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Child Care Planning Council of Sonoma County

Executive Committee Meeting

Monday, June 25, 2018

11:30 am to 2:30 pm

Mary's Pizza Shack located at 3084 Marlow Rd, Santa Rosa, CA 95403

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)

Approximate Time	Item #	Agenda Item	Objective	Process
11:30 am	1.	Call to Order**		
11:35 am	2.	Approval of Agenda**	Agreement on topics for meeting.	Unanimous Consent action item, unless there are changes.
11:40 am	3.	Approval of May 17, 2018 Executive Committee meeting minutes**	Approve record of previous meeting.	Unanimous Consent action item, unless there are changes.
11:45 am	4.	Public Comment on Non-Agendized Items	Allow input from non-members on any topic related to the mission of CCPC.	Public speaks.
11:50 am	5.	Finance Committee Report	Update Executive Committee on budget revisions for 17/18 year end closing.	Provide information
12:00 pm	6.	CCPC Member Survey Results	Review 17/18 CCPC member survey results. Identify possible hot topics for 18/19.	Discuss, next steps
12:25 pm	7.	Ice-breaker	Team-building	Interactive activity

Approximate Time	Item #	Agenda Item	Objective	Process
12:45 pm	8.	18/19 Committees and Workgroups	Review committees and workgroups for 18/19. Establish workgroup structure during CCPC Council meetings.	Review, discuss
1:30 pm	9.	Workgroup Template	Review workgroup templates. Develop a Committee/Workgroup Action Plan template.	Review, develop
2:15 pm	10.	Next meeting and Meeting schedule for 18/19	Set next meeting and determine 18/19 EC meeting schedule.	Discuss
2:30 pm	11.	Adjourn**		Unanimous consent item.

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

Solicit Hot Topic suggestions regularly from membership	Administer Workforce Development and Quality Improvement Programs – CARES, Quality Counts, CTKS
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"> 1. Continue to solicit feedback per Meeting Feedback Forms. 1. Survey members to solicit and rank Hot Topic suggestions.
Develop response to proposed budget cuts with funding priorities, and to proposed legislation	<ol style="list-style-type: none"> 2. Plan annual Hot Topic calendar and revise as needed. 3. Include Public Policy item on agenda for each month's CCPC meeting. 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