



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	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: <ul style="list-style-type: none"> • Is there some way that we can ensure that committees/Work Groups are meeting monthly? Some committees aren't meeting independently. 	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.

Agenda Item	Discussion	Action/Follow-up
	<p>Every group could get more done. Create expectation of monthly meetings of work groups.</p> <ul style="list-style-type: none"> • Lighting in the meeting room at The Bishop's Ranch was challenging. Maybe look at another location or plan for tech issues. 	
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"> • Approval of Agenda • Approval of Minutes • Review 2018-2019 CCPC member survey results • Discuss Hot Topic/Work Group presentation schedule for 2019-2020 • Executive Committee Work Group Template/Goal setting for 2019-2020 	

Agenda Item	Discussion	Action/Follow-up
	<ul style="list-style-type: none"> • Discuss Executive Committee 2019-2020 meeting schedule • Approve final Needs Assessment • Staffing update • Long-term look at finance • 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 <p>Discussion included:</p> <ul style="list-style-type: none"> • Work Group hot topics were relevant and kept people on task 	
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.