.</b>
5. CCPC Project/Committee Updates – as needed a. <b>CARES Plus</b>	Carol Simmons reported:  a. We enrolled 161 participants by the deadline, and decided (in consultation with Co-Chairs) to do a second enrollment for the two new components (CORE-only and A) with a deadline of November 29 <sup>th</sup> . Staff just had an intro to the new CARES data base, which is supposed to go live at the end of October. All participant data needs to be entered by December 31 <sup>st</sup> . EC suggested the possibility of hiring someone to do temp	

Agenda Item	Discussion	Action/Follow-Up
<p><b>b. AB212</b></p> <p>c. Gateway to Quality</p> <p>d. Advocacy Committee</p> <p>e. Professional Development Committee</p> <p>f. Finance Committee</p> <p>g. Membership Committee</p> <p>h. Facilities Development</p> <p>i. Partnership for Children</p> <p>j. Data Workgroup</p> <p>k. CDD-Contractors Collaborative</p> <p>l. ECE Conference</p> <p>m. Zip Code Priorities</p> <p>n. READY</p> <p><b>o. Needs Assessment</b></p> <p>p. Child Care Plan</p> <p><b>q. Ad Hoc Outreach Committee</b></p>	<p>data entry. Also discussed Component A trainings, and need to develop more local options. Staff will begin to explore costs and availabilities for purchasing additional trainings for the Spring.</p> <p>b. We received 9 applications, totaling \$16,900.08 for \$14,741 available funding; we are able to fund each organization at 87% of their request. Many of the applications had incorrect or missing information. Suggestions – have a session at the CDD-Contractors Collaborative to go over applications, discuss ideas for trainings, and address frequently incorrect sections (have Kathy Parnay attend).</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p> <p>j.</p> <p>k.</p> <p>l.</p> <p>m.</p> <p>n.</p> <p>o. Discussed framework for 2014 NA – standardized data sheets, plus key findings? What part of the data could we collect ourselves? Report to Finance Committee cost of previous NA. Request up to \$5,000 – 7,500 over 2 years.</p> <p>p.</p> <p>q. Reviewed recommendations – made one addition to Outreach Talking Points. Will consider adding CCPC mission to Provider Resource Card when we reprint. Reviewed info given to potential and new members about role of CCPC as a convener, not a direct service provider.</p>	<p>q. Outreach Talking Points to CCPC meeting and member binders. Decided to begin CCPC meetings with our mission to convene and inspire, not to provide direct service.</p>

Agenda Item	Discussion	Action/Follow-Up
<p>6. Coordinator's Report</p> <ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. Josh Baker Research Project</li> <li>c. Champions for Children</li> <li>d. CCPC Annual Report for CDD</li> <li>e. Miscellaneous</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol reported on her attendance at the Provider Evening of Honor Planning Committee, Children's Disaster Planning Team, and other community meetings per her Coordinator Report submitted for last week's CCPC meeting.</li> <li>b. Reviewed draft letter and survey – no suggested changes. EC is very pleased that Josh is using the EIR infographic.</li> <li>c. Advocacy Committee discussed possibility of CCPC tabling with EIR infographic.</li> <li>d. Reviewed draft report.</li> <li>e. Carol reported that Susy and Kathy's workspaces are not able to be set-up to be ergonomically appropriate. SCOE is working on potential solutions. Carol also reported that she had a very productive meeting with the SCOE Foster Youth Services Coordinator, who will be attending our next CCPC meeting.</li> </ul>	<ul style="list-style-type: none"> <li>b. Carol will let Josh know.</li> <li>c. Melanie will check on 4Cs end and let us know.</li> <li>d. To CCPC for approval.</li> </ul>
<p>7. EC Activities</p> <ul style="list-style-type: none"> <li>a. Financial Processes Protocol</li> <li>b. Follow-up on meeting with SCOE</li> <li>c. Work on EC Goal – Integrate Ethics and Values</li> <li>d. Select EC Goal to work</li> </ul>	<ul style="list-style-type: none"> <li>a. Reviewed draft changes from Finance Committee.</li> <li>b. Melanie and Jynx reported on their meeting with Mickey Porter, SCOE Assistant Superintendent, about the Coordinator Evaluation processes and the draft CCPC/SCOE MOU. They jointly developed a recommendation for a blended evaluation process that would integrate forms and meetings. They reported that Mickey felt the MOU was a great idea, and will get back to Melanie and Jynx with any suggested changes.</li> <li>c. Postponed to next meeting.</li> <li>d. Integrate Ethic and Values</li> </ul>	<ul style="list-style-type: none"> <li>a. To CCPC for approval as Consent Calendar item.</li> <li>b. A draft revision to the CCPC Evaluation Protocol will be brought to the next EC meeting.</li> </ul>

Agenda Item	Discussion	Action/Follow-Up
<p>on next meeting.</p> <p>e. Follow-up on 10/4 CCPC meeting</p>	<p>e. *Feedback form comments:</p> <ul style="list-style-type: none"> <li>- Projector and less paper was good!</li> <li>- Slower pace was good</li> <li>- Make wifi access info available</li> </ul> <p>*Hot Topics discussion – EC will integrate input into upcoming decisions.</p> <p>*Committee Funding Requests – reviewed input.</p> <p>*Executive Committee Goals – decided not to revise goals, but will distribute Outreach Talking Points to members</p> <p>*Inclusivity – Carol will draft a position paper.</p>	
<p>8. Plan future Council meetings (<i>see Agenda Development strategies, below</i>)</p> <p>a. Plan November meeting - Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts.</p> <p>b. Prep for future meetings</p>	<p>November panel on afterschool and teen issues in out-of-school time.</p> <p>Include update on Early Learners Conference as part of Executive Committee report.</p>	<p>Carol will draft set of questions for panelists and send to EC for review.</p>
<p>9. Adjourn**</p>		<p><b>Meeting adjourned at 11:00am.</b></p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**November 14, 2013**  
**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.*

**DRAFT MINUTES**

Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak, Debbie Blanton  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order		Meeting called to order by Co-Chair Jynx Lopez at 9:07am.
2. Approval of Agenda**	Agreement on topics for meeting.	Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of October 10th Executive Committee meeting minutes**		Minutes of October 10th Executive Committee meeting approved as submitted by unanimous consent.
5. CCPC Project/Committee Updates – as needed a. CARES Plus  <b>b. AB212 – data cycle?</b> c. Gateway to Quality  <b>d. Advocacy Committee</b>	Carol Simmons provided reports on status of programs and projects: a. Staff has drafted a timeline for early outreach and enrollment for next program year, and identified needed decisions on program issues. b. Exec. Committee reviewed outline of “data-driven data cycle” framework used by another LPC for AB212 programming decisions.	a. We will recruit for any new members to the CARES Workgroup at the December meeting, and will convene it in December or January. b. Carol will draft a process for us, and will utilize this framework with CDD-Collaborative and other methods of input. c.

