



Child Care Planning Council of Sonoma County
Executive Committee Meeting
August 24, 2022; 11:30 am – 1:00 pm
This meeting was held in-person at:
5340 Skylane Boulevard
Santa Rosa, CA 95403

Minutes approved at the September 28, 2022 meeting.

Members Present: Jessica Borland, Susan Langer, Renee Whitlock-Hemsouvanh
Members Absent: Rebecca Hachmyer, Cathy Vaughn
Staff Present: Susy Marrón, Liz DePrimo, Erica Hurtado
Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 11:43 AM.
2. Approval of Agenda**		The agenda was approved by unanimous consent.
3. June 22, 2022, Executive Committee meeting minutes**		The minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		

<p>5. 2021/2022 End of Year Budget Revisions**</p>	<p>Susy shared proposed budget revisions which were approved by the Finance Committee. Some CCPC funds were moved to computer-related expenses due to unexpected computer maintenance. Other services/operating expenses were increased due to an unexpected DocuSign cost increase.</p> <p>The proposal also includes an increase in office supplies in the CSPP Block Grant budget.</p> <p>Susy shared that the 2022/2023 budget will need to be revised once new contracts come in and personnel increases are calculated.</p>	<p>Jessica made a motion to approve the proposed budget revisions. Renee seconded the motion.</p> <p>Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2</p>
<p>6. Our Kids Our Future**</p>	<p>Discussion took place about the Our Kids Our Future Measure, which is no longer slated to be on the ballot in 2022. The measure was delayed due to signature fraud, but is expected to be on the ballot in 2024.</p> <p>Susy shared that a Council member shared concern about endorsing the measure now because it may change by the time it reaches the ballot in 2024.</p> <p>Renee shared that she is not comfortable endorsing at this time since there is no way to know what the economy will be like by 2024 or what the most pressing needs of children and families will be at that time. Renee also shared that she is concerned that voters will remember and associate the measure with fraud.</p> <p>Renee asked how others feel about the possibility of CCPC endorsing the measure. Susan and Jessica agreed that now was not the time to endorse the measure.</p> <p>Susy suggested this topic be brought to the full Council on September 2, 2022, as a part of the Executive Committee</p>	<p>No action taken</p>

	<p>report. Susan volunteered to give the report and will facilitate a discussion on this topic.</p>	
7. Personnel Discussion**	<p>Susy shared an update on the process for reclassifying the Program Assistant position. Discussions have been ongoing within SCOE leadership, the HR department, and the Deputy Superintendent regarding this matter. There has not been a decision yet.</p> <p>Susy confirmed that the Program Assistant is a union position.</p> <p>Susy shared that there had been a reorganization back in 2016, which reduced staffing, and that since then, CCPC has taken on many new responsibilities and collaborations, leading to increased work for the staff. Renee shared that she was a part of the restructuring that took place in 2016.</p> <p>Susan Langer suggested reviewing the Coordinator position as well. Susy shared that she would like to start by reclassifying the Program Assistant position before reviewing the Coordinator position.</p> <p>Renee shared that she would like to support the reclassification if SCOE approves it. SCOE has processes and systems in place to review positions to ensure that duties and responsibilities are aligned.</p>	<p>Renee made a motion to align the job titles and descriptions to the actual duties as determined by SCOE. Susan seconded the motion.</p> <p>Roll call vote: 3 Ayes: Nays: 0 Abstentions: 0 Absent: 2</p>
8. Program Assistant job description**	<p>Susy shared that she has submitted proposed changes to the Program Assistant position that aligns with the current duties. The proposed changes will be reviewed by SCOE to determine the next steps.</p>	<p>Susy will share the updated job description with this committee once it is completed and approved.</p>
9. CCPC Member Survey and 2022/2023 Planning	<p>Susy shared feedback based on survey results from last year's council meetings.</p>	

	<p>Feedback showed moderate support for Hot Topic segments, and the committee agreed that not every hot topic will be relevant for every member and guest, but the hot topics are still a valuable part of CCPC meetings.</p> <p>Susy shared that she has made an effort to connect with new members in the last year and believes it shows in the survey. Renee shared that there has also been an effort to explain industry specific language and concepts during meetings which she feels is helpful to members and guests.</p> <p>The committee discussed workgroups which did not take off last year. Susy suggested that some brainstorming around how to improve or alter workgroups may be helpful. Renee shared that she does not think work groups are as successful over Zoom. She suggested that we let go of some of the workgroup expectations while we are on Zoom.</p> <p>Survey respondents overwhelmingly shared that Zoom meetings work well. The committee was in agreement that holding meetings via Zoom is an important convenience during a time when many programs and organizations are short staffed.</p> <p>Susy suggested that Susan include a call for the Chair-Elect position during her Executive Committee report at the September council meeting.</p>	
<p>10. 2022-2027 Child Care Plan</p>	<p>Susy shared that she believes the text of the child care plan is complete and is ready to be formatted. She asked whether the committee would like to hire a consultant to complete the formatting or whether we should do it in house with a program like Canva. She shared that with the increase in LPC funding, we will likely have funding to pay a consultant for a project like this.</p>	<p>CCPC staff will begin formatting the Child Care Plan.</p>

	<p>Renee asked how the LPC funds can be used. She supports hiring a consultant, but would also like to see funding support the ELC workforce.</p> <p>The committee agreed that while either option would be acceptable, if CCPC staff has time to work on formatting the Child Care Plan, they support it.</p>	
11. September 2, 2022 Council Meeting	Susy shared that the agenda for the CCPC meeting will include an annual report and an Executive Committee report which will be shared by Susan Langer.	
12. Adjourn**	The next Executive Committee meeting is scheduled for September 28, 2022, from 11:30 am to 1 pm.	Adjournment was made by unanimous consent at 12:36 PM.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
September 28, 2022; 11:30 am – 1:00 pm
This meeting was held remotely via Zoom
Meeting ID: 820 7421 7671

Minutes were approved at the October 26, 2022 meeting.

