



Child Care Planning Council of Sonoma County
Executive Committee Special Meeting
November 9, 2021; 8:30 – 9:30am
This meeting was held remotely via Zoom
Meeting ID: 927 8361 3513

Minutes Approved at the November 17, 2021 Meeting

Members Present: Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh, Cathy Vaughn, Jessica Borland
Members Notified Absent:
Members Absent:
Guests Present: Missy Danneberg, Terry Ziegler
Staff Present: Erica Hurtado, Liz DePrimo

Agenda Item	Discussion	Action/Follow-up
1. Welcome		Renee Whitlock-Hemsouvanh
2. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 8:32 am. Roll Call: Present: 4 Absent:1
3. Approval of Agenda**		The agenda was approved by a roll call vote. Yay: 4 Nay: 0

Agenda Item	Discussion	Action/Follow-up
		Abstention: 0 Absent: 1
4. Public Comment		
5. CCPC Coordinator Leave of Absence Discussion	<p>Susy is on leave through December 31, 2021. Renee shared that she would like to identify and address how the committee should move forward and support the work of CCPC. Renee asked Liz and Erica to share how things are going in Susy's absence.</p> <p>Erica shared that Susy left a detailed list of things to be done. Erica and Liz met with Stacie Post and Tyler Wilcox from ESS and Jeanine Thibeau from Business Services to talk about the CCPC budget. Erica shared that much of the budgeting and reporting was done by Susy and that Liz and Erica do not have the information to take on those duties. Liz and Erica do not have all of the same permissions in Escape to perform all of the functions that Susy was able to. Erica shared that she is able to continue to track in kind forms in order to report on the Council's matching.</p> <p>Liz shared questions about the Shared Services Agreement grant and where in the process that is. She is waiting to hear some details from Natalie Wright of First 5 and will share them with the committee when she is able. Liz recognized that Susy held a lot of responsibilities and duties and shared</p> <p>Renee wondered if a SCOE appointee would be helpful or not since the work Susy did is so unique and specific. Renee asked how Liz and Erica are feeling about the workload and their abilities to complete duties.</p>	Liz will follow up regarding the details about the Shared Services Agreement.

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	<p>Erica shared concern about not having a supervisor to approve activities that Susy would either complete herself or approve.</p> <p>Terry asked if we have a hot topic for the next council meeting. Liz shared that Brulene Zanutto would like to attend the next Executive Committee meeting to propose a presentation/discussion on UTK at the next council meeting, and that Bryan Clement would like to attend the next Executive Committee meeting to propose an Equity Pledge.</p> <p>Renee shared that the executive committee wants to support Liz and Erica but does not know exactly how. She asked that Liz and Erica please reach out to the committee for support when needed.</p> <p>Susan shared concern that Liz and Erica are compensated for taking on extra work. Liz shared that she is not working outside of her forty hours per week. Erica is trying to stay within her normal six hours per day and is prioritizing essential duties.</p> <p>Liz asked what the process is for budget revisions and approvals. Missy offered to support Liz and Erica with any finance and/or budget questions, and especially in preparation of the February budget revision. Missy confirmed that the process for revisions is to compare them to the current budget, approval from the finance committee, approval from the executive committee and finally approval from the full council.</p>	

Agenda Item	Discussion	Action/Follow-up
	Liz shared concern that we have not received approval to extend the due date for the Child Care Plan. Renee and Missy agreed that the council should just keep moving forward with the plan and if the extension is not granted, the Child Care Plan may be late.	
6. Adjourn**		Adjournment was made by unanimous consent at 9:03 am.