Agenda Item	Discussion	Action/Follow-up
<p>– <b>Goals and Strategies; ECE Scholarship Fund; CCPC role in QRIS; CCPC identity PPT</b></p> <p>e. Professional Development Committee</p> <p>f. Finance Committee</p> <p>g. Membership Committee</p> <p><b>h. Facilities Development</b></p> <p><b>i. Partnership for Children – future? SLO materials.</b></p> <p>j. Data Workgroup</p> <p>k. CDD-Contractors Collaborative</p> <p>l. ECE Conference</p> <p>m. Zip Code Priorities</p> <p>n. READY</p> <p><b>o. Needs Assessment</b></p> <p>p. Child Care Plan</p>	<p>c.</p> <p>d. Exec. Committee reviewed draft Goals and Strategies. Discussed strategy regarding community ECE Scholarship Fund – this will be a challenging discussion, and is a good role for CCPC. Discussed CCPC role in QRIS – we should discuss with First 5 our fit to serve as convener. Week of Young Child tasks lists only has received one member response to take on tasks.</p> <p>e.</p> <p>f.</p> <p>g.</p> <p>h. Working on updating municipality fees, and will print update insert for handbooks.</p> <p>i. With limited agency participation, and narrow focus on Advocacy, Carol is concerned about the viability of PFC. She also shared great materials from San Luis Obispo CCPC, which is integrating “Is it good for the children?” in their work.</p> <p>j.</p> <p>k.</p> <p>l.</p> <p>m.</p> <p>n.</p> <p>o. Need to decide next step on preparing for NA.</p>	<p>d. Exec. Committee decided that strategies should stay focused on activities identified in the current Strategic Plan, and need to be realistic within the scope of the Advocacy Committee’s capacity, and so made modifications. To further support member understanding of CCPC role, we will continue to focus on our mission and values, will update the Community Meetings Participation document and share, and will adapt and share a version of an LPC “What We Do” list. Will bring WOYC tasks list to CCPC meeting. Invite targeted community members to attend meetings: Elece of Petaluma People’s Services, Grace from CPI.</p> <p>i. Carol will discuss future of PFC with PFC Steering Committee.</p> <p>o. Will form a NA Committee at CCPC meeting.</p>
<p>6. Coordinator’s Report</p> <p>a. Community meetings participation</p> <p>b. Josh Baker Research Project</p> <p>c. Board of Supervisors agenda items</p> <p>d. Miscellaneous</p>	<p>a.</p> <p>b. Carol shared the good questions Josh asked in his field interviews.</p> <p>c. Carol reported that on December 10th (tentatively), she and Jynx will be making a presentation to the BOS, and will not do a PowerPoint, but will focus on the printed</p>	

Agenda Item	Discussion	Action/Follow-up
	<p>materials we've created this year.</p> <p>d. Carol shared info from First 5 CA regarding a potential evaluation of TK. She also shared an updated So. Co. ECE Fact Sheet, and another LPC's form for CDD site relocation input.</p>	<p>d. Carol will draft a simplified version of the CDD site relocation input form, and bring back to EC.</p>
<p>7. EC Activities</p> <p>a. Follow-up on 11/1 CCPC meeting</p> <p>b. Staff Evaluation Protocol</p> <p>c. SCOE – MOU, Member Acknowledgement Tokens and Protocol, staff offices</p> <p>d. Work on EC Goal – Integrate Ethics and Values</p> <p>e. Select EC Goal to work on next meeting.</p>	<p>a. Feedback forms were positive. CCPC diversity addition to Culturally Responsive ECE paper – discussed addition about addressing future language needs.</p> <p>b. Reviewed draft revision from Co-chairs.</p> <p>c. Melanie and Jynx reported they are still in communication with Mickey Porter about the MOU. Membership Committee will look at revising the Membership Acknowledgment Protocol. Carol reported that staff have been advised about new permanent offices, but that we will probably begin to be charged for office space. No info available yet on costs.</p> <p>d. Will focus on Values regularly – read in the beginning of meeting, ask people to take out their cards. Ethical decision making we will use when there are conflict issues – we'll have it available in full size to bring up on projector when needed – will use it in small groups – will practice at least once per year, even if no issue arises – could practice at mid-year Retreat, on topic of QRIS.</p> <p>e. Next goal to address will be Workforce Survey.</p>	<p>a. Carol will add suggested language. To CCPC as Consent Item.</p> <p>b. To CCPC.</p>
<p>8. Plan future Council</p>		

Agenda Item	Discussion	Action/Follow-up
<p>meetings (<i>see Agenda Development strategies, below</i>)</p> <p>a. Plan December meeting - Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts.</p> <p>b. Prep for future meetings</p> <ul style="list-style-type: none"> <li>• December – QRIS</li> <li>• January – no meeting? Reschedule?</li> <li>• Mid-year Retreat?</li> <li>• February – Alfredo Perez</li> <li>• March – Regional initiatives</li> <li>• April – brain development research (Ross Thompson?)</li> <li>• EBP in ECE</li> <li>• READY</li> </ul>	<p>a. December – Community Schools, with Kellie Noe and Nubia Padilla? Brief presentation, then small groups to answer what CCPC should do next to move this forward?</p> <p>b. January – Carol polled absent members re: January 3<sup>rd</sup>. Reschedule to January 10<sup>th</sup>. Topic – READY – panel with Bethany and Megan. (Note - Kathy Kelley will facilitate this CCPC meeting.)</p> <p>c. February – retreat.</p> <ul style="list-style-type: none"> <li>i. Funding – ECE Scholarships, F5, Children’s Funding Stream – Alfredo Perez. Facilitator – Gary Hochman.</li> <li>ii. QRIS</li> </ul>	
9. Adjourn**		Meeting adjourned at 11:00am.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**Thursday, December 12, 2013**  
**4Cs, 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.*

**DRAFT MINUTES**

Members Present: Melanie Dodson, Jynx Lopez, Kathy Kelley. Margie Vondrak arrived at 11:50am.  
 Member Absent: Debbie Blanton  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order		<b>Meeting called to order by Co-Chair Melanie Dodson at 11:35am.</b>
2. Approval of Agenda		<b>Agenda approved by unanimous consent as submitted.</b>
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of November 14 <sup>th</sup> Executive Committee meeting minutes		<b>November 14<sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous consent.</b>
5. CCPC Project/Committee Updates – as needed a. CARES Plus b. AB212 c. <b>Gateway to Quality – contract performance, rates</b>	Carol Simmons updated the Executive Committee on status of programs and projects:  c. Reported on a QIV's contract performance and received agreement to terminate contract. Reviewed chart of rates paid for ERS and CLASS assessments by other counties.	c. Carol Simmons will terminate this QIV's contract after January 1 <sup>st</sup> . <b>Kathy Kelley moved to recommend increasing QIV rates to \$75 per hour, and consider increasing number of</b>