Members Present: Rebecca Hachmyer, Cathy Vaughn, Renee Whitlock-Hemsouvanh
Members Absent: Jessica Borland, Susan Langer
Staff Present: Liz DePrimo, Erica Hurtado, Susy Marrón
Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 11:39 AM.
2. Approval of Agenda**		Cathy made a motion to approve the agenda. Renee seconded the motion. Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2

<p>3. August 24, 2022, Executive Committee meeting minutes**</p>		<p>Renee made a motion to approve the meeting minutes. Cathy seconded the motion.</p> <p>Roll call vote: Ayes: 1 Nays: 0 Abstentions: 2 - Cathy Vaughn - Renee Whitlock-Hemsouvanh</p> <p>Absent: 2</p>
<p>4. Public Comment on Non-Agendized Items</p>		
<p>5. Previous Council meeting feedback</p>	<p>Susy shared feedback from the two feedback submissions that were received after the last council meeting.</p> <p>A survey responder shared disappointment that the organizations which had provided coaching for the TALLK project were not recognized in the CCPC Programs Annual Report presentation. Susy shared that not all details and aspects of the program were outlined in the presentation due to time limitations, but she took the feedback into consideration for future planning.</p> <p>A survey responder suggested SEL for preschool as a future Hot Topic. Rebecca asked if Teaching Pyramid has been a Hot Topic in the past. Susy answered that it has not, and suggested that the committee discuss the idea while planning for the next council meeting.</p>	
<p>6. Chair-Elect</p>	<p>Susy shared that there is still no interest in the Chair-Elect position and wondered if the committee should continue to</p>	<p>The Chair-Elect opening will be included in the Executive</p>

	<p>recruit. Rebecca suggested that the committee continue to communicate the position opening at council meetings.</p> <p>Susy shared her observation that it was easier to recruit chair positions when meetings were in person. Rebecca wondered if it would be a good idea to include networking in the virtual meetings in order to support the type of networking that happens at in-person meetings.</p> <p>Renee shared concern that if breakout rooms are held at the end of the meeting that many people would not participate and would leave the meeting instead. Rebecca suggested that there may be time included at the beginning of council meetings for people to check in and get to know each other in small groups in random breakout rooms. Renee and Cathy agreed that short breakout sessions at the beginning of council meetings is a good idea. Susy asked for a prompt which can be given to participants in breakout rooms. Rebecca suggested a seasonal prompt or conversation starter. Liz suggested the prompt be an introduction in case there are new members or attendees who do not know each other.</p> <p>Renee shared that based on conversations with teachers, she is interested in hosting a workshop on quality literature for ELC. She wondered if CCPC may be able to fund the purchase of books to provide to attendees of such a workshop. Susy shared that CCPC does not currently have the budget for a project like that, but may in the future if funding is increased.</p>	<p>Committee report at the October 7 council meeting.</p>
<p>7. LPC Annual Evaluation**</p>	<p>Susy shared that the CCPC must ensure that it is meeting its mandate and is in compliance regarding spending, recruitment and other requirements. Susy reviewed the 2021/2022 Self Review document which is due annually to the CA Department of Social Services.</p>	<p>The full Self Review document is available to view by contacting Susy Marrón.</p>

	<p>Rebecca offered to e-sign the document once it has been approved by the full council.</p>	<p>Renee made a motion to approve the LPC Annual Evaluation. Rebecca seconded the motion.</p> <p>Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2</p>
<p>8. Planning for October 7, 2022 council meeting.</p>	<p>Susy shared that there is no Hot Topic scheduled for the Oct 7 meeting and shared some possible Hot Topics:</p> <ul style="list-style-type: none"> - UPK funding for LPCs. Not competitive funding. LPCs have first right of refusal. <p>Cathy shared that she would like to hear more about the funding. Rebecca wondered if Susy can include a funding update but not have it be a Hot Topic. Susy shared that she can include the funding topic in the budget update at the next meeting instead of a larger presentation.</p> <ul style="list-style-type: none"> - SEL for preschool. <p>Rebecca suggested that we ask Kathy Kelley if she may be able to present on the Teaching Pyramid Framework.</p> <ul style="list-style-type: none"> - Susy shared that she will need to establish an ad-hoc Data Committee <p>Rebecca suggested that we share the Child Care Plan and ask members to review it and come to the November meeting with some ideas that are important to them.</p>	<p>Susy will reach out to Kathy Kelley to see if she can present on Teaching Pyramid at the Oct 7 meeting.</p>
<p>9. Executive Committee Meeting Schedule</p>	<p>Rebecca shared that the next meeting is scheduled for October 26, 2022, from 11:30 am to 1 pm.</p>	<p>Susy will send an email to the committee members who were absent to see if an earlier</p>

	<p>Susy shared that she wants to make sure that the meeting schedule still works for the committee members. Rebecca and Renee shared that the meeting schedule still works for them. Cathy shared that the meeting time is not ideal, but she can make it work. Rebecca and Renee shared that they can meet earlier if the meeting is moved to a different day of the week.</p>	<p>meeting time on a different day of the week would work for their schedules going forward.</p>
<p>10. Adjourn**</p>	<p>The next Executive Committee meeting is scheduled for October 26, 2022, from 11:30 am to 1 pm.</p>	<p>Adjournment was made by unanimous consent at 12:24 PM.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
October 26, 2022; 11:30 am – 1:00 pm
This meeting was held remotely via Zoom
Meeting ID: 820 7421 7671

Minutes approved at the November 16, 2023 meeting.

Members Present: Jessica Borland, Rebecca Hachmyer, Renee Whitlock-Hemsouvanh
Members Absent: Susan Langer, Cathy Vaughn
Staff Present: Liz DePrimo, Erica Hurtado, Susy Marrón
Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 11:35 AM.
2. Approval of Agenda**		The agenda was approved by unanimous consent. Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2

<p>3. September 28, 2022, Executive Committee meeting minutes**</p>		<p>The minutes were approved by unanimous consent.</p> <p>Roll call vote: Ayes: 2 Nays: 0 Abstentions: 1 - Jessica Borland Absent: 2</p>
<p>4. Public Comment on Non-Agendized Items</p>		
<p>5. Previous Council meeting feedback</p>	<p>Susy Marrón shared that she received three feedback responses after the last Council meeting. All were positive.</p> <p>Susy Marrón shared previous Council meeting feedback. The subject of getting to know agencies involved in the CCPC. Susy shared that CCPC used to have a member spotlight for getting to know new members and wondered if CCPC may want to have an agency spotlight.</p> <p>Susy Marrón shared possible future hot topics collected through the Council meeting feedback form: “Supporting inclusive practices” as a possible future Hot Topic presentation. Renee Whitlock-Hemsouvanh suggested including a topic on Universal Design for Learning (UDL) and how it relates to facilities.</p> <p>Susy suggested including multiple aspects of inclusion in a presentation, like UDL, local resources, and other relevant aspects of our community.</p> <p>Renee shared that with all of the renovation grants available, the discussion on ADA requirements and inclusive building practices is timely.</p>	<p>Liz DePrimo will ask other Sonoma County IEEEP grantees who completed building and renovation projects if they have any suggestions of a person who can present to CCPC on inclusive building practices.</p>

