



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**June 29, 2017; 9:00am – 12:00noon**  
**SCOE, Oak Room D**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at the July 26, 2017 Meeting**

Members Present: Debbie Blanton, Missy Danneberg, Kathy Kelley, John Paul, Jason Riggs  
Members Notified Absent: None  
Guests Present: Rebecca Hachmyer, Lorie Siebler, Terry Ziegler  
Staff Present: Susy Marrón, Patty Bernstein

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair Jason Riggs called the meeting to order at 9:06 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of May 15, 2017 Executive Committee meeting minutes**		The May 15, 2017 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. CCPC Meeting Schedule	The Committee reviewed the proposed CCPC 2017-18 meeting dates.	Susy will send the schedule to Council members and post on the CCPC website when room locations are confirmed.

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6. Executive Committee Meeting Schedule	<p>Future meetings of the Executive Committee were scheduled for the 3<sup>rd</sup> Monday of each month at 9:30 - 11:00am.</p> <p>The next meeting of the Executive Committee was to be July 17, but no quorum would be available.</p>	<p>Susy will send a Doodle to set a July meeting to plan for the August Council meeting. She will also draft an agenda and send it to the Executive Committee. Jason will facilitate the August Council meeting.</p>
7. Finance Committee Report	<p>Missy Danneberg explained the 2016-17 budget transfers which entailed moving money from one account to another. The Finance Committee recommended that the Executive Committee ratify the final budget, understanding that SCOE's business department may make some adjustments to cover salary changes and the rent to be paid to SCOE.</p>	<p>On motion by Debbie Blanton and second by Kathy Kelley, the Executive Committee voted unanimously to ratify the recommendations of the Finance Committee regarding the 2016-17 final budget.</p>
8. Ice-breaker	<p>Jason led the ice-breaker, team-building activity: Two Truths and a Lie.</p>	
9. 2016-17 CCPC Survey Results	<p>Kathy Kelley led the Committee in reviewing the results of 2016-17 CCPC Survey (Survey Monkey)</p> <p>Executive Committee discussion included the following ideas</p> <ul style="list-style-type: none"> <li>• Orient new members: ask why they wanted to be on the Council</li> <li>• Use small groups to give more people an opportunity to speak</li> <li>• Use "elbow-partner" discussions to get greater participant involvement</li> <li>• Refer relevant comments to the Membership Committee</li> <li>• Avoid acronyms in discussion</li> <li>• Include business representatives, Work Investment Board (WIB), Economic Development Board (EDB) in large- and small-group discussions to get to know them</li> </ul>	<p>The Executive Committee will plan future Council meetings</p> <ul style="list-style-type: none"> <li>• Try to trim the business section of each Council meeting—give highlights, in-depth details only when necessary</li> <li>• Include more diverse points of view in Hot Topics</li> <li>• Avoid acronyms; make acronym sheets available at each meeting</li> <li>• May revise the feedback sheet to include a question like "Did you think that your viewpoint was heard and understood?"</li> <li>• Check in w/ new members</li> </ul>

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<p>17-18 Annual goal setting Action Plan and Hot Topic Development</p> <p>Parking lot for Hot Topics</p>	<p>Committee members reviewed several documents that resulted from the May Council meeting relating to 2017-18 goal-setting and action plans for standing and ad hoc committees.</p> <p>The Committee did not feel that it was appropriate to tell standing and ad hoc committees what their priorities should be, based on the May Council meeting's activity</p> <p>We should suggest which committees are needed and give them priorities to consider.</p> <p>Hot Topics scheduled: August 11 – CCPC Programs overview September 8– Strengthening Families/Parent Café's October 6 – Triple P Parenting (Positive Parenting Program)</p> <p>Suggestions for future Hot Topics included</p> <ul style="list-style-type: none"> <li>• ACES</li> <li>• How create more infant/toddler care in Sonoma County</li> <li>• Inclusion, training for general education preschool assistants</li> <li>• Special education eligibility for preschools</li> <li>• SRJC Transitional Kindergarten (TK) presentation</li> <li>• Panels dealing with a variety of points-of-view</li> </ul> <p>Access Google Drive that's shared with Council members</p>	<p>Send out Hot Topics for consideration</p> <p>Ask the Council to identify Hot Topics for 2017-18</p> <p>While "training" is not what CCPC is charged with, we might have consider a Consortium presentation of training opportunities available.</p>

