



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 Retreat
Thursday, June 6, 2019
1:00 – 4:00 PM**

Handline Coastal California, 935 Gravenstein Avenue, Sebastopol, CA 95472

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
1:00 pm		Lunch		
1:30 pm	1.	Call to Order**		
1:35 pm	2.	Approval of Agenda**	Agreement on topics for meeting.	Unanimous Consent action item, unless there are changes.
1:40 pm	3.	Approval of May 20, 2019 Executive Committee meeting minutes**	Approve record of previous meeting.	Unanimous Consent action item, unless there are changes.
1:45 pm	4.	Public Comment on Non-Agendized Items	Allow input from non-members on any topic related to the mission of CCPC.	Public speaks.
1:50 pm	5.	Review 2018-2019 CCPC member survey results	Discuss feedback and last meeting.	Review, discuss

Approximate Time	Item #	Agenda Item	Objective	Process
2:05 pm	6	Discuss Hot Topic/Work Group presentation schedule for 2019-2020	Is having the Work Groups present Hot Topics effective?	Discuss
2:15 pm	7.	Executive Committee goal setting/Work Group Template for 2019-2020	Discuss the goals of the Executive Committee for 2019-2020 and capture them on the logic model template	Discuss
2:40 pm	8.	Staffing Update	Consider needs, availability, and costs associated.	Discuss
2:50 pm	9.	Long-term Look at Finances	Consider when current grants will end and the ramifications	Discuss
3:10 pm	10.	Pre-planning for next Strategic Plan	Discuss how to assess what the issues are in the community using an informational living document	Discuss, determine next steps
3:50 pm	11.	Approve final Needs Assessment**	Review and approve the final Needs Assessment draft data tables	Review, discuss, vote
4:00 pm	12.	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

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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
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.
Promote Child Care Plan	Coordinator reports on current political/economic decisions as needed.
Hold regular CCPC meetings	Collaborate with Public Policy Committee, and provide support as needed.
	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