	<p>Susy Marrón shared another Hot Topic presentation suggestion: "Access to Early Childhood Education for low-income families or those in poverty." Renee Whitlock-Hemsouvanh suggested that perhaps this topic could be included at meetings throughout the year and embedded in various updates.</p>	
<p>6. In-person meetings</p> <ul style="list-style-type: none"> ● Covid-19 Emergency Order Ending 2/28/2023 ● AB 2449 Effective 1/1/2023. 	<p>Susy Marrón shared that California’s emergency order will be lifted in February 2023. Assembly Bill 2449 passed and will be effective Jan 1, 2023, which means that when the emergency order is lifted, CCPC will be required to meet in person, and hybrid access will be required for non-member participants. Susy shared that as of March 1, 2023, CCPC will be ready to hold hybrid meetings.</p> <p>Renee Whitlock-Hemsouvanh shared concern that many Council members are in positions where they need to cover for staff occasionally, and the staffing shortage may create a situation where they cannot attend meetings in person. Renee worried that this might affect CCPC’s ability to meet quorum at council meetings</p> <p>Susy Marrón suggested that the council may want to consider looking at bylaws to change the number of yearly meetings that are required.</p>	
<p>7. Planning for November 4, 2022, Council meeting.</p>	<p>Susy Marrón shared that she would like to send the Child Care Plan out to all members today and asked Rebecca Hachmyer about her vision of this process. Rebecca suggested that members and meeting participants be invited to read the Child Care Plan and consider which goal speaks to them. Rebecca suggested breakout groups and wondered whether they should be divided by goal or by the partners, and then partners choose which goal to focus on.</p>	<p>Susy will create a Google doc that can be shared with members and meeting guests where they can add their name to the standing committee and/or workgroup and the corresponding goal they are interested in supporting.</p>

	<p>Renee Whitlock-Hemsouvanh suggested adding a little extra time in the meeting in case not everyone can read the plan ahead of time.</p> <p>Jessica Borland suggested adding a list of the goals into the email body so that people can go directly to the goal they are interested in case they do not have time to read the full document.</p> <p>Renee Whitlock-Hemsouvanh suggested a brief overview of the goals before going into breakout rooms and having 2 or 3 breakout sessions. Prompts would be given ahead of each breakout session. Jessica Borland wondered how the breakout rooms would be chosen. Renee suggested random breakout rooms. Susy Marrón suggested keeping the breakout rooms at the broad overview level and then later asking people to choose a workgroup that aligns with the goal they are most interested in supporting. Renee agreed and shared that she thinks the new Child Care Plan should be kept front and center by replacing old workgroup topics with the four goals identified in the Child Care Plan.</p> <p>Susy Marrón shared that CCPC members are asked to join a workgroup or standing committee. Members may, but are not expected to participate in, more than one committee or workgroup.</p>	
<p>8. The next Executive Committee meeting is scheduled for November 16, 2022, from 11:30 am to 1 pm.</p>	<p>Susy Marrón noted that the Executive Committee meeting schedule would be adjusted for holidays in November and December.</p>	

9. Adjourn**	The next Executive Committee meeting is scheduled for November 16, 2022, from 11:30 am to 1 pm.	Adjournment was made by unanimous consent at 12:15 PM.
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Child Care Planning Council of Sonoma County
Executive Committee Meeting
November 16, 2022; 11:30 am – 1:00 pm
This meeting was held remotely via Zoom
Meeting ID: 820 7421 7671

Minutes approved at the January 25, 2023 meeting.

Members Present: Jessica Borland, Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh
Members Absent: Cathy Vaughn
Staff Present: Liz DePrimo, Erica Hurtado, Susy Marrón
Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Susan Langer, called the meeting to order at 11:43 AM. Present: 3 Absent: 2
2. Approval of Agenda**		Jessica Borland made a motion to approve the agenda. Susan Langer seconded the motion. Roll call vote: Ayes: 3

Agenda Item	Discussion	Action/Follow-up
		Nays: 0 Abstentions: 0 Absent: 2
3. October 26, 2022, Executive Committee meeting minutes**		Jessica Borland made a motion to approve the minutes. Renee Whitlock-Hemsouvahn seconded the motion. Roll call vote: Ayes: 2 Nays: 0 Abstentions: 1 - Susan Langer Absent: 2
4. Public Comment on Non-Agendized Items		
5. Previous Council meeting feedback	<p>Susy Marrón shared that there was one feedback response from the last council meeting. Feedback was positive, and no suggestions were made.</p> <p>Susy Marrón shared that CCPC is not getting much feedback from council meeting attendees, though members are completing in-kind forms, and CCPC is on track for required in-kind hours to be met.</p>	
6. Workgroup Planning	Susy Marrón recapped the workgroup discussion at the last council meeting, where participants and members were invited to sign up for a committee. Some workgroups only have one member. However, some members who had not joined committees previously have signed up.	