Agenda Item	Discussion	Action/Follow-up
<p><b>d. Advocacy Committee – Goals and Strategies; ECE Scholarship Fund; CCPC role in QRIS</b></p> <p>e. Professional Development Committee</p> <p>f. Finance Committee</p> <p>g. Membership Committee</p> <p>h. Facilities Development</p> <p>i. Partnership for Children</p> <p>j. Data Workgroup</p> <p>k. CDD-Contractors Collaborative</p> <p>l. ECE Conference</p> <p>m. Zip Code Priorities</p> <p><b>n. READY – standing item on CCPC agenda?</b></p> <p>o. Needs Assessment</p> <p>p. Child Care Plan</p>	<p>d. Debriefed discussions and decisions at Advocacy Committee, and considered next steps.</p> <p>Margie Vondrak arrived at the meeting.</p> <p>n. READY Implementation Team has requested this.</p>	<p><b>hours allotted for tasks, and increase Anchor rate to \$100 per hour. Melanie Dodson seconded. Jynx Lopez abstained. Motion carried.</b> To Finance Committee for consideration, then Carol will check with First 5.</p> <p>d. Will put Advocacy Committee suggestion of Hot Topic regarding examining the scope and process of CCPC Outreach Activities out to the full Council in a survey to re-rank Hot Topic suggestions. Carol will check with Gary Hochman for input on feasibility of having ECE Scholarship Fund as Retreat Hot Topic, given its complexity.</p> <p>n. Co-Chairs will work on integrating report on other community activities, including READY, into CCPC agendas.</p>
<p>6. Coordinator’s Report</p> <p>a. Community meetings participation</p> <p>b. Logo</p>	<p>b. Reviewed and discussed update.</p> <p>c. Jynx and Carol reported about</p>	<p>a. Coordinator will discuss with Co-Chairs.</p> <p>b. Carol will ask Erika Pryor if she can make some additional minor adjustments to the children images.</p>

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>c. Board of Supervisors agenda items</li>   <li>d. Miscellaneous</li> </ul>	<p>presentation. Membership item will be agendized as a consent item tentatively on January 14<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>d. Carol reported on research about change to Brown Act requiring full disclosure of member voting records. Carol also sought direction about dissemination of other organization's fundraising notices.</li> </ul>	<ul style="list-style-type: none"> <li>c. Report.</li>   <li>d. CCPC minutes will reflect who votes in opposition and who in abstention, and will reflect when voting members arrive if after meeting is called to order, and when they leave if before adjournment. Carol will place only members' organizations' fundraising info in e-news and/or Resource Packet; will announce this practice to full CCPC at next meeting.</li> </ul>
<p>7. EC Activities</p> <ul style="list-style-type: none"> <li>a. Follow-up on 12/6 CCPC meeting (Casino, Community Schools, Staff Evaluation role of SCOE supervisor)</li>   <li>b. SCOE – MOU, staff offices**, coordinator cell phone stipend**</li> </ul>	<ul style="list-style-type: none"> <li>a. Reviewed meeting feedback forms. Graton Casino – will work on developing relationships with tribal child care representatives. Community Schools – will continue to engage and report through READY; will send PowerPoint from Leah/Kellie, and encourage members to continue to build relationships with schools.</li> <li>b. Staff Offices – as a time urgent decision is needed due to SCOE's time frame, EC considered new costs for office space, including ½ or all of the available space for program staff. SCOE has issued a memo that it will no longer be paying for cell phone stipends for certain positions, which includes the CCPC Coordinator position. However,</li> </ul>	<ul style="list-style-type: none"> <li>a. Will provide hard copies of written Executive Committee Report and Coordinator Report, and will agendize them for any questions. Carol will send email to Council regarding recommended Community Schools follow-up strategies.</li> <li><b>b. As time-urgent issue, Executive Committee unanimously recommends that CCPC purchase the full office space available for staff, pending Finance Committee's allocation of needed funding; to be ratified by Council at 1/10/14 meeting. Melanie and Jynx will</b></li> </ul>

Agenda Item	Discussion	Action/Follow-up
<p>c. Work on EC Goal – Workforce Survey</p> <p>d. Select EC Goal to work on next meeting.</p>	<p>since CCPC has always paid for this out of its own funds, Mickey Porter informed Carol that if CCPC would like to request to continue to do so, that it could.</p>	<p>contact Mickey regarding possibility of SCOE contribution to CCPC.</p> <p>Will request in writing that CCPC be able to continue to fund cell phone stipend.</p> <p>c. Tabled to next meeting</p>
<p>8. Plan future Council meetings (<i>see Agenda Development strategies, below</i>)</p> <p>a. Plan January meeting (READY) - Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts.</p> <p>b. Prep for future meetings</p> <ul style="list-style-type: none"> <li>• February Retreat – Funding (ECE Scholarships, First 5 funding and Children’s Funding Initiative), and QRIS – practice Ethical Decision-Making</li> <li>• March – Regional initiatives</li> <li>• April – brain development research (Ross Thompson?)</li> <li>• EBP in ECE</li> </ul>	<p>An additional suggestion from Advocacy Committee: scope and process of CCPC outreach.</p>	<p>Decided to re-survey members to prioritize Hot Topics. Carol will send, requesting responses by 1/7/14. Will send now, and again on 1/6. Will put Hot Topics planning on top of next month’s EC agenda.</p>
<p>9. Adjourn</p>		<p><b>Meeting adjourned at 1:30pm by unanimous consent.</b></p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**Thursday, January 9, 2013**  
**9:00am - 12:00pm**  
**SCOE, Board Room**

*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: Melanie Dodson, Jynx Lopez, Kathy Kelley and Debbie Blanton  
 Member Absent: Margie Vondrak  
 Staff Present by teleconference: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order by Co-Chair Melanie Dodson.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment		
4. Minutes/Notes a. Approval of December 12 <sup>th</sup> Executive Committee meeting minutes**		December 12 <sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous consent.
5. CCPC Project/Committee Updates – as needed a. CARES Plus b. AB212 c. Gateway to Quality d. Advocacy Committee <b>e. Professional Development Committee</b> f. Finance Committee g. Membership Committee h. Facilities Development	Carol Simmons provided updates as follows:  e. Professional Development Committee has been having study sessions on QRIS and the ECE Competencies.	

