



Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707) 524-2639.



**Child Care Planning Council of Sonoma County  
Executive Committee Meeting  
Wednesday, December 18, 2019  
9 am to 10:30 am**

**La Ventana Conference Room – 5340 Skylane Blvd, Santa Rosa, CA 95043**

*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.*

**AGENDA**

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

| <b>Approximate Time</b> | <b>Item #</b> | <b>Agenda Item</b>   | <b>Objective</b>  | <b>Process</b>   |
|-------------------------|---------------|--|---|--|
| 9:00 am                 | 1.            | Call to Order**  |   |  |
| 9:05 am                 | 2.            | Approval of Agenda**   | Agreement on topics for the meeting.                                      | Unanimous Consent action item, unless there are changes. |
| 9:10 am                 | 3.            | Approval of November 21, 2019, Executive Committee meeting minutes** | Approve record of previous the meeting.                                   | Unanimous Consent action item, unless there are changes. |
| 9:15 am                 | 4.            | Public Comment on Non-Agendized Items                                | Allow input from non-members on any topic related to the mission of CCPC. | Public speaks.   |
| 9:20 am                 | 5.            | Follow-up from last Council meeting                                  | Discuss feedback and last meeting   | Review, discuss  |

| Approximate Time | Item # | Agenda Item   | Objective  | Process         |
|------------------|--------|---|--|-----------------|
| 9:35 am          | 6.     | AB 212 PDP Documentation  | Discuss requested documentation for AB 212 PDP program       | Review, discuss |
| 9:45 am          | 7.     | CCPC Work Groups  | Check-in about Work Groups/ determine next steps             | Discuss         |
| 9:55 am          | 8.     | 2020/2021 CCPC Budget   | Planning for 2020/2021                                       | Report, discuss |
| 10:15 am         | 9.     | Next Executive Committee – January 15, 2020, from 9 am to 10:30 am. | Revisit Wednesday morning meeting schedule; is this working? | Discuss         |
| 10:30 am         | 10.    | Adjourn**   |  |                 |

- Agenda Development and Meeting Strategies:**
- a. Expect people to read the agenda information ahead of time, and provide history and context at meetings before each item
  - b. Provide pros and cons when presenting an issue, and before voting
  - c. When reporting recommendations, report if there are strong dissenting opinions
  - d. Reduce the number of action items on the agenda; allow enough time and provide enough information
  - e. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation.
  - f. Consider small-group discussions, “Open Space” format, etc.
  - g. Consider switch of Co-Chair facilitator for discussion participation
  - h. Leave enough time for member announcements
  - i. Have Public Policy issues on the agenda only when needed

### Ongoing Activities from Strategic Plan

| Activity  | Action Items  |
|---|---|
| Solicit Hot Topic suggestions regularly from membership | Administer Workforce Development and Quality Improvement Programs – CARES, Quality Counts |

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| <b>Activity</b>  | <b>Action Items</b>  |
|--|--|
| Ensure timely inclusion of broad range of critical issues in Hot Topics/Public Policy discussions, including impact on ECE of current political/economic decisions | <ol style="list-style-type: none"> <li>1. Continue to solicit feedback per Meeting Feedback Forms.</li> <li>1. Survey members to solicit and rank Hot Topic suggestions.</li> </ol>  |
| Develop response to proposed budget cuts with funding priorities, and to proposed legislation  | <ol style="list-style-type: none"> <li>2. Plan annual Hot Topic calendar and revise as needed.</li> <li>3. Include Public Policy item on agenda for each month's CCPC meeting.</li> </ol> Coordinator reports on current political/economic decisions as needed.     |
| Promote Child Care Plan  | Collaborate with Public Policy Committee, and provide support as needed.   |
| Hold regular CCPC meetings   | Assess input from members, and develop strategies to address issues raised regarding: Committee reports, feedback forms, amount of content on agenda, follow-up on issues presented/discussed, meeting facilitation and diverse opinions, field trips and Hot Topics |