Agenda Item	Discussion	Action/Follow-up
	<p>Susan Langer asked for a description of the UPK Mixed Delivery Grant workgroup. Susy Marrón shared information about the funding, which is expected to come to CCPC and would require a local workgroup to develop a recommended plan by June 30, 2023. Susan asked what the requirements of the grant are. Susy shared that there will be funding categories, but she is awaiting guidance from the state. The letter of intent is expected to be released this week.</p>	
<p>7. LPC Restoration Funds</p>	<p>Susy Marrón shared that SCOE has received the award letter for LPC restoration funds from the State. The funding augmentation uses the same resource code as the QCC Workforce Development grant. The financial reports are not expected to be as simple going forward because of the same resource code for multiple funding streams and because there are now three budget codes for the CCPC contract. Susy shared that funding may be used for end-of-year retreat, plaques for members who served for many years and whose terms are expiring, and expanding the stipend program, among other things. Susy is awaiting word from the State regarding what types of expenses are allowable. Funds will need to be spent by June 30, 2023. Susy estimated that there are around \$55,000, which are unallocated at this time due to this funding increase.</p>	
<p>8. Planning for December 4, 2022, Council Meeting</p>	<p>Susy Marrón recalled the last Executive Committee meeting discussion about inclusive building practices.</p> <p>Susan Langer offered to present on Universal Design for Learning at a CCPC meeting; however, she is not able to present at the December meeting, but she would be able to present at the February meeting.</p>	<p>Liz DePrimo will reach out directly to Cathy Myhers and Melinda Susan to see if they may have suggestions for a presenter who can share information about inclusive building practices.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>Susy Marrón recalled that there was another Hot Topic recommendation from a previous council meeting feedback form which suggested, “Access to Early Childhood Education for low-income families or those in poverty.” Susan Langer shared a roadblock she has been seeing regarding families giving up their special education services because they wish for their child to remain in attendance at a child care program that is not within their district boundaries, and districts will not provide services outside of their area.</p> <p>Susan Langer suggested an update about IEEEP as a possible Hot Topic. Liz DePrimo shared that she emailed other IEEEP grantees in the county about their building and renovation projects but had not heard back. Liz shared that she would be willing to give a presentation about IEEEP.</p> <p>Susy Marrón shared that she is not planning to include workgroups in council meetings until after the new year.</p>	
9. End of the Year Retreat	<p>Erica Vuong reported that Bishop's Ranch is not available on the scheduled council meeting day in May, but there is availability on May 19 and later in the month. Susy Marrón wondered whether the committee would like to keep the scheduled date and look for another venue or whether they would like to change the date of the retreat in order to hold the event at Bishop’s Ranch. Jessica Borland shared that late May would not be an ideal time for her schedule. Susan Langer shared that she is not available on May 19. Rebecca Hachmyer wondered if there are other venues that would work as well as Bishop’s Ranch. Susy suggested an event site at The Barlow in Sebastopol. Rebecca suggested the Flamingo as a possible site.</p>	<p>Susy asked that the committee continue to brainstorm and share any retreat location ideas that they come up with.</p>

Agenda Item	Discussion	Action/Follow-up
	Rebecca suggested bringing in a consultant to facilitate the retreat.	
10. The next Executive Committee meeting is scheduled for December 14, 2022, from 11:30 am to 1:00 pm.	Susy Marrón asked the members whether the scheduled date and time still work for their schedules. The members in attendance, all agreed that the scheduled meetings still work for them.	Susy will send a reminder on the morning of the next executive committee meeting.
11. Adjourn**	The next Executive Committee meeting is scheduled for December 14, 2022, from 11:30 am to 1 pm.	An adjournment was made by unanimous consent at 12:19 PM.



**Child Care Planning Council of Sonoma County
Executive Committee Meeting**

January 25, 2023; 11:30 am – 1:00 pm

This meeting was held in-person at:

5340 Skylane Boulevard, Santa Rosa, CA 95403

Secondary locations:

19675 8th St E, Sonoma, CA 95476

207 Maria Dr, Petaluma, CA 94954

Minutes approved at the February 22, 2023 meeting.

Members present at main location: Jessica Borland, Susan Langer, Renee Whitlock-Hemsouvanh

Members present at secondary location: Rebecca Hachmyer

Members Absent: Cathy Vaughn,

Staff Present: Liz DePrimo, Erica Hurtado, Susy Marrón

Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 11:34 AM. Present In Person: 3 Present Virtually: 1 Absent: 1
2. Approval of Agenda**		Jessica Borland made a motion to approve the agenda.

		<p>Susan Langer seconded the motion.</p> <p>Vote Ayes: 4 Nays: 0 Abstentions: 0 Absent: 1</p>
3. November 16, 2022, Executive Committee meeting minutes**		<p>Jessica Borland made a motion to approve the minutes.</p> <p>Rebecca Hachmyer seconded the motion.</p> <p>Vote Ayes: 4 Nays: 0 Abstentions: 0 Absent: 1</p>
4. Public Comment on Non-Agendized Items		
5. Previous Council meeting feedback	<p>Susy Marrón shared that there were three responses from the December meeting. All were positive. One respondent made a recommendation for a future council meeting, a hot topic of resources for parents of autistic children.</p> <p>Renee Whitlock-Hemsouvanh cited a rise in challenging behaviors in the field of early learning and care, and suggested that CCPC may compile a list of parenting resources for families and explore ways CCPC can support parenting education.</p>	<p>Renee Whitlock-Hemsouvanh will share the topic of parent education and resources for families around challenging behavior within the executive report during the next council meeting.</p>

Susan Langer recommended Common Ground Society as a good resource for families.

Renee Whitlock-Hemsouvanh shared concern that it will fall on the providers to provide the parenting support and resources for families at a time when resources are scarce and many programs are struggling to make ends meet.

Some potential strategies shared were;

- a survey to identify resources for families currently available in the community
- developing a community of practice for parents and families
- Partnership with Kaiser Permanente
- Community playdates featuring consultant presenters
- web series, community nights and/or parent ed nights similar to events offered by Avance

Liz DePrimo added that the idea of gathering and sharing out resources for families may be something that IEEEP can support and she is willing to help with this project.

Susan Langer shared interest in collaborating on this project as well.

Jessica Borland agreed with Renee and shared that she is also seeing that families need additional support and resources for handling behavior, even for children without IEPs or IFSPs.

Renee Whitlock-Hemsouvanh shared fears that providing these resources to families will begin to take a toll on providers, and she would like to see a grant program which would support families through coaching and resources in order to take the burden off of providers.

	<p>Susan Langer shared that she would like to partner with SCOE’s behavioral health department to offer a program similar to ELI’s Consultation Project, but aimed at transitional kindergarten.</p> <p>Rebecca Hachmyer shared that the Consultation Project’s capacity is limited and other avenues of family support are needed in the community.</p> <p>Renee Whitlock-Hemsouvanh suggested this topic be brought to the next council meeting. Jessica Borland suggested a google form to collect feedback from council members ahead of the council meeting. Susy Marrón suggested that this may be a good workgroup project. Jessica shared that she would like any project to consider and include all areas of early learning.</p>	
<p>6. 2022-2027 Child Care Plan Executive Summary</p>	<p>Susy Marrón recalled a discussion about the need for an executive summary for the Child Care Plan.</p> <p>Renee Whitlock-Hemsouvanh shared her suggestion that the statement acknowledge existing disparities in the community as well as the commitment that CCPCs work will be done with equity in mind. Renee shared that she feels it is important to include land acknowledgment with proper and respectful language and that it may be a good idea to hire someone from outside the area to give a more honest and unbiased recommendation.</p>	<p>Renee Whitlock-Hemsouvanh will find contact information for Alegria de la Cruz.</p> <p>Susy Marrón will research possible consultants to help with creating an executive summary.</p>
<p>7. Chair-Elect</p>	<p>Susy Marrón recognized that Rebecca has been waiting for another Chair-Elect so that she can resign from the executive committee.</p> <p>Renee Whitlock-Hemsouvanh suggested that the committee look at the makeup of the council, and consider</p>	

