



Child Care Planning Council of Sonoma County
Executive Committee Meeting
August 23, 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 9/27/23

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

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Susan Langer, called the meeting to order at 9:06 AM. Present: 4 Absent: 1
2. Approval of Agenda**		Kathy Kelley made a motion to approve the agenda. Motion seconded by Jessica Borland.

		The agenda was approved by unanimous consent.
3. July 26, 2023 Executive Committee Meeting Minutes**		<p>Susan Langer made a motion to approve the July 26, 2023 minutes. Motion seconded by Jessica Borland.</p> <p>Yay: 4 Nay: 0 Abstention:0 Absent: 1</p>
4. Public Comment on Non-Agendized Items		
5. Coordinator Update	CCPC staff shared updates regarding the status of the Coordinator. The Coordinator's leave of absence has been extended to September 1, 2023. Committee members shared concern about being without a coordinator for so long. If leave of absence is extended again, Co-chairs may set up a meeting with SCOE's HR department or to find out what options there may be to arrange for additional staff to support CCPC.	
6. 2023/2024 Budget Revision**	Finance Chair, Cathy Vaughn, and CCPC staff reviewed the proposed budget revision.	<p>Renee Whitlock-Hemsouvanh made a motion to accept the proposed budget revision. Motion seconded by Susan Langer.</p> <p>Yay: 5 Nay: 0</p>

		Abstention: 0 Absent: 0
7. UPK Mixed Delivery Grant Update	<p>Discussion regarding the purpose and makeup of the UPK Mixed Delivery workgroup.</p> <p>Committee members requested further information about the program, and recommended that CCPC staff present bullet points outlining the purpose of the grant as well as the importance of participation and the stipend availability for workgroup members who are not otherwise compensated for their time on the workgroup. Committee members also suggested looking at the workgroup meeting schedule to ensure it is inclusive of people who may not be able to attend during the workday.</p>	<p>Liz DePrimo will email Kathy Kelley for a possible connection to a person who can represent tribal childcare and may be interested in joining the workgroup.</p> <p>Liz will send a follow up email to council members sharing additional information about the UPK Mixed Delivery workgroup</p>
8. Meeting Attendance Update	<p>CCPC staff shared concern that a quorum may not be reached at the council meeting scheduled for September 1, 2023. Committee members suggested that if staff foresees that quorum will not be reached that they cancel the meeting. Other suggestions included a meeting schedule Announcement on the agenda and a survey to find out meeting preferences.</p>	
9. September 1, 2023, Council Meeting	<p>Items for the agenda include Our Kids Our Future and CCPC Programs Annual Report.</p>	<p>Liz DePrimo will reach out to Our Kids Our Future representative to see if they may present at the September 1 meeting.</p>

		CCPC staff may add a meeting schedule announcement to the agenda once confirmed.
<p>10. October 6, 2023, council meeting</p> <ul style="list-style-type: none"> - SoCo Nurse Family Partnership Presentation - ELI Behavioral Health Analysis Presentation - Our Kids Our Future Sponsorship 	<p>Committee members recommended that the Our Kids Our Future topic be highlighted at the September council meeting since it is time sensitive.</p> <p>The Committee would like to invite SoCo Nurse Family Partnership to present in November and may include the ELI Infant program as well.</p> <p>Other possible hot topics for future meeting may include Common Ground Society, but it would need to be scheduled in advance due to their full calendar.</p>	
<p>11. Year Planning / Workgroups</p>	<p>The Committee decided to hold off on workgroup planning until after Council and UPK Mixed Delivery workgroup begin meeting for the year.</p> <p>Another possible workgroup topic may include creating connections between TK teachers and ELC educators to share expertise.</p>	
<p>12. The next Executive Committee meeting is scheduled for September 27, 2023, from 9:00 am to 10:30 am.</p>		
<p>13. Adjourn**</p>		<p>An adjournment was made by unanimous consent at 10:22 am.</p>