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>i. Partnership for Children</li> <li>j. Data Workgroup</li> <li>k. CDD-Contractors Collaborative</li> <li>l. ECE Conference</li> <li><b>m. Zip Code Priorities</b></li> <li>n. READY</li> <li><b>o. Needs Assessment</b></li> <li>p. Child Care Plan</li> </ul>	<ul style="list-style-type: none"> <li>m. It's time to begin work on these. Executive Committee recommends utilizing the Data Work Group for this.</li> <li>o. Needs Assessment meeting is scheduled for January 23<sup>rd</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>m. Carol will initiate work on Zip Code Priorities with the Data Work Group.</li> </ul>
<ul style="list-style-type: none"> <li>6. Coordinator's Report <ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. Logo</li> <li>c. Miscellaneous</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Carol Simmons updated the Executive Committee on community meetings attended.</li> <li>b. Erika Pryor will work on further revisions.</li> <li>c. Carol reported that Pam Turner is no longer supervising the TALLK project and that Patricia Rendon is now working under the SCOE English Language lead, Jenn Myers. Jenn is very interested in our work, has been invited to CCPC meetings, and Carol will be meeting with her next week. Possible Hot Topic for CCPC.</li> <li>d. Jude Burden, new CCL Advocate, will be able to begin attending CCPC meetings as her schedule permits, and offered to provide a brief update whenever it would be desired.</li> <li>e. Carol will be meeting with Erin Carlstrom from Santa Rosa City Council about ECE needs in Sonoma County.</li> </ul>	
<ul style="list-style-type: none"> <li>7. EC Activities <ul style="list-style-type: none"> <li>a. Relocation of CDD Site form</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Reviewed new form. CDD changed name to EESD (Early Education and Support Division) as of yesterday. Some questions about required language – suggest changing “must” to “preferred”, and</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol will clarify requirements from EESD, and report back to EC.</li> </ul>

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>b. Staff Evaluations Protocol revision**</li> <li>c. Work on EC Goal – Workforce Survey</li> <li>d. Select EC Goal to work on next meeting.</li> <li>e. SCOE - MOU, office \$</li> </ul>	<p>“justification” to “explanation”.</p> <ul style="list-style-type: none"> <li>b. Reviewed additional revision to make SCOE Supervisor participation optional.</li> <li>c. Reviewed progress and developed next steps. Discussed possibility of having OD students from SSU do the survey.</li> <li>d. Will continue to work on Workforce Survey.</li> <li>e. No progress on MOU.</li> </ul>	<ul style="list-style-type: none"> <li>b. Approved revision, To CCPC on Consent Calendar tomorrow.</li> <li>c. Carol will develop some potential cost scenarios. Melanie will touch base with the SRJC CTE Dean. Other potential partners: Chambers, WIB.</li> <li>e. Melanie will contact Mickey about effective date of office costs due to pending remodel.</li> </ul>
<p>8. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p> <ul style="list-style-type: none"> <li>a. Prep for January meeting</li> <li>b. Plan February Retreat <ul style="list-style-type: none"> <li>• Gary Hochman availability/dates</li> <li>• Funding (ECE Scholarships – use Ethical Decision-Making, First 5 funding and Children’s Funding Initiative, and QRIS)</li> </ul> </li> <li>c. Prep for future meetings <ul style="list-style-type: none"> <li>• Review survey results</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. Reviewed agenda. Due to new Brown Act requirements, Membership Chair will track members who arrive after the meeting is called to order and those who leave before the meeting is adjourned, so that the minutes accurately reflect members’ votes.</li> <li>b. Gary Hochman is not available on February 7<sup>th</sup>. Decided to move ECE Scholarship Fund discussion to March meeting, and see if he can come then.</li> <li>c. Reviewed survey results – QRIS was next preferred topic. Decided to focus on QRIS, TK bill and state budget for Retreat. <ul style="list-style-type: none"> <li>• 9-9:30 – CCPC Business</li> <li>• 9:30-10:00 – Inspirational Quality Improvement – Kathy Kelley (and Teri Porter?)</li> <li>• 10:00-10:45 – QRIS Info</li> </ul> </li> </ul>	

Agenda Item	Discussion	Action/Follow-up
	<p>presentation – Carol and Melanie</p> <ul style="list-style-type: none"> <li>i. Context – data on quality, Minnesota system, QRIS in CA (PPT from Bay Area RTT), local alignment with Bay Area RTT, local QI projects and resource</li> <li>ii. Q&amp;A</li> </ul> <ul style="list-style-type: none"> <li>• 10:45-11:00 – Break</li> <li>• 11:00 – 11:40 – CCPC role is to convene ECE community. Small Groups on <ul style="list-style-type: none"> <li>i. Buy-in from providers; “marketing”</li> <li>ii. Other resources in community to support QRIS</li> <li>iii. Usefulness for parents</li> </ul> </li> <li>• 11:40-12:00 – Potluck lunch</li> <li>• 12:00-1:00 – State Budget and TK Legislation</li> </ul> <ul style="list-style-type: none"> <li>d. March – ECE Scholarship Fund with Gary Hochman</li> <li>e. April – Children’s Funding Initiative and First 5 Funding</li> <li>f. May – Evidence-Based Practice in ECE</li> <li>g. June – Retreat</li> </ul>	
9. Co-Chair Transition Planning	<p>Melanie plans to be out on Maternity Leave from about March 15<sup>th</sup> until the first week of July. Kathy Kelley, as Chair Elect, will be filling in share the Co-Chair responsibilities with Jynx. Discussed anticipated tasks during this time period.</p>	
10. Adjourn**		Meeting adjourned at 11:30am by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**February 13, 2014**  
**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.*

**DRAFT MINUTES**

Members Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Debbie Blanton, Margie Vondrak (arrived at 9:15am)  
 Guest Present: Gary Hochman (arrived at 10:00am)  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order		Meeting called to order by Co-Chair Melanie Dodson at 9:02am.
2. Approval of Agenda	Carol Simmons reminded the Committee that all the usual business is packed into the first hour, as the second hour of the meeting is scheduled to meet with Gary Hochman to plan March's meeting.	Agenda approved as submitted by unanimous consent.
3. Public Comment	No Public Comment heard.	
4. Minutes/Notes a. Approval of January 9 <sup>th</sup> Executive Committee meeting minutes		Minutes of January 9 <sup>th</sup> Executive Committee approved by unanimous consent.
5. CCPC Project/Committee Updates – as needed a. <b>CARES Plus</b> b. AB212 c. <b>Gateway to Quality</b>  d. <b>Advocacy Committee</b> e. Professional Development Committee	Carol Simmons provided the following updates:  a. and c. Extensive Program Evaluation Framework reports were completed and submitted to First 5 for CARES Plus and Gateway to Quality, for their Strategic Planning efforts.  d. Advocacy Committee has decided not to do mobile tabling for WOYC, but is focusing on Proclamations, encouraging site tours, and	

