



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**October 25, 2023; 9:00 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: 820 7421 7671**

**Minutes approved 12/1/23**

Members present: Jessica Borland, Cathy Vaughn, Susan Langer  
Members Absent: Renee Whitlock Hemsouvanh, Kathy Kelley,  
Staff Present: Erica Vuong, Liz DePrimo  
Guests Present:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Susan Langer, called the meeting to order at 9:06 AM.  Present: 3 Absent: 2
2. Approval of Agenda**		Cathy Vaughn made a motion to approve the agenda  Jessica Borland seconded the motion.  The agenda was approved by unanimous consent

<p>3. September 27, 2023 Executive Committee Meeting Minutes**</p>		<p>Jessica Borland made a motion to approve the meeting minutes from September 27, 2023.</p> <p>Cathy Vaughn seconded the motion.</p> <p>Vote: Ayes: 2 Nays: 0 Abstain: 1 - Susan Langer Absent: 2</p>
<p>4. Public Comment on Non-Agendized Items</p>		
<p>5. Coordinator Update</p>	<p>Liz DePrimo shared an update about CCPC staff. SCOE plans to hire a new Early Education Program Specialist once after updating the job description.</p>	<p>Liz DePrimo will inquire about SCOE's online agenda service.</p>
<p>6. Membership Update</p>	<p>Liz DePrimo shared recent member resignations from Lisa Grocott, Bryan Clement, Rebecca Hachmyer, Heather Sweet. New member, Kimberly Barbosa Olmos, is awaiting BOS approval. Membership Committee will revise reimbursement protocols and discuss outreach at 11/3/23 meeting.</p>	
<p>7. Previous Council Meeting Feedback</p>	<p>The committee reviewed four feedback submissions and considered suggestions including the idea of displaying group norms during meetings, and clarifying the meanings of different name tags.</p>	

8. CCPC Brown Act / AB 2449	The committee discussed Brown Act and AB 2449 meeting requirements. The consensus was to continue with hybrid meetings (CCPC members attend in person while guests may attend in person or via Zoom).	
9. Council Meeting Planning	<p>SoCo Nurse Family Partnership is confirmed for November 3 meeting.</p> <p>Tentative for December meeting is a Community Care Licensing presentation. Liz DePrimo is waiting to hear back confirmation.</p> <p>Backup topics for December meeting: Inclusion, panel of special ed specialists, UPK presentation, How are supporting the mixed delivery system, UPK MD Needs Assessment.</p>	
10. Workgroups	CCPC staff shared that many responses to the 2023/2024 workgroup and committee interest form were received.	CCPC staff will follow up with workgroup and committee members.
11. The next Executive Committee meeting is scheduled for November 22, 2023, from 9:00 am to 10:30 am.	Consensus was to move the Executive Committee meeting to November 29.	
13. Adjourn**		An adjournment was made by unanimous consent at 10:08 am.