



**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:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
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.