



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**November 20, 2017; 9:30 – 11:00am**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at December 18, 2017 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Terry Ziegler, Lorie Siebler  
 Staff Present: Susy Marrón

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 9:34 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of September 18, 2017 Executive Committee meeting minutes**		The September 18, 2017 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agended Items		No public comment was heard.
5. Follow-up from last Council meeting	EC reviewed the follow-up from October and November's CCPC meetings. The Council appreciated having an opportunity to discuss and share information related to the aftermath of the firestorm. Overall, the feedback was very positive with the exception of starting on time and staying on topic. Meetings have not been starting on time due to the lack of a quorum at the start of each meeting. Jason Riggs reviewed Brown Act rules around establishing a quorum and whether the Council needs to maintain a quorum throughout the meeting for actions items.	Moving forward, the co-chair facilitating the meeting will share feedback with the Council as we dive into the follow-up from the last Council meeting.  Terry Ziegler will bring "Good to know member information" to the February Council meeting.

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	<p>Rebecca suggested having CCPC staff scan the monthly feedback forms and sharing them with EC prior to each meeting.</p>	<p>Susy will ensure that Council monthly feedback forms are scanned, saved, and sent to EC members prior to each meeting. Susy will also create a folder on Google drive to share the scanned forms.</p>
<p>6. Hot Topic planning</p>	<p>The following topics were identified based on feedback from previous council meetings:</p> <ul style="list-style-type: none"> <li>- Outreach and recovery efforts after firestorm</li> <li>- Coordinated efforts to build staff capacity &amp; availability of providers for youth 0-20yrs olds</li> <li>- CA Child Development Permit Matrix</li> <li>- Trauma informed care (how to work w/ kids who have experienced trauma &amp; build resilience)</li> <li>- eITC Volunteering to prepare taxes &amp; referring families to 211 for free tax prep</li> <li>- Mentor teacher and director program</li> </ul> <p>READY was previously set to present in November. Quality Counts and a TK update were suggested as good relevant topics.</p>	<p>Susy will move on scheduling the following topics for Feb. – Apr.</p> <p>February – Preparing taxes/211  March – Quality Counts update  April – TK</p> <p>May will be our end of the year retreat.</p> <p>Susy will reach out to Phyusin Mint to present the READY report in January.</p>
<p>7. CCPC Committee Work</p>	<p>EC discussed bringing to the Council's attention how voting takes place during meetings. When to call a vote even if the Council is in disagreement.</p> <p>EC discussed how to tackle moving forward with the new committee work idea. EC also discussed whether it was necessary to meet with Gary before proceeding with the roll-out of how we do committee work. Given time constraints and due to immediate disaster relief-related needs, the EC will bring the following two committee ideas to the next Council meeting:</p> <ol style="list-style-type: none"> <li>1. Disaster preparedness &amp; response</li> <li>2. Data Committee (focused on determining existing supply and demand post firestorm)</li> </ol>	<p>Rebecca will bring information to the Council in regards to calling a vote.</p> <p>Lorie Siebler will facilitate January's Council meeting.</p> <p>Jason Riggs is not able to attend January's meeting.</p>

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
8. Adjourn	The next EC meeting will be on December 18, 2017 from 9:00am – 12noon.	The meeting was adjourned by unanimous consent at 10:52am