	<p>strategies to bring on new members who reflect the community.</p> <p>Susy Marrón shared that as CCPC considers updating the bylaws which may include holding meetings less frequently and/or change the time of day meetings are held, this may decrease barriers for many people to participate in council meetings.</p> <p>Jessica Borland suggested that an apprenticeship program for administrators may be a way to support providers in progressing their career while also benefiting CCPC by increasing participation in council activities.</p> <p>Renee Whitlock-Hemsoucanh asked if proxies are allowable. Susy Marrón shared that proxies are not currently allowed, but the bylaws can be updated to allow them.</p>	
8. First 5 Commissioner Vacancies	<p>First 5 would like representation from the Child Care Planning Council and/or the resource and referral agency to fill vacancies on the First 5 Commission. Susy Marrón asked if anyone from the executive committee would be interested in applying. Renee Whitlock-Hemsouvanh shared that she will apply.</p>	<p>Renee Whitlock-Hemsouvanh will apply to the First 5 commission and may represent the CCPC.</p>
9. End of the Year Retreat	<p>Susy Marrón shared that the retreat will be held on May 19 at Bishop's Ranch. Susy asked for ideas to be shared for the topic and possible consultants.</p>	<p>This topic will be revisited at the next executive committee meeting.</p>
10. Executive Committee Action Plan	<p>Based on low council member interest in workgroups, it was decided that the council will agree upon an action plan and council members will be asked to join a workgroup focussed on a specific part of the plan.</p>	<p>Susy Marrón will include this topic in the next CCPC meeting agenda.</p>

	Some topics may include the UPK mixed delivery grant, and family outreach and education around challenging behavior and parenting.	
11. February 3, 2023 Council Meeting	Renee Whitlock-Hemsouvanh suggested that the presentation on UDL include some low cost applications and takeaways providers can take back to their programs, and that resources around UDL be shared with parents and families.	Rebecca Hachmyer will facilitate the council meeting and Renee Whitlock-Hemsouvanh will give the executive report. Susan Langer will present the hot topic on Universal Design for Learning.
12. Next Executive Committee meeting is scheduled for February 22, 2023, from 11:30 am to 1 pm.		
11. Adjourn**	The next Executive Committee meeting is scheduled for February 22, 2023, from 11:30 am to 1 pm.	An adjournment was made by unanimous consent at 12:55 PM.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
February 22, 2023; 11:30 am – 1:00 pm
This meeting was held remotely via Zoom
Meeting ID: 820 7421 7671

Minutes approved at the March 22, 2023 meeting.

Members present: Rebecca Hachmyer, Renee Whitlock, Susan Langer, Cathy Vaughn
Members Absent: Jessica Borland
Staff Present: Susy Marrón, Erica Vuong
Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 11:36 AM. Present: 3 Absent: 2
2. Approval of Agenda**		Susan Langer made a motion to approve the agenda. Cathy Vaughn seconded the motion. Vote Ayes: 3 Nays:

		Abstentions: Absent: 2
3. January 25, 2023, Executive Committee meeting minutes**		Rebecca Hachmyer motioned to approve the minutes. Susan Langer seconded the motion. Vote Ayes: 2 Nays: Abstentions: 1 Cathy Vaughn Absent:
4. Public Comment on Non-Agendized Items		No public comment.
5. Previous Council meeting feedback	Susy Marrón shared we did receive 4 responses from the last meeting. The feedback included looking forward to returning to in-person. One piece of feedback was to clarify how guests can participate. There were more ideas reported for Hot Topics. Renee suggested providing an opportunity to discuss the impact of UPK and TK on the child care sector regarding the implications for providers. We are seeing people going out of business and moving and shifting. Cathy and Rebecca agreed. It is also affecting the after-school programs that need to serve younger children. Susy shared that this topic would fit nicely with the UPK Mixed Delivery Grant conversation she wants to bring to the Council. Renee suggested explaining to the Council how and why CCPC is involved with UPK, not just child care. Susan suggested hosting someone from licensing as a future hot topic.	

	Rebecca enjoyed how the meeting feedback was captured in a spreadsheet.	
6. 2022-2023 Budget Revision**	<p>Susy Marrón reported that the CCPC Finance Committee reviewed the 2022-2023 proposed budget revision. A spreadsheet with the proposed revisions was shared with the group.</p> <p>Susan asked if data is looked at when looking to fund projects. Susy shared that CCPC has not been in a position to fund projects. She also shared that there is a process that CCPC follows when engaging in work that is over \$5,000. The CCPC will go out to bid and issue a request for proposals for projects with an anticipated cost of greater than \$5,000.</p>	<p>Cathy Vaughn motioned to approve the proposed 2022/2023 Budget Revision.</p> <p>Rebecca Hachmyer seconded the motion.</p> <p>Vote Ayes: 4 Nays: Abstentions: Absent: 1</p> <p>Renee Whitlock-Hemsouvanh joined the call at 11:44 am.</p>
7. Membership Committee/Bylaws Revisions	<p>Susy Marrón shared that the CCPC Membership Committee conducted their annual bylaws review meeting and decided to move forward with proposed revisions. One proposed change is to update the Education Code language to reflect Welfare Institutions Code. Another item discussed was reducing the frequency of the meetings to 5 times per year with a meeting every other month without summer months or 6 meetings per year with dates to be determined later. The committee also proposed offering two evening meetings each year, one in the fall and one in the spring. The goal would be to be more accessible to parents and providers. The committee also proposed reducing the meeting time to 1.5 hrs instead of 2 hrs. Another proposal included having resignations can go straight to the council instead of through the Membership Committee and then the Council. The committee also recommended exploring proxy voting. Lastly, a proposal</p>	<p>Susy will reach out to the School of College of Legal Services, then report back to the CCPC Executive Committee before seeking Council approval.</p>

