



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**May 20, 2019; 10:30am – 12:00noon**  
**La Ventana – SCOE, 5340 Skylane Boulevard, Santa Rosa CA 95403-8246**

**Minutes Approved at June 6, 2019 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Renee Whitlock-Hemsouvanh  
 Members Notified Absent: Lorie Siebler, Terry Ziegler  
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Rebecca Hachmyer called the meeting to order at 10:36am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of April 15, 2019 Executive Committee meeting minutes**		The April 15, 2019 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Follow-up from Last Council Meeting/End-of-the-Year Retreat	<p>Susy reported that staff sent out a survey and received only 12 responses. This is what we use for planning, so we need responses from Council members. Discussion followed with these points being considered:</p> <ul style="list-style-type: none"> <li>• Is there some way that we can ensure that committees/Work Groups are meeting monthly? Some committees aren't meeting independently.</li> </ul>	On Friday, Susy will send another request to complete the survey. Then will bring the full report to the Executive Committee at its June 6 retreat.

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	<p>Every group could get more done. Create expectation of monthly meetings of work groups.</p> <ul style="list-style-type: none"> <li>• Lighting in the meeting room at The Bishop's Ranch was challenging. Maybe look at another location or plan for tech issues.</li> </ul>	
6. CCPC Coordinator Evaluation	Susy reminded that every year a survey has to go out regarding the CCPC coordinator's job evaluation. She has emailed Rebecca and Lorie, asking that they disseminate a survey working with Jennie Snyder. Maybe they can update the survey that Lorie and Jason created last year. Last time, Lorie asked for a list of Council members and anyone who attended meetings.	Rebecca will connect with Lorie.
7. a. Approve 2018-19 Budget Revisions b. Set an Executive Committee meeting for final budget revisions	<p>a. Missy explained that the Finance Committee looked at a number of clean-up of issues, especially with regard to salaries. Extra funds were put into stipends and projects like the Needs Assessment and updating technology.</p> <p>b. There will still be things that come up before the end of the fiscal year, so Executive Committee and Treasurer need to meet to finalize the 2018-19 budget. It was suggested to have a joint Finance Committee/Executive Committee meeting.</p>	<p>a. On motion by Renee and second by Missy, the vote was unanimous to approve the 2018-19 budget revisions.</p> <p>b. Susy will send a survey to Executive Committee members asking if they can attend a joint meeting with the Finance Committee on June 21 to that the final budget revisions can be approved.</p>
8. Executive Committee June Retreat	<p>Susy proposed items for the Thursday, June 6th 1-4pm items</p> <ul style="list-style-type: none"> <li>• Approval of Agenda</li> <li>• Approval of Minutes</li> <li>• Review 2018-2019 CCPC member survey results</li> <li>• Discuss Hot Topic/Work Group presentation schedule for 2019-2020</li> <li>• Executive Committee Work Group Template/Goal setting for 2019-2020</li> </ul>	

Agenda Item	Discussion	Action/Follow-up
	<ul style="list-style-type: none"> <li>• Discuss Executive Committee 2019-2020 meeting schedule</li> <li>• Approve final Needs Assessment</li> <li>• Staffing update</li> <li>• Long-term look at finance</li> <li>• Talk about setting up a committee to start talking about the next strategic plan: need an informational living document; Needs Assessment informs; need to evaluate the plan; how do we assess what the issues are in the community; more targeted goals that we can take on in a more active way; what is our role in the community as the planning council?; redefine our role... stakeholders meeting/community meeting?; start smaller; bring people in from the community to talk about issues and spark a discussion about what we can do to help</li> </ul> <p>Discussion included:</p> <ul style="list-style-type: none"> <li>• Work Group hot topics were relevant and kept people on task</li> </ul>	
9. 2019-2020 Meeting Schedule	Move to June 6 meeting agenda	
10. Next meeting: Executive Committee Retreat	Thursday, June 6, 2019 – 1-4pm Location TBD	Renee will research locations in Sebastopol
11. Adjournment		Adjournment was by unanimous consent at 11:32am.