



Child Care Planning Council of Sonoma County
Executive Committee Meeting
September 27, 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 10/25/23

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

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 9:07 AM. Present: 4 Absent: 1
2. Approval of Agenda**	CCPC Staffmember, Liz DePrimo, recommended the addition of an agenda item to review CCPC's Self Evaluation.	Cathy Vaughn made a motion to approve the agenda with the recommended addition of the agenda item to review CCPC's Self Evaluation.

		<p>Motion seconded by Jessica Borland.</p> <p>Yay: 4 Nay: 0 Abstention:0 Absent: 1</p>
3. July 26, 2023 Executive Committee Meeting Minutes**		Minutes approved by unanimous consent
4. Public Comment on Non-Agendized Items		
5. Coordinator Update	<p>CCPC Staff shared an update letting the committee know of the vacant coordinator position. A discussion was had concerning the interview questions. SCOE staff shared appreciation for the CCPC Council support for the Staff, and the interview process.</p> <p>Council shared the preferences of the new hire, and then concerns and suggestions of the changes after the hire. SCOE staff suggested a meeting or series of meetings after hire occurs to look over the work tasks.</p> <p>Interview questions can be shared with SCOE Staff.</p> <p>Looking to also hold meetings with SCOE Staff to discuss how CCPC fits into SCOE and can be more reciprocal of information.</p>	
6. 2023 LPC Annual Evaluation**	CCPC Staff shared and Executive Committee members reviewed the draft 2023 Annual Self-Evaluation document.	Jessica Borland made a motion to approve the 2023 LPC Annual Evaluation.

	<p>Committee members suggested that CCPC hire a consultant, Gary Hochman, who has worked with CCPC in the past, to support the organization through the change in leadership.</p>	<p>Motion seconded by Cathy Vaughn.</p> <p>Yay: 4 Nay: 0 Abstention: 0 Absent: 1</p>
<p>7. Membership Committee Update</p>	<p>CCPC Staff shared a review of the recent Membership Committee which included notification of a resignation, consideration of an application, Reimbursement Protocols and review of 2022/2023 meeting attendance.</p> <p>Kathy Kelley suggested that CCPC should consider reviewing and possibly adjusting meeting times in order to be more accessible to potential members.</p> <p>Renee Whitlock-Hemsouvanh shared an observation that providers who work directly with children are under-represented on the Council.</p> <p>The Executive Committee reviewed the Reimbursement Protocols document. Renee made a recommendation for the membership committee to look at revising the reimbursement protocols.</p>	
<p>8. Previous Council Meeting Feedback</p>	<p>CCPC staff shared feedback that Zoom participants were not able to hear clearly.</p> <p>Renee Whitlock-Hemsouvanh shared a reminder to staff and Executive Committee members to check in with Zoom participants for comments throughout the meeting</p>	<p>CCPC Staff will work with the IT department to troubleshoot sound / technology issues.</p>

	<p>Liz DePrimo shared that the technical logistics during CCPC meetings is proving to be challenging at hybrid meetings. Consensus of the committee was that CCPC Staff will work with Executive Committee members to plan for technical support during council meetings.</p>	
<p>9. CCPC Brown Act Review & AB 2449 Review</p>	<p>CCPC staff shared a document outlining the requirements of AB 2449.</p> <p>The Executive Committee agreed to revisit this topic at their next meeting to make a decision on whether to operate under the traditional Brown Act or the provisions of AB 2449.</p>	
<p>10. Council Meeting Planning</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. Kathy Kelley suggested that they may also share about public health nursing.</p> <p>Renee Whitlock-Hemsouvanh suggested that SRJC's Apprenticeship Program may be a good future Hot Topic.</p>	<p>Liz DePrimo will reach out to SoCo Nurse Family Partnership to ask if they can present at the November CCPC Meeting.</p> <p>Kathy Kelley will reach out to the coordinator of the Early Learning Institute's Instructions Not Included program at the November CCPC meeting.</p> <p>Liz DePrimo will reach out to SRJC to ask if a representative of the new Apprenticeship Program may want to present at the December CCPC meeting.</p>

<p>11. Year Planning / Workgroups</p>	<p>Cathy Vaughn suggested waiting to make decisions about workgroups until after CCPC is able to hire a consultant to work with staff and members around the change.</p> <p>Erica Vuong asked if anyone knows of someone who may serve as a peer networking facilitator for the Workforce Pathways Program. Kathy Kelley suggested Laura Viejo, or another person from the Higher Education ECE field. Renee Whitlock-Hemsouvanh suggested contacting the Career Technical Institute at SRJC</p> <p>Jessica Borland shared a need for support for preschool teachers to obtain teacher permits through the Commission on Teacher Credentialing (CTC). Renee Whitlock Hemsouvanh suggested that CCPC identify funding and resources to support providers in obtaining permits from the CTC.</p>	
<p>12. The next Executive Committee meeting is scheduled for October 25, 2023, from 9:00 am to 10:30 am.</p>		
<p>13. Adjourn**</p>		<p>An adjournment was made by unanimous consent at 10:27 am.</p>