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**Child Care Planning Council of Sonoma County  
MEETING AGENDA**

Friday, November 3, 2023  
9:00 am to 11:00 am

Location: 5340 Skylane Blvd, Santa Rosa, CA 95403, TLC Eagan 3&4  
Members of the public can attend the meeting in person or by [clicking here](#) to access the Zoom link or by visiting <https://sonomacoe.zoom.us/j/89318035543>  
Meeting ID: 893 1803 5543

*The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership, and advocacy to promote and plan for quality child care and development for the benefit of all children (primarily birth to 12), their families, and Sonoma County*

The quorum required for action at today's meeting is 9 members.

**CCPC CORE VALUES**

1. Keeping the welfare of children at the center of our actions.
2. Promoting and supporting high-quality early care and education.
3. Being strategic and keeping the big picture in mind.
4. Operating with integrity.
5. Ensuring inclusivity.
6. Collaboration.

\*\*Action Item (action may also be taken on any item on the agenda)

Time	Item	Agenda Item	Objective	Process	Lead
8:55 am	1.	a. Welcome b. Introductions in-person and via the Chat Box c. Feedback and In-Kind Contributions Reminder d. Public comment period reminders.		Links to the <a href="#">CCPC Feedback</a> and <a href="#">In-Kind Contributions</a> forms will be available in the Chat Box and emailed after the meeting.	Susan Langer
9:00 am	2.	Call to order**		Establish a quorum, check zoom attendance.	Susan Langer

9:05 am	3.	Approval of/Revisions to Agenda**	Agreement on topics for the meeting	Unanimous Consent action item, unless there are objections/changes.	Susan Langer
9:07 am	4.	Approval of Meeting Minutes a) Approval of Meeting Minutes from 10/6/23**	Approve the record of the previous meetings.	Unanimous Consent action item, unless there are objections/changes.  Please abstain if you were not in attendance at the previous meeting.	Susan Langer
9:10 am	5.	CCPC Staff Update a) Coordinator announcement	Hear update	Report, Discussion	Susan Langer
9:15 am	6.	Membership Committee Update a) Member resignation b) Reimbursement protocols** c) New member outreach	Summary of Membership Committee meeting activities.	Action Item Review, Discussion, Motion, Vote	Jessica Borland
9:30 am	7.	Hot Topic Presentation: a) Sonoma County Nurse-Family Partnership b) Early Learning Institute Instructions Not Included	Hear presentations from AManda Elderkin of the Sonoma County Department of Health Services and Kathy Kelley of the Early Learning Institute	Presentation, Questions & Answers	a) AManda Elderkin b) Kathy Kelley
10:15 am	8.	Child Care Consumers/Child Care Providers Input/Member Announcements	Include direct perspectives and updates on current issues.	Child Care Consumers/Providers and CCPC members share information about issues/trends. Group discussion	Child Care Consumers Child Care Providers Member Announcements

10:25 am	9.	Public Announcements	Hear input from non-members on any topic.	Public shares and announcements	All
10:35 am	10.	Executive Committee Report a. Meeting Feedback / Hot Topics b. Workgroups	Summary of Executive Committee meeting activities.	Report, Discussion	Susan Langer
10:50 am	11.	Feedback & In-Kind Contributions Forms	Links to the <a href="#">CCPC Feedback</a> , and <a href="#">In-Kind Contributions</a> forms are available in the Chat Box for submission.	Follow the links in the Chat Box to provide feedback for today's meeting and submit an In-Kind contribution form.	Susan Langer
11:00 am	12.	Adjourn**	Next meeting; December 1, 2023, 9:00 am to 11:00 am.		Susan Langer

**Approval of The Consent Calendar:** The Consent Calendar includes routine financial and administrative actions and are usually approved by a single majority unanimous consent vote. There will be no discussion on these items prior to voting on the motion unless Council Members or the public request specific items be discussed and/or removed from the Consent Calendar.

**Public Comment:** Public comment may be heard on each agenda item.

**Voting Process:** 1) Open Discussion. 2) Motion. 3) Second. 4) Chair Restates the Motion. 5) Voting Members Discussion (pros and cons). 6) Voting Members Vote. 7) Chair Announces the Result.

**What to do in the event of a Conflict:** During open public discussion – disclose the existence of the conflict, explain the nature of the conflict. During member only discussion – 1) abstain from discussion of or attempting to influence the decision; 2) leave the discussion table during consideration of the decision, so that it is obvious you are not participating; 3) abstain from voting; 4) ensure that the disclosure and abstention are reflected in the minutes.

**Electronic Communications** - SCOE Wi-Fi access: "SCOEopen"; no password required. Members are not to use electronic communications during a meeting to discuss items on the agenda.