Agenda Item	Discussion	Action/Follow-Up
<p>f. Finance Committee</p> <p><b>g. Membership Committee</b></p> <p>h. Facilities Development</p> <p>i. Partnership for Children</p> <p>j. Data Workgroup</p> <p><b>k. EESD-Contractors Collaborative</b></p> <p><b>l. ECE Conference</b></p> <p>m. Zip Code Priorities</p> <p><b>n. READY</b></p> <p><b>o. Needs Assessment</b></p> <p>p. Child Care Plan</p>	<p>sending R&amp;R info to community “gatekeepers” who work with families and may not know where to refer families for child care assistance. Committee also expressed concerns “that the topic for the March CCPC meeting was not clearly articulated” at the February meeting, and “about the process of retaining the facilitator and his past method of facilitating.” (Margie Vondrak arrived at this point.) Executive Committee discussed these concerns, and decided that given the extensive positive history and experience the Council has had with Gary Hochman, that the Exec Committee feels the decision to use him was a valid one.</p> <p>g. Membership Committee recommends a few relatively minor revisions to the bylaws and their protocols. Executive Committee reviewed recommended changes.</p> <p>k. Carol received an email from EESD Consultant Shellie MacColl, praising us for the level of coordination of our EESD-Contractors Collaborative.</p> <p>l. Conference planning is moving into “high gear”, and is going very well. CCPC staff are not available to staff our CARES/G2Q table at the conference; Margie and Jynx may be able to help staff it.</p> <p>n. READY forum on DRDP-SR will be on March 5<sup>th</sup>.</p> <p>o. Discussed concerns raised at CCPC meeting about potential bidder (CCPC Advisory Member) participating in the Ad Hoc Committee’s discussion about scope of the project and the RFP. We complied with our Conflict of Interest policy, in that the potential conflict was disclosed, and there was no vote that occurred about the subject (the Committee only developed recommendations to bring to the Council for a vote, and the Advisor has</p>	<p>d. Carol will send a follow-up email to CCPC about topic for March meeting.</p> <p>g. Executive Committee approved recommended revisions to bylaws and Membership Protocols as submitted, by unanimous consent. To CCPC for action.</p> <p>l. Carol will contact Margie and Jynx to arrange table coverage.</p> <p>o. Executive Committee recommends that Finance Committee identify funding for legal consultation to consider review our protocol in regards to this specific situation and adding language about this issue to our Contracting Protocol if recommended.</p>

Agenda Item	Discussion	Action/Follow-Up
	content specific expertise that could advise the CCPC to ensure best outcomes and the potential bidder is not a Voting Member. Additionally, Carol reported that the Advisor is probably not going to bid on this project.	
<p>6. Coordinator's Report</p> <ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. Josh Baker project</li>   <li>c. Ideas/report from Bay Area Coordinators meeting</li> <li>d. Miscellaneous</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol and Melanie mentioned that they attended the meeting of the Bay Area CCCCA with Executive Committee representatives, and will come back with some ideas for review and consideration.</li> <li>b. Reviewed project outcomes and documents. Discussed having him come make a presentation at a CCPC meeting.</li> <li>c. This item was put on the table until next meeting, due to time constraints.</li> <li>d. Susy and Kathy's office will be remodeled on March 5<sup>th</sup>.</li> <li>e. Mickey Porter responded to Melanie's question about the start date of the office space costs, given the date of the remodel, and Mickey offered to defer charging CCPC to July 1 (new fiscal year).</li> <li>f. Discussed suggestion at previous CCPC meeting that we research costs of housing CCPC elsewhere. Carol mentioned Organizational Behavior students available, and wondered if that could be a project for them.</li> <li>g. Carol has a document by Children Now on LCCF, and about advocating for ECE in the planning processes, but there was not enough time to discuss it at this meeting.</li> </ul>	<ul style="list-style-type: none"> <li>e. Change of effective date to Finance Committee and next CCPC meeting.</li>   <li>f. Executive Committee asks Carol to as a first step compile the costs and benefits of being at SCOE.</li>   <li>g. Carol will email to Executive Committee.</li> </ul>
<p>7. EC Activities</p> <ul style="list-style-type: none"> <li>a. Review December and</li> </ul>	<ul style="list-style-type: none"> <li>a. Reviewed forms; issues raised had already</li> </ul>	

Agenda Item	Discussion	Action/Follow-Up
<p>January Feedback forms</p> <p>b. Debrief February Retreat meeting; review forms</p> <p>c. Relocation of CDD Site form</p> <p>d. SCOE MOU</p> <p>e. EC Protocols review</p> <p>f. Work on EC Goal – Workforce Survey</p> <p>g. Select EC Goal to work on next meeting.</p>	<p>been discussed.</p> <p>b. Reviewed meeting and forms.</p> <p>c. Carol reported that she is still awaiting clarification from EESD about LPC role.</p> <p>d. Co-chairs and Assistant Superintendent have agreed upon language.</p> <p>e. Item put on the table until next meeting due to time constraints.</p> <p>f. Neither Carol nor Melanie have heard back from their contacts.</p> <p>g. Workforce Survey.</p> <p>Gary Hochman arrived at this time.</p>	<p>b. Carol will email the compiled input on the QRIS next steps to the full council, and we will follow-up at the next CCPC meeting. We will use a microphone for presenters.</p> <p>d. To CCPC meeting for approval.</p>
<p>8. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p> <p>a. Prep for March meeting – with</p> <ul style="list-style-type: none"> <li>• Gary Hochman</li> <li>• ECE Scholarships – use Ethical Decision-Making</li> </ul> <p>c. Prep for future meetings</p> <ul style="list-style-type: none"> <li>• March – Regional initiatives</li> <li>• April – brain development research</li> <li>• First 5 funding and Children’s Funding Initiative</li> <li>• EBP in ECE</li> <li>• MCAH Needs Assessment</li> </ul>	<p>a. March meeting</p> <p>Discussed topic of ECE Scholarships, and Executive Committee’s goals for the CCPC meeting.</p> <p>Decided that: 1) the majority of voting members may not have enough information about the ECE Scholarship program to have an informed discussion, and 2) there are other important ECE funding programs/proposals to be understood, and 3) we should review the Child Care Plan strategy to "develop a mechanism to coordinate investments to collaboratively meet the gap in child care funding") and decide if the CCPC is the right body to lead this task for the community, and 4) the Exec Committee does not have complete agreement on what the goal and desired outcome of the facilitated meeting would be. The decision was made to not engage the services of facilitator Gary Hochman and instead follow the model we</p>	<p>Carol will contact Alfredo and Josh to see if they will present.</p>