	<p>was made to remove language that prohibits voting members representing agencies that contract with CCPC to serve on the standing committees.</p> <p>The CCPC Executive Committee raised concerns regarding changing the meeting times as we return to in-person. The change in meeting times could result in higher absenteeism. Susy Marrón shared that the language in the bylaws regarding the number of meetings can be made flexible. She also shared that evening meetings may help attract parents or providers, but understandably, there is no perfect start time to meet the community's needs.</p> <p>The Executive Committee recommends removing language from the bylaws that reference evening meetings or the duration of the meetings. The committee agreed to work with legal to discuss the proposed revisions where there is consensus. The CCPC will consult with legal to revise the bylaws. The revisions will include reducing the number of meetings, revising member resignations, discussing the possibility of proxy voting, and revising language regarding subcontractors and standing committee representation.</p>	
8. CCPC Logo	<p>Susy Marrón shared that the logo discussion resulted from planning the end-of-the-year retreat. Feedback was received that the logo appeared outdated and not representative of all children.</p> <p>There was a consensus that the logo could be updated. Renee suggested removing human figures altogether if there is a logo shift.</p> <p>Cathy proposed to use the county map to represent Sonoma. Rebecca liked that idea.</p>	This conversation will be brought up again at a later meeting.

	<p>Renee suggested holding a logo competition event that invited SRJC and SSU graphic design students to participate.</p> <p>Susy shared that internal staff has designed logos using software such as Canva. This idea will be explored further.</p> <p>Rebecca supported a competition-like event. She also suggested providing compensation for the winning logo. She also likes using the Sonoma County map as a silhouette or something else that represents Sonoma well.</p>	
<p>9. SB 234 Compliance in Sonoma County**</p>	<p>Susy Marrón shared a brief overview of SB 234. SB 234 became law in January 2020. The law was established to protect and make it easier for FCCH to expand to a large license. Susy shared that Kristen Anderson contacted CCPC to discuss sending a letter to Sonoma County jurisdictions, not in compliance. Renee asked if Sonoma County was not in compliance, and Susy shared that it was her understanding that only Santa Rosa was in compliance. Susy offered to research to confirm Sonoma Counties' compliance. Susy hopes to take this to Council for support. Renee brought up details of zoning codes where FCCH is now mentioned. Susy shared that another hope would be to clean up the language, not just to say phrases like “daycare.” Renee shared there are updates in the works but would support this action item.</p>	<p>Renee Whitlock-Hemsouvanh made a motion to move forward with sending the proposed letter of support to the county and cities that are not in compliance with SB 234.</p> <p>Rebecca Hachmyer seconded the motion.</p> <p>Vote Ayes: 4 Nays: Abstentions: Absent: 1</p>
<p>10. AB 361: Proclamation of State of Emergency</p>	<p>Susy Marrón shared that the Covid-19 state of emergency will be lifted at the end of February. With that, CCPC would move to AB 2449 for meetings. Susy shared that California is also under a state of emergency due to the storms and could explore the possibility of adopting a resolution if desired.</p> <p>Rebecca asked if there has been a poll of what the status is of the council’s desire to return to in person. Susy</p>	

	shared there has not been official polling. CCPC will move forward to in-person for March as planned, but we will poll the crowd and see the consensus. More discussion will take place during the next meeting.	
11. Chair-Elect	Susy Marrón reported Kathy Kelly has graciously nominated herself for Chair-elect. She is willing to step into the position when needed. Rebecca agreed to finish her term strong through June 30, 2023. An election will be held in March 2023.	
12. 2022-2027 Child Care Plan Executive Summary	<p>Susy Marrón shared that she has been in communication with a couple of consultants to discuss diversity, equity, inclusion, and anti-racism. Susy reported that consultants are interested in completing more meaningful work to develop a framework that CCPC could use as goals are set instead of writing an executive summary. Consultants have proposed several approaches, including a document review process and reflective work with the Executive Committee and Council.</p> <p>Renee commented that the data we want already exists. Rebecca shared her interest in reviewing proposals, diving into a document review, and moving forward. Renee supported exploring this further.</p> <p>Susy shared that funding is available, and with time running out for the current year, there is an urgency to decide on how to move forward.</p>	Susy will release a request for proposals.
13. End-of-year retreat planning	Susy will request bids to hire a consultant that can support the diversity, equity, inclusion, and anti-racism work for the end-of-the-year retreat.	

<p>14. March 3, 2023, Council meeting:</p> <ul style="list-style-type: none"> - UPK Mixed Delivery Grant? 	<p>Susy Marrón will present a UPK Mixed Delivery update and provide an opportunity to hear from the field regarding the impacts of UPK.</p>	
<p>15. Next Executive Committee meeting is scheduled for March 22, 2023, from 11:30 am to 1 pm.</p>		
<p>16. Adjourn**</p>		<p>An adjournment was made by unanimous consent at 12:59 PM.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
March 22, 2023; 11:30 am – 1:00 pm
This meeting was held at Sonoma COE
at 5340 Skylane Blvd., Santa Rosa, CA 95403
Members of the public were invited to attend in person
or virtually via Zoom.
Meeting ID: 820 7421 7671

Minutes approved at the April 26, 2023 meeting.

Members present: Jessica Borland, Rebecca Hachmyer, Susan Langer
Members Absent: Renee Whitlock Hemsouvanh
Staff Present: Liz DePrimo, Susy Marrón, Erica Vuong
Guests Present:
Guests Present via Zoom: Cathy Vaughn

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 11:39 AM. Present: 3 Absent: 2
2. Approval of Agenda**		The agenda was approved by unanimous consent. Vote Ayes: 3

		<p>Nays: 0 Abstentions: 0 Absent: 2</p>
<p>3. January 25, 2023, Executive Committee meeting minutes**</p>		<p>Rebecca Hachmyer made a motion to approve the minutes.</p> <p>Susan Langer seconded the motion.</p> <p>Vote Ayes: 2 Nays: 0 Abstentions: 1 - Jessica Borland Absent: 2</p>
<p>4. Public Comment on Non-Agendized Items</p>		<p>No public comment.</p>
<p>5. Previous Council meeting feedback</p>	<p>Susy Marrón shared that there were four feedback responses after the last council meeting. Responses included positive feedback about the Universal Pre-Kindergarten (UPK) hot topic, and about holding the meeting in-person rather than virtually. One responder commented that there were many acronyms used and not all were familiar.</p> <p>One responder suggested “after school care landscape and challenges” as a possible hot topic at a future meeting.</p> <p>The committee discussed the idea of having a hot topic discussion on the Expanded Learning Opportunities Program (ELO-P). Rebecca Hachmyer suggested a possible town hall meeting about UPK and ELO-P.</p>	<p>Susy Marrón will connect with the responder to share acronym resources.</p>

