



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**July 10, 2014**  
**Margie Vondrak's Home**

*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 (birth to 18), their families and Sonoma County.*

**DRAFT MINUTES**

Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Debbie Blanton and Margie Vondrak  
 Staff present: Carol Simmons

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		<b>Meeting called to order by Chair-Elect Kathy Kelley at 9:18am.</b>
2. Ice Breaker	Kathy led the group in a "2 Truths and a Lie" warm-up activity.	
3. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
4. Public Comment	None heard.	
5. Minutes/Notes a. June 12 <sup>th</sup> Executive Committee meeting minutes**		June 12 <sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous consent, with abstentions by Melanie Dodson and Debbie Blanton due to having been absent.
6. EC Activities a. Bylaws and Protocols** i. Bylaws  ii. Decision-Making	a. i. Recommend deletion of "Appoints the members of CCPC committees and work groups as needed." from Article IV: Officers, Section D. Duties of Co-Chairs.  ii. Reviewed proposed changes from April	

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>Responsibilities</li> <li>iii. Executive Committee Guidelines</li> <li>iv. New Ad Hoc Committees Protocol</li> <li>v. Financial Processes</li> <li>b. Workforce Survey</li> <li>c. EC meetings for 14-15</li> </ul>	<ul style="list-style-type: none"> <li>2014, and recommend addition of “Approve Ad Hoc Committee annual action plans.” to Council section.</li> <li>iii. Reviewed proposed changes from April 2014, and recommend deletion of “Form Ad Hoc Committees and appoint members”.</li> <li>iv. Reviewed draft of new proposal, and recommended further revisions.</li> <li>v. Reviewed proposed changes from April 2014. No further changes.</li> <li>b. Carol reported that, from the meeting with stakeholders, there was agreement of the importance to move forward with doing an updated one, First 5 will contract with LFA to do the survey and will cover the expenses not met by others’ contributions, and that First 5 would like to embed a “readiness for QRIS” framework to the survey. SRJC representatives will be able to contribute about \$1,000-1,500; CCPC may not be able to contribute funds since it will be in the new fiscal year but will contribute in-kind staff time and mailing; Cradle to Career will explore possible contributions. After the meeting, First 5 notified Carol that they will take over facilitating meetings of stakeholders, which is next planned to occur in September.</li> <li>d. Discussed need to be sure that relevant content from Co-Chair meetings is shared with Executive Committee.</li> </ul>	<ul style="list-style-type: none"> <li>a. Bring all proposed revisions to next CCPC meeting on August 1<sup>st</sup></li> <li>c. Decided on August 21<sup>st</sup>, September 18, and then October 9<sup>th</sup> and on will be the second Thursdays.</li> <li>d. Co-Chairs and Carol will identify items to report at end of Co-Chair meetings.</li> </ul>

Agenda Item	Discussion	Action/Follow-up
7. Staff Workload	Reviewed annual planning calendar and Committees list and assessed staff workload over the fiscal year.	
8. CCPC Evaluation	<p>a. Reviewed survey results (members and staff) – issues and themes discussed:</p> <ul style="list-style-type: none"> <li>i. Diverse membership – Need to define it for CCPC. Have this also be addressed at Committee levels based on their activities. Have members share their input from work with diverse populations. Members should be speaking from their “seat” perspective. Be sure flyer has reimbursement info on it.</li> <li>ii. Committees processes and protocols</li> <li>iii. New Member Support</li> <li>iv. CCPC Meetings – 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</li> <li>v. Re-consider breadth and scope of CCPC activities vs focus</li> </ul> <p>b. Reviewed Bay Area CCCCA matrix – issues and themes discussed:</p> <ul style="list-style-type: none"> <li>i. Small wins</li> <li>ii. Re-think our 0-18 definition; everyone else is 0-12</li> <li>iii. Board of Supervisors - explore getting MOE funds; invite staff to attend CCPC meetings; have them each appoint members; have</li> </ul>	<p>a.</p> <ul style="list-style-type: none"> <li>i. To Executive Committee Action Plan</li> <li>ii. Newly proposed draft Protocol to address this to go to CCPC 8/1</li> <li>iii. Ideas and suggestions to Membership Committee for follow-up.</li> <li>iv. To Executive Committee Action Plan</li> <li>v. To Executive Committee Action Plan</li> </ul> <p>b.</p> <ul style="list-style-type: none"> <li>i. To Executive Committee Action Plan</li> <li>ii. To Executive Committee Action Plan</li> <li>iii. Ideas and suggestion to Public Relations Committee for follow-up</li> </ul>