Agenda Item	Discussion	Action/Follow-Up
	<p>have been using to provide the CCPC members with information about local ECE funding:</p> <ul style="list-style-type: none"> <li>• Data regarding funding demand and supply</li> <li>• Josh Baker presentation about business investment in ECE</li> <li>• Alfredo Perez – First 5 Sonoma funding for ECE &amp; Funding the Next Generation (Children’s Funding Initiative)</li> <li>• Value In Preschool Scholarship Program</li> </ul>	
9. Adjourn		Meeting adjourned at 11:10am by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**March 13, 2014**  
**SCOE, Board Room**

*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.*

**DRAFT MINUTES**

Members Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak, Debbie Blanton  
 Staff Present: Carol Simmons  
 Guest Present: Stephen Zollma (arrived at 11:00am)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-Up</b>
1. Call to Order**		<b>Meeting called to order by Chair-Elect Kathy Kelley at 9:03am.</b>
2. Approval of Agenda**		<b>Agenda approved as submitted by unanimous consent.</b>
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of February 13th Executive Committee meeting minutes**		<b>February 13th Executive Committee meeting minutes approved as submitted by unanimous consent.</b>
5. CCPC Project/Committee Updates – as needed a. CARES Plus b. AB212 c. Gateway to Quality d. Advocacy Committee e. Professional Development Committee f. Finance Committee g. Membership Committee	Carol Simmons updated the Executive Committee on status of programs and projects: a. CARES Evaluation Memo shared at First 5 Evaluation Committee meeting. Carol attended and answered questions. EC recommends that we have CARES participants speak at meetings in the community about value of program. d. Reviewed draft of outreach letter for WOYC.	d. Ask at CCPC meeting if anyone has suggestions of meeting



Agenda Item	Discussion	Action/Follow-Up
b. Relocation of CDD Site form c. Review EC Protocols d. Plan Meeting Facilitation Training e. Review EC funding allocation f. Ideas/report from Bay Area Coordinators meeting g. Work on EC Goal – Workforce Survey h. Select EC Goal to work on next meeting.	b. Still pending further input from EESD via CCCCA. c. Put on the table until next meeting due to time constraints. d. Will schedule for after elections in May (solicit nominations at next CCPC meeting). e. Of \$500 allocated for Facilitation, only used \$250. Add to funding available for Meeting Facilitation Training = up to \$2,250. f. Put on the table until next meeting due to time constraints. g. Reviewed draft budget from last year’s unfunded grant application. h. Workforce Survey	Fund.  d. Carol will check with Gary about cost, date and number of participants.  g. Carol will ask LFA about paring down budget, and then will send email to potential partners (First 5, R&Rs, SRJC Child Development and CTE Jerry Miller).
8. Plan future Council meetings ( <i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts). a. Prep for future meetings <ul style="list-style-type: none"> <li>• Regional initiatives</li> <li>• EBP in ECE</li> </ul>	April – MCAH Needs Assessment June Retreat – Brain Research (use clips from CA Budget Committee Hearing speaker Ross Thompson) August – follow-up on business outreach per Josh Baker’s presentation; SR Chamber of Commerce’s Kellie Bass-Siebel	
9. CCPC and Executive Committee functions	Received input from CCPC member.	
10. Adjourn		<b>Meeting adjourned at 11:55am by unanimous consent.</b>



Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707)524-2792.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Special Meeting**  
**Thursday, March 17, 2014**  
**12:00pm - 1:30pm**  
**SCOE, Superintendent's Conference Room**

*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.*

**DRAFT MINUTES**

Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak, Debbie Blanton

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order		Meeting was called to order by Co-Chair Melanie Dodson at 12:03pm.
2. Approval of Agenda		Agenda approved as submitted by unanimous consent.
3. Closed Session	Committee met in closed session to discuss personnel and legal issues.	
4. Public Meeting resume		Public session of meeting resumed.
4. Adjourn		Meeting adjourned by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**April 10, 2014**  
**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.*

**DRAFT MINUTES**

Members Present: Jynx Lopez, Kathy Kelley, Margie Vondrak, Debbie Blanton  
 Member Absent: Melanie Dodson  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order		Meeting called to order by Co-Chair Jynx Lopez at 9:02am.
2. Approval of Agenda		Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of March 13th and March 17 <sup>th</sup> Executive Committee meetings minutes		March 13th and March 17 <sup>th</sup> Executive Committee meetings minutes approved as submitted by unanimous consent.
5. EC Activities a. Review April CCPC meeting  b. Legal Training – report	a. Debriefed meeting.  b. Shared information obtained at training attended by Jynx Lopez	a. Carol will revise feedback form to request name (optional) and desire for follow-up. Will add section to each meeting for f/u discussion of member usage of previous month's hot topic info. b. Will clarify to CCPC roles in Ad Hoc Committees of non-members as guests. Will share info about

Agenda Item	Discussion	Action/Follow-up
<p>c. Review EC Protocols</p> <p>d. Ideas/report from Bay Area Coordinators meeting</p> <p>e. Work on EC Goal – Workforce Survey</p> <p>f. Select EC Goal to work on next meeting.</p> <p>g. CCPC annual evaluation</p> <p>h. AB212 cuts</p> <p>i. Sonoma Country Weekend email</p> <p>j. Reschedule May Executive Committee meeting</p> <p>k. Advocacy Committee follow-up: SB837</p>	<p>and Carol Simmons.</p> <p>c. Reviewed draft revisions to protocols, including legal clarification regarding CCPC not being subject to Political Reform Act and Government Code 1090.</p> <p>d. Carol reviewed items of interest regarding ideas from other LPCs</p> <p>e. Carol received an updated budget proposal from LFA</p> <p>f. Reviewed goals.</p> <p>g. Prepared for evaluation by reviewing Member Survey.</p> <p>h. Reviewed letter from CDE.</p> <p>i. Discussed recommendations.</p> <p>j. Discussed rescheduling.</p> <p>k. Debriefed Advocacy Committee meeting</p>	<p>losing quorum. Carol will further research “can adopt a position, but can’t urge support or defeat of ballot measure”.</p> <p>c. <b>Coordinator’s Function, Staff Evaluations, Decision-Making Responsibilities and Executive Committee Guidelines draft revisions approved by unanimous consent. Contracting protocol approved – yes votes: Kathy Kelley, Margie Vondrak and Debbie Blanton; absention: Jynx Lopez.</b> Info about legal clarification, and action on protocols to CCPC. Carol will send email to CCPC before meeting regarding legal clarification on Conflict of Interest.</p> <p>d. Review further at Executive Committee retreat.</p> <p>e. Carol will disseminate to potential partners.</p> <p>f. Will work on plan for Child Care Plan, and Workforce Survey.</p> <p>g. Carol will update survey and we will disseminate in June.</p> <p>h. Carol will draft a letter and send to Co-Chairs for review and signatures.</p> <p>i. Carol will convey potential investment suggestions: Children’s Funding Initiative, First 5, QRIS, subsidy, and S/N Inclusion.</p> <p>j. Meeting rescheduled to May 15<sup>th</sup> due to Carol vacation.</p>