<p>6. 2022-2023 Budget Revision**</p> <ul style="list-style-type: none"> - Equipment - Diversity, Equity, Inclusion & Antiracism/End of year consultant 	<p>Susy Marrón shared a new budget revision which outlined adjustments needed in order to purchase computer equipment and to fund upcoming Diversity, Equity, Inclusion, and Antiracism work.</p>	<p>Jessica Borland made a motion to approve the proposed 2022/2023 Budget Revision.</p> <p>Susan Langer seconded the motion.</p> <p>Vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2</p>
<p>7. Evening of Honor**</p>	<p>1. Susy Marrón shared that the Finance committee is recommending a sponsorship of up to \$2,000 toward the upcoming Evening of Honor event.</p>	<p>Rebecca Hachmyer made a motion to approve sponsoring the Evening of Honor event in an amount of up to \$2,000.</p> <p>Jessica Borland seconded the motion.</p> <p>Vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2</p>
<p>8. Week of the Young Child, April 1 through April 7, 2023</p>	<p>Susy Marrón shared information about Week of the Young Child (WOYC) proclamations and asked if the committee would look at the talking points and consider some updates before they are shared with council members who will be accepting proclamations from jurisdictions on behalf of CCPC.</p>	<p>Susy Marrón will share the Week of the Young Child talking points document and members are asked to make suggestions or comments by Wednesday, March 29, 2023.</p>

<p>9. End-of-year retreat planning</p>	<p>Susy Marrón shared the two proposals she received from consultants to provide Diversity, Equity, Inclusion, and Antiracism work. There was discussion about what some of the key components of the two proposals were, including the following topics:</p> <ul style="list-style-type: none"> - There was consensus that having consultants attend meetings and the retreat in-person is necessary. - Rebecca Hachmyer shared that she thinks it is important that whichever consultant is hired places a heavier emphasis on document analysis and framework development rather than the facilitation of workshops focusing on the personal and professional growth of council members. - Discussion about the importance of having consultants who are people of color. 	<p>Susy Marrón will follow up with EIC to communicate the importance of document review and framework development, and to ensure that those components are central to the work if they are hired.</p> <p>Susy Marrón will reach out to First 5 Sonoma to gather feedback about their experiences working with both consulting firms.</p>
<p>10. AB 1352**</p>	<p>Susy Marrón shared information about proposed Assembly Bill 1352 and asked if the committee would consider recommending that CCPC sign on to a letter in support of this legislation. Susy shared that the bill is sponsored by the Santa Clara County Office of Education and supported by Sonoma COE, the CA Child Care Coordinators Association among many others in the Early Learning and Care field.</p>	<p>A fact sheet about the proposed Assembly Bill 1352 is available upon request by contacting CCPC staff.</p> <p>Rebecca Hachmyer made a motion to propose support of AB 1352 to the full council for determination.</p> <p>Jessica Borland seconded the motion.</p> <p>Vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2</p>

<p>11. April 7, 2023, Council meeting</p>	<p>Rebecca Hachmyer suggested a panel discussion to share different perspectives and information about the Expanded Learning Opportunities Program.</p> <p>Susan Langer suggested that a hot topic on ELO-P should include a discussion about how students with disabilities are going to be included and supported in ELO-P. There was discussion about what LEAs responsibilities are as to providing support during ELO-P time (non-school hours), and that staffing shortages may create the possibility of safety issues in supporting students with IEPs and 504s in contracted programs.</p>	<p>Susy Marrón will invite members of the community representing various types of organizations including districts, community-based organizations, child care providers, and others to participate as panel members in a hot topic discussion on ELO-P at the April 7th council meeting.</p>
<p>12. Next Executive Committee meeting is scheduled for April 26, 2023, from 11:30 am to 1 pm.</p>		
<p>13. Adjourn**</p>		<p>An adjournment was made by unanimous consent at 1:00 PM.</p>



**Child Care Planning Council of Sonoma County
Executive Committee Special Meeting
April 18, 2023; 9:30 am – 10:30 am
This meeting was held at Sonoma COE
at 5340 Skylane Blvd., Santa Rosa, CA 95403
Members of the public were invited to attend in person
or virtually via Zoom.
Meeting ID: 812 1938 3020**

Minutes approved at the April 26, 2023 meeting.

Members present: Jessica Borland, Rebecca Hachmyer, Renee Whitlock Hemsouvanh
Members Present via Zoom: Cathy Vaughn*
Members Absent: Susan Langer
Staff Present: Liz DePrimo
Guests Present:

**Cathy Vaughn attended this meeting virtually in accordance with AB 2449 which allows members to participate remotely due to Just Cause or Emergency circumstances. Cathy notified CCPC staff of Just Cause on April 17, 2023.*

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 9:40 AM.
2. Approval of Agenda**		The agenda was approved by unanimous consent. Vote Ayes: 4 Nays: 0

		Abstentions: 0 Absent: 1
3. Public Comment on Non-Agendized Items		No public comment.
5. DEI Consultant Proposals	<p>There was consensus that a DEI Consultant should not be hired at this time.</p> <p>Liz DePrimo shared information about the current budget. There may be over \$60,000 unencumbered in the CCPC budget which would need to be spent by June 30, 2023.</p> <p>The committee discussed possible ways the funding could be used to support existing work being done by various agencies in the county. The agencies discussed were:</p> <ul style="list-style-type: none"> - Early Learners Conference scholarships - Early Learning Institute / Consultation Project - 4Cs - River to Coast - Children and Family Circle - Workforce Pathways <p>Another idea discussed was to provide direct stipends to early learning and care providers.</p>	Liz DePrimo will connect with fiscal manager, Tyler Wilcox, to find out if there are restrictions on how CCPC funding is spent.
6. CCPC Retreat Planning	<p>The committee discussed possible topics and activities for the year-end retreat on May 19. Potential topics and activities include the following:</p> <ul style="list-style-type: none"> - Celebrate and discuss what is working in the early learning and care field - Child Care Plan discussion and museum walk - Planning for next year - Exploring new growth in the early learning and care field - Brainstorming how to expand CCPC's perspective, knowledge and experience to reflect the diversity of the county 	<p>Liz DePrimo will book a massage therapist and/or yoga teacher for the retreat.</p> <p>Liz DePrimo will contact Gary Hochman, of HR Matrix to find out if he is available to facilitate a portion of the retreat on May 19.</p>

	- Restorative activities: hike, yoga, and/or chair massage	
6. Adjourn**		An adjournment was made by unanimous consent at 11:17 AM.