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10. Review 2017-18 Strategies from Community Meeting	After much discussion, the group agreed that a different sorting process is needed. Rebecca Hachmyer volunteered to review the raw data and try to come up with a user-friendly summary of the results.	Rebecca will work on crafting a roll-out to present the action plan at the Executive Committee's next meeting (Susy will Doodle) previous to the August Council meeting.
11. 2017-18 Committees	<p>Suggest Committees for August meeting</p> <ul style="list-style-type: none"> <li>• Maintain committees (Membership, Finance, Executive, Public Policy)</li> <li>• Add Data Committee as an ad hoc committee for ZIP Code Priorities</li> <li>• Build Work Groups/Action Teams that emerge around events, activities, matters: idea-focused</li> <li>• More task-driven work groups that have a specific purpose</li> <li>• Advocacy campaign? First5's Children's/Kids' Initiative <ul style="list-style-type: none"> <li>○ Create a work group of people who are interested in messaging and public relations</li> <li>○ Executive Committee will keep people informed</li> </ul> </li> </ul>	Present a suggested list of committees to the Council in August
12. Executive Committee Action Plan	<p>Discussion included</p> <ul style="list-style-type: none"> <li>• Disseminating information about the plan and engaging these sectors <ul style="list-style-type: none"> <li>○ Business outreach</li> <li>○ Government</li> <li>○ Resource and Referral (R&amp;R)</li> <li>○ Public agencies <ul style="list-style-type: none"> <li>▪ For instance, to engage the business world: who has connections in the business world? People will self-select. Focus on ideas that came from the Community meeting</li> </ul> </li> </ul> </li> <li>• How do we engage the community to take</li> </ul>	<p>Proposed activities for 2017-18:</p> <ul style="list-style-type: none"> <li>* Take a road show to the Chambers or identify a champion of businesses and educate them regarding CCPC and its goals.</li> <li>* Continue to disseminate information from the plan (who are the important people to reach out to? leadership program with Santa Rosa chamber?</li> <li>* Target younger people who have families and child care issues</li> </ul>

	<p>ownership in the plan (create a 2-way street)?</p> <ul style="list-style-type: none"> <li>• How to make the business-child care connection? Businesses have child care issues. Address the concerns of not enough employees due to child care costs/availability.</li> <li>• The Executive Committee/Council should become more informed and build relationships with businesses</li> <li>• Bring business people in for Hot Topics</li> <li>• Kids' Initiative meeting on September 29 @ SCOE, 1-3pm at SCOE: Sandra Lemus and Melanie Dodson.</li> </ul> <p>The consensus of the group was that the Executive Committee will take on working with all of the information generated in April Community Meeting as its 2017-18 Action Plan</p> <ul style="list-style-type: none"> <li>• Work with ideas generated in April to organize and build the connections that make them happen</li> <li>• Bring people in; follow up on the outcome of the meeting</li> <li>• Transition from storming to norming ... so that by end of this year would have developed strategies and built relationships</li> <li>• How do you get people to inform us? Council and Executive</li> </ul> <p><b>2017-18 Executive Committee</b>  Co-Chair Jason Riggs  Co-Chair Lorie Siebler  Chair-Elect Rebecca Hachmyer  Treasurer Missy Danneberg  Membership Chair Terry Ziegler</p>	<p>* Invite target small groups to a discussion with the Executive Committee</p> <p>How to implement the EC Action Plan</p> <ul style="list-style-type: none"> <li>• Susy Marron or her designee (a member of the Executive Committee) will attend Consortium meetings and offer feedback. <ul style="list-style-type: none"> <li>○ From the April meeting that the name QIRS should be changed to QRIS to match the national system</li> </ul> </li> <li>• Work with Quality Counts</li> <li>• Invite Leah Benz to an Executive Committee meeting</li> <li>• Report out on Consortium meetings to general Council</li> <li>• When we have data or information that supports how important the early care and education field is, the Executive Committee will disseminate it.</li> </ul>
13. Adjourn		The meeting was adjourned by unanimous consent at 12:00 noon