Agenda Item	Discussion	Action/Follow-up
<p>6. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p> <p>a. Prep for future meetings</p> <ul style="list-style-type: none"> <li>• Children’s Funding Initiative</li> <li>• Regional initiatives</li> <li>• Brain development research</li> <li>• EBP in ECE</li> <li>• August – business outreach</li> </ul>	<p>Discussed planning of Hot Topics and meetings.</p> <p>June Retreat – will simplify agenda by focusing on accomplishments and planning. Would like to have a facilitator – no other names of facilitators were submitted by CCPC members in response to request at last meeting, and Executive Committee feels very satisfied with Gary Hochman’s body of work with us. Theme possibility – how are we (each) making a difference? Have Committee Co-Chairs add to accomplishments report forms, with committee member input – what was most valuable? Suggestions for next year?</p>	<p>May Hot Topic will be SB837, Transitional Kindergarten Expansion bill. Carol will work on finding a panel of local “experts” on the issue (John Eberly? Lara Magnusdottir? Aaron Carter?). Will have presentation of information and then discussion.</p> <p>Carol will see if Gary Hochman is available to facilitation. Will do potluck again.</p>
<p>7. CCPC Project/Committee Updates – as needed</p> <p>a. <b>AB212 plan for 14-15</b></p> <p>b. <b>ECE Conference – CCPC and Coordinator role</b></p> <p>c. <b>Zip Code Priorities</b></p>	<p>Carol updated Executive Committee on status of programs and projects.</p> <p>b. Tabled to next meeting</p> <p>c. Boyes Hot Springs data clarified – all in Sonoma zip. Minor change due to percent of Calistoga only being in Sonoma County – created one priority change.</p>	<p>a. Carol will convene the CARES/AB212 Work Group to plan for next year.</p> <p>b.</p> <p>c. Zips to 2<sup>nd</sup> Public Hearing and vote at CCPC meeting 5/2.</p>

Agenda Item	Discussion	Action/Follow-up
<b>d. Needs Assessment – RFP review</b>		d. Carol will schedule the Needs Assessment Ad Hoc Committee, and invite other CCPC members, to review proposals.
8. Coordinator’s Report a. Community meetings participation b. SCOE funds clarification  c. SCOE accounting help  d. Miscellaneous	a.  b. Any funds CCPC receives, including a donation for staffing the Sonoma County Fair, are considered public funds. c. SCOE accountant is helping Carol with developing a system for tracking minor budget line item changes throughout the year. d. Meeting Facilitation Training	d. Carol will put out to members again with explanation of what training is, then out in e-news for public sign-ups.
9. Adjourn**		<b>Meeting adjourned at 11:15 by unanimous consent.</b>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**Monday, May 19, 2014**  
**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.*

**DRAFT MINUTES**

Members Present: Jynx Lopez, Kathy Kelley, Margie Vondrak  
 Members Absent: Melanie Dodson and Debbie Blanton  
 Staff Present: Carol Simmons

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		<b>Meeting called to order by Chair-Elect Kathy Kelley at 9::10am.</b>
2. Approval of Agenda**		Meeting agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of April 10 <sup>th</sup> Executive Committee meeting minutes**	Approve record of previous meeting.	Unanimous Consent action item, unless there are changes.
5. EC Activities a. Review May CCPC meeting i. EC Protocols input ii. Officer elections	a. Debriefed meeting, including feedback from forms. Discussed comments and feedback received about protocols. Debriefed officer elections.	a. Kathy Kelley will follow-up with one form that so requested. Decided to revise language on recommended revisions for EC to review (and not approve) Ad Hoc Committee plans, and to put into place mechanism for full Council to vet and approve

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>b. New Ad Hoc Committees Protocol</li> <li>c. Work on EC Goal – Workforce Survey</li> <li>d. Select EC Goal to work on next meeting.</li> <li>e. Advocacy Committee follow-up: SB837</li> </ul>	<ul style="list-style-type: none"> <li>b. Reviewed draft protocol.</li> <li>c. Carol reported on communications with potential partners: SRJC, First 5, 4Cs and CAPS.</li> <li>e. Kathy reported that Advocacy Committee input by email led to consensus to sign-on to existing letter.</li> </ul>	<p>plans.</p> <ul style="list-style-type: none"> <li>b. Will discuss further at next EC meeting.</li> <li>c. Carol will schedule and convene partners. Margie will represent EC</li> <li>d. Will work on goal #4 – Preparing for Child Care Plan</li> <li>e. Carol will send sign-on letter options to Advocacy Committee to decide. To CCPC meeting on 6/6 to vote.</li> <li>f. EC Retreat will tentatively be on July 10<sup>th</sup>.</li> </ul>
<p>6. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p> <ul style="list-style-type: none"> <li>a. Prep for June Retreat</li> <li>b. Prep for future meetings <ul style="list-style-type: none"> <li>• Children’s Funding Initiative</li> <li>• Regional initiatives</li> <li>• Brain development research</li> <li>• EBP in ECE</li> <li>• August – business outreach</li> <li>• Standardized Testing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. June retreat – reviewed input from Gary and Carol’s discussion to outline planning activities.</li> </ul>	<ul style="list-style-type: none"> <li>a. Developed outline, strategies, activities and theme for retreat.</li> </ul>
<p>7. CCPC Project/Committee</p>		