Agenda Item	Discussion	Action/Follow-up
	<p>CCPC members meet with their BOS; have Legislative Breakfast for staff (state and federal level too)</p> <p>iv. Acronyms – review and edit our list, and have laminated copies at CCPC meetings</p> <p>v. Inclusion</p> <p>vi. In-Kind forms and processes – make easier for members</p> <p>c. Reviewed and revised draft CCPC Logic Model.</p>	<p>iv. To Membership Committee to update.</p> <p>v. Debbie Blanton and Kathy Kelley will follow up on exploring re-forming a Child Care for Children with Special Needs Roundtable.</p> <p>vi. To Finance Committee to consider</p> <p>c. Bring to CCPC for EBP Hot Topic.</p> <p>d. Will bring full survey results, and summary document, to CCPC meeting on 8/1.</p>
9. EC Goals/Action Plan	Developed draft Action Plan for 14-15.	To full CCPC meeting on 8/1.
10. EC Funding for projects/activities	<p>Discussed and decided on EC funding requests:</p> <ul style="list-style-type: none"> <li>• Workforce Survey - \$1,000</li> <li>• Facilitator – September CCPC meeting (2 hrs) and June Retreat (8 hours) - \$2,500</li> <li>• Retreat materials and supplies - \$1,000</li> </ul> <p>Total request - \$4,500.</p>	To Finance Committee.
<p>11. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p> <ul style="list-style-type: none"> <li>• Portrait of Sonoma presentation</li> </ul>	<ul style="list-style-type: none"> <li>• August - Committee Plans; BOS Zips video clip; CCPC evaluation results; Child Care Trends (Elaina and Lorie to present?); Melanie will Chair</li> <li>• September - ECE Investments and CCPC role, with Gary Hochman facilitating. Reviewed responses from other LPCs about making funding recommendations.</li> <li>• October – draft Needs Assessment presentation</li> </ul>	Carol will check to see if Gary Hochman can come to EC meeting in August to prep.

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>• Business outreach</li> <li>• Children’s Funding Initiative</li> <li>• Regional initiatives</li> <li>• Brain development research</li> <li>• EBP in ECE (Upstream TA? Logic Models, CCPC Logic Model) - Spring</li> <li>• Standardized Testing?</li> </ul>	<ul style="list-style-type: none"> <li>• November – final Needs Assessment presentation</li> </ul> <p>Reviewed info from ICRI training on Child Advocacy</p> <p>Will do Hot Topic survey.</p>	<p>Decided not to plan ICRI Advocacy training at this time, and to share info with Public Policy Committee.</p>
<p>12. CCPC Project/Committee Updates – as needed</p> <p><b>a. Data/Needs Assessment Committee</b></p> <p>b. Miscellaneous</p>	<p>Carol Simmons updated the Executive Committee on status of programs and projects:</p> <p>a. Child Care Trends revision is almost complete.</p> <p>b. Miscellaneous</p> <p>i. Sonoma County Fair – we still have one unfilled slot due to a cancellation.</p> <p>ii. ECE Funding Gaps response to BOS – Carol met with Oscar Chavez as a follow-up to conversation with him and Jerry Dunn after the BOS meeting. Carol presented some preliminary data from the Needs Assessment; Oscar asked Carol to convene a meeting with HSD and DHS and CBO staff to plan response. Oscar offered help of HSD staff to prep data for meeting. Carol surveyed other LPCs regarding BOS investments in ECE – most do not invest General Funds.</p> <p>iii. Carol is working with a subcommittee of the First 5 ECE Committee to prepare a presentation for the First 5 Commission on the status of ECE.</p> <p>iv. Carol participated in the Cradle to</p>	<p>a. Carol will send final draft to Melanie and Soledad for review.</p> <p>b.</p> <p>i. Carol will re-send request to members; Kathy will fill slot if no one else responds.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>Career Goal 1 Network experts meeting to craft some attainable one-year goals for C2C to consider adopting.</p> <p>v. Carol convened a meeting of Early Head Start- Child Care Partnerships grant stakeholders.</p>	
13. Adjourn**		Meeting adjourned at 2:50pm by unanimous consent.

**Agenda Development 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. Reduce the number of action items on the agenda; allow enough time and provide enough information
- d. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation.
- e. Consider more small-group discussions, e.g. "Open Space" format
- f. Use consent calendar more.
- g. Consider switch of Co-Chair facilitator for discussion participation

**Additional strategies per 2013 CCPC Evaluation:**

- a. Solicit written input more often – create a sheet for each meeting's packet for feedback and agenda item suggestions, to go to Co-Chairs.
- b. Use Consent Calendar more – ask each Committee to identify which action items can be consent items
- c. Leave more time for member announcements
- d. Have Public Policy issues on the agenda only when needed
- e. Share each Committee's Action Plan for the year with full Council
- f. When reporting recommendations, report if there are strong dissenting opinions
- g. Coordinator reports – decisions as to what will be reported to full Council to be made at Executive Committee meetings, and when to