**Child Care Planning Council of Sonoma County
Executive Committee Special Meeting**

May 19, 2023 from 8:15 am - 8:30 am

**This meeting was held at The Bishop's Ranch
at 5297 Westside Rd, Healdsburg, CA 95448**

**Members of the public were invited to attend in person
or virtually via Zoom.**

Meeting ID: 881 0982 5099

Minutes approved at the May 24, 2023 meeting.

Members present: Jessica Borland, Rebecca Hachmyer, Renee Whitlock Hemsouvanh, Cathy Vaughn

Members Absent: Susan Langer

Staff Present: Liz DePrimo

Guests Present via Zoom: Joanne Brion

Agenda Item	Discussion	Action/Follow-up
1. Welcome		
2. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 8:25 AM.
3. Approval of Agenda**		The agenda was approved by unanimous consent. Vote Ayes: 4 Nays: 0 Abstentions: 0 Absent: 1

Agenda Item	Discussion	Action/Follow-up
4. 2023 Zip Code Priorities Report**	Joanne Brion presented the 2023 Zip Code Priorities draft report to the committee. There was discussion about where the data is obtained and how accurate it is. Joanne shared information about the data sources which were used for the report.	<p>Cathy Vaughn motioned to approve the 2023 Zip Code Priorities Report.</p> <p>Jessica Borland seconded the motion.</p> <p>The motion was approved.</p> <p>Vote Ayes: 4 Nays: 0 Abstentions: 0 Absent: 1</p> <p>The Zip Code Priorities report is available for review by contacting CCPC staff.</p>
5. 2022/2023 Budget Revision**	Cathy Vaughn and Liz DePrimo described the proposed changes in the CCPC's 2022/2023 budget revision proposal. There was discussion about funding reserved for consultant's fees.	<p>Renee Whitlock Hemsouvanh motioned to approve the 2022/2023 budget revision with the consultant to be determined.</p> <p>Rebecca Hachmyer seconded the motion.</p> <p>The motion was approved.</p> <p>Vote Ayes: 4 Nays: 0 Abstentions: 0</p>

Agenda Item	Discussion	Action/Follow-up
		Absent: 1
6. 2023/2024 Budget Proposal**		
7. 4Cs 50th Anniversary Resolution**	Liz DePrimo shared that the 4Cs has asked CCPC to commit to their 50th Anniversary Resolution.	<p>Rebecca Hachmyer motioned to commit to the 4Cs 50th Anniversary Resolution.</p> <p>Jessica Borland seconded the motion.</p> <p>The motion was approved.</p> <p>Vote Ayes: 4 Nays: 0 Abstentions: 0 Absent: 1</p>
8. Public Comment on Non-Agendized Items		
9. Adjourn**		An adjournment was made by unanimous consent at 8:53 AM.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
May 24, 2023; 11:30 am – 1:00 pm
This meeting was held at Sonoma COE
at 5340 Skylane Blvd., Santa Rosa, CA 95403
Members of the public were invited to attend in person
or virtually via Zoom.
Meeting ID: 823 0391 9350

Minutes approved at the July 26, 2023 meeting.

Members present: Jessica Borland, Rebecca Hachmyer, Susan Langer, Renee Whitlock Hemsouvanh
Members Absent: Cathy Vaughn
Staff Present: Erica Vuong, Liz DePrimo
Guests Present: Tyler Wilcox

Agenda Item	Discussion	Action/Follow-up
1. Welcome		Rebeccah Hachmyer
2. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 11:35 AM. Present: 3 Absent: 2
3. Approval of Agenda**		The agenda was approved by unanimous consent.
4. April 26, 2023 Executive Committee meeting minutes and May 19, 2023 Executive		The minutes were approved by unanimous consent.

Committee Special Meeting Minutes**		
5. 2023-2024 Budget Proposal**	<p>Discussion about the budget proposal included questions about CSPP QRIS. Tyler Wilcox answered questions about how the CSPP QRIS budget was calculated.</p>	<p>Renee Whitlock Hemsouvanh made a motion to approve the 2023/2024 Budget Proposal.</p> <p>Susan Langer seconded the motion.</p> <p>Motion passed.</p> <p>Vote Ayes: 4 Nays: 0 Abstentions: 0 Absent: 1</p>
6. Consultant Proposals**	<p>The discussion included consideration of each of the following proposals:</p> <p>Everyday Impact: the committee was in consensus that a survey is not needed at this time, but that document review would be helpful. Documents for review may include the CCPC binder, website, theChild Care Plan, emails, Newsletter, meeting minutes and membership documents.</p> <p>Early Learning Institute: the committee discussed the components of the proposal.</p>	<p>Susan Langer made a motion to approve the proposal from the Early Learning Institute to conduct an analysis of behavioral health in early learning and care settings, and with the remaining funding to contract with Everyday Impact to conduct document review.</p> <p>Renee Whitlock Hemsouvanh seconded the motion.</p> <p>Motion passed.</p> <p>Vote Ayes: 4</p>

		Nays: 0 Abstentions: 0 Absent: 1
7. Public Comment on Non-Agendized Items	Erica Vuong asked the committee their opinions on scheduling CCPC meetings for the year ahead.	Erica Vuong will schedule meetings for 2023/2024
8. Retreat Debrief / Previous Council Meeting Feedback	<p>Erica Vuong presented meeting feedback from the year-end retreat and council meeting</p> <p>Some ideas which were discussed based on the feedback included: a workgroup to address behavioral health and parent education, continuation of solution-oriented conversation should continue and keep family perspective at the forefront, consider minimizing action items needed at the retreat so that there is more time for discussion, emails sent to council members ahead of council meetings which included documents to review.</p> <p>Some possible community agreements and considerations would include:</p> <ul style="list-style-type: none"> - reading materials ahead of time - accessibility of materials - language translation of documents - live interpreter for meetings 	<p>Feedback is available for review by contacting CCPC staff.</p> <p>Renee Whitlock Hemsouvanh will reach out to Vivian Xiang who asked for follow up from a co-chair.</p>
9. Adjourn**	Next meeting June 28, 2023 from 11:30 am - 1:00 pm	An adjournment was made by unanimous consent at 12:54 PM.