Agenda Item	Discussion	Action/Follow-up
<p>Updates – as needed</p> <p><b>a. ECE Conference – CCPC and Coordinator role</b></p> <p><b>b. Needs Assessment – RFP review</b></p>	<p>a. Discussed structure for ECE Conference, including continuing function as a sub-Work Group of the Professional Development Committee, separate grant listing on CCPC budgets, and funding Coordinator time out of CLPC grant.</p> <p>b. Carol reported that we received one proposal, and that the review group recommends that if the proposer is able to address the additional requests articulated in the draft Scope of Work, that we contract with that proposer, Michelle Nilsson.</p>	<p>a. Margie will present ECE Conference in context of 14-15 budget, including Coordinator time allocation from CLPC budget.</p> <p><b>b. Due to time-urgency for decision about Needs Assessment contractor, for some work to be completed before the end of the Fiscal Year, the Executive Committee unanimously approved contracting with Michelle Nilsson, if she is able to meet the additional requests of the review group. To be ratified at CCPC meeting 6/6.</b></p>
<p>8. Coordinator's Report</p>	<p>Carol reported that she will be attending a workshop on working with the County of Sonoma this week. She also reported that there are still 2 spaces available in the meeting facilitation training.</p>	
<p>9. Adjourn</p>		<p><b>Meeting adjourned at 11:15am by unanimous consent.</b></p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**June 12, 2014**  
**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.*

**DRAFT MINUTES**

**Members Present:** Jynx Lopez, Kathy Kelley, Margie Vondrak  
**Members Absent:** Melanie Dodson, Debbie Blanton  
**Staff Present:** Carol Simmons

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order		<b>Meeting called to order by Co-Chair Jynx Lopez at 9:12am.</b>
2. Approval of Agenda		<b>ICRI Advocacy Training added as new item 5g. Agenda approved with revision by unanimous consent.</b>
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of May 19 <sup>th</sup> Executive Committee meeting minutes		May 19 <sup>th</sup> Executive Committee meeting minutes approved by unanimous consent.
5. EC Activities a. Review June CCPC Retreat  b. New Committees Protocol c. Work on EC Goal – Workforce Survey	a. Debriefed meeting, including review of Feedback Form received. EC felt it was very valuable, helpful and well worth the money to have Gary Hochman facilitate. Reviewed new Committee sign-ups. b. Reviewed draft protocol and made suggested revisions. c. Carol reported that SRJC reps, C2C rep, 4Cs,	a. Decided to add question about retreat onto CCPC evaluation survey.  b. Carol will make suggested revisions and bring back to EC Retreat.  c. Carol will see if SSU would like to participate.



Agenda Item	Discussion	Action/Follow-Up
<p>7. CCPC Project/Committee Updates – as needed</p> <ul style="list-style-type: none"> <li>a. <b>Finance Committee</b></li> <li>b. <b>Data Workgroup</b></li> <li>c. <b>ECE Conference – CCPC and Coordinator role</b></li> <li>d. <b>Zip Code Priorities</b></li> <li>e. <b>READY</b></li> </ul>	<p>Carol Simmons updated Executive Committee on status of programs and projects:</p> <ul style="list-style-type: none"> <li>a. Decided to cancel next Tuesday's Finance Committee meeting, as there are no issues that need to be addressed.</li> <li>b. Carol, Elaina from 4Cs and Lorie met to work on updating the Child Care Trends document.</li> <li>c. Reviewed Coordinator job description, and facilitating the conference fits very clearly within it.</li> <li>d. At the Board of Supervisors meeting this Tuesday, Supervisor Zane began a discussion about the Zip Code items even though it was on Consent Calendar, and stated that we need to tackle this issue this year. She referenced the language in the board item that Carol included about funding reductions and the Portrait of Sonoma findings. She asked Human Services staff what they were doing about it, and Director Jerry Dunn suggested that Carol might respond. Carol responded with info about local and state progress on funding. Supervisor Zane asked HSD staff to come back within 3 months with a report on how to address the ECE funding gaps. Carol met briefly with Jerry Dunn and Oscar Chavez after the meeting to strategize, and she will be meeting with Oscar in the next couple of weeks to work on the response.</li> <li>e. Carol has had some discussions with READY and First 5 staff about the potential to fund our READY assessments through the G2G contract, since it is another First 5-funded program. We'll be looking at this further next year as we see how the READY and G2Q allocations play out.</li> </ul>	<ul style="list-style-type: none"> <li>c. Will include in discussion of Coordinator priorities at Retreat.</li> <li>d. EC would like to show the clip of the BOS meeting discussion at the August CCPC meeting. Would like to have a presentation on Portrait of Sonoma at CCPC meeting.</li> </ul>

Agenda Item	Discussion	Action/Follow-Up
f. Needs Assessment	f. Carol will be having a conversation with Michelle Nilsson, the consultant, this week about the preliminary data, and will be scheduling a meeting for the committee in July.	
8. Coordinator's Report	<ul style="list-style-type: none"> <li>a. Carol attended the ieSonoma event on Monday.</li> <li>b. Last night, the State Budget Conference Committee agreed on an ECE budget to send to the governor, with increases in rates, slots and quality.</li> <li>c. Coordinator's evaluation – Jynx will be contacting Mickey to schedule a meeting.</li> </ul>	
9. Adjourn		Meeting adjourned at 11:03am by unanimous consent.

**Agenda Development Strategies:**

- a. Expect people to read the agenda information ahead of time, and provide history and context at meetings before each item
- b. Provide pros and cons when presenting an issue, and before voting
- c. Reduce the number of action items on the agenda; allow enough time and provide enough information
- d. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation.
- e. Consider more small-group discussions, e.g. "Open Space" format
- f. Use consent calendar more.
- g. Consider switch of Co-Chair facilitator for discussion participation

**Additional strategies per 2013 CCPC Evaluation:**

- a. Solicit written input more often – create a sheet for each meeting's packet for feedback and agenda item suggestions, to go to Co-Chairs.
- b. Use Consent Calendar more – ask each Committee to identify which action items can be consent items
- c. Leave more time for member announcements
- d. Have Public Policy issues on the agenda only when needed
- e. Share each Committee's Action Plan for the year with full Council
- f. When reporting recommendations, report if there are strong dissenting opinions
- g. Coordinator reports – decisions as to what will be reported to full Council to be made at Executive Committee meetings, and when to place on CCPC agenda.

**Executive Committee Goals for 2013-2014**

1. Build and improve the relationship between CCPC and SCOE. (September/October)
2. Integrate Ethics and Values (use cards, poster). (October/November)
3. Explore finding funding to collaborate with partners to do a second ECE Workforce Survey. (December/January)
4. Prepare for creation of 2015-2020 Child Care Plan. (April/May)

Ongoing:

5. Provide oversight to CCPC programs and activities, including ECE conference.
6. Include reports at CCPC meetings on other movements in the county, including ECE Conference, Funding the Next Generation efforts.
7. Increase member engagement and participation in meetings (solicit ongoing feedback, and agenda item suggestions).
8. Ensure Membership Committee explores additional ways to support new members (new member cohort? Business card exchange?)
9. Monitor implementation of the Strategic Plan (ensure Hot Topics and Committee activities align with strategic plan and/or child care plan).