



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**August 20, 2018; 10:30am – 12:00pm**  
**SCOE, Gravenstein, 5340 Skylane Blvd., Santa Rosa, CA 95403**

**Minutes Approved at September 17, 2018 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Lorie Siebler, Renee Whitlock-Hemsouvanh, Terry Ziegler  
 Staff Present: Susy Marrón, Kaye Moore

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 10:37am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of June 25, 2018 Executive Committee meeting minutes**		The June 25, 2018 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Finance Committee Report	Missy Danneberg reported on the Finance Committee meeting of Wednesday, August 15. She briefly reviewed the spend-out of 2017-18 budget. Missy mentioned Lee Ann Reeder's retirement and the hiring of Jeanine Thibeau. Lee Ann had accidentally misappropriated \$8000, and Jeanine will correct the error by the end of the day. Jeanine is currently working on the QRIS block grant. The 2018-19 budget needs some revision but won't be revised until January. The group discussed the request of the	Susy Marrón will look for three bids for the Needs Assessments.

	Facilities Workgroup for funds. They requested \$50 immediately to be used to incentivize people to participate in their survey. \$4100 is available for 6 workgroups but some of that will be used for needs assessment and possibly the end-of-year retreat. The Needs Assessment will cost roughly \$18,700.	
6. Needs Assessment	Renee Whitlock-Hemsouvanh asked about donations to help fund the needs assessment. Susy asked if we need three actual bids. Missy suggested contacting Joyce Stone in Santa Barbara County. \$18,700 for needs assessment with community profiles. Lorie asks to for us to look at what the profiles are needed for and how they are used. Maybe only look at the communities with the most need? The committee can work out the details later. Survey to community partners with regards to the needs assessment and how they would use it as well as ask them for money.	Susy will contact Joyce Stone in to ask about the number of bids needed for the Needs Assessment. Rebecca will present the Executive Committee report at the September Council meeting, including the request for funding and the survey of community members.
7. Workgroup template/plan for September's CCPC meeting	The group discussed changes to be made in the Workgroup Template. The Executive Committee will request that the preliminary form be submitted by each Workgroup by September 14. Funding requests must be submitted by the 15th of the month, with an answer expected by the end of the month. Rebecca will explain the expectation at the September Council meeting. After much discussion, it was decided that Rebecca and Lorie will introduce the Workgroup form and a talk briefly about funding. Rebecca and Lorie will let the Workgroups know who is going to be available for questions during the Workgroup work time during the September 7 meeting.	Susy will make changes discussed to the template. Susy will email the workgroups requesting they start working on form if they have immediate funding needs.
8. Executive Committee Action plan	The Executive Committee worked on completing their own Action plan. We will request that representatives of each Committee/Workgroup attend the Executive Committee's "check-in" meeting on January 28, 2019 at 11am ... and bring their laptops or tablets to access Google Docs.	Terry will get chairs of committees (or representatives) to meet with The Executive Committee on January 28. Susy will put what she has in Google docs.
9. Next meeting	Monday, September 17, 2018, 10:30am – 12noon	

10. Adjournment	The meeting was adjourned by unanimous consent at 12:01pm.	
-----------------	--	--