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## Child Care Planning Council of Sonoma County

### Executive Committee Meeting

**Monday, August 20, 2018**

**10:30 am to 12 pm**

**SCOE, 5340 Skylane Blvd, 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
10:30 am	1.	Call to Order**		
10:35 am	2.	Approval of Agenda**	Agreement on topics for meeting.	Unanimous Consent action item, unless there are changes.
10:40 am	3.	Approval of June 25, 2018 Executive Committee meeting minutes**	Approve record of previous meeting.	Unanimous Consent action item, unless there are changes.
10:45 am	4.	Public Comment on Non-Agendized Items	Allow input from non-members on any topic related to the mission of CCPC.	Public speaks.
10:50 am	5.	Finance Committee Report	Provide information to the Executive Committee	Provide information, discuss
11:00 am	6.	Needs Assessment	Review needs assessment proposal	Review, discuss next steps
11:10 am	7.	Workgroup template/plan for September's CCPC meeting	Review the Logic Model template and finalize the plan for September's CCPC meeting	Discuss, review.

Approximate Time	Item #	Agenda Item	Objective	Process
11:30 am	8.	Executive Committee Action plan	Complete the Executive Committee Action plan template for 18/19	Discuss.
11:55 am	9.	Next meeting; September 17, 2018 from 10:30 am to noon.	Confirm next meeting for 9/17/18 from 10:30 to noon.	Discuss.
12 pm	10.	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"> <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. Coordinator reports on current political/economic decisions as needed.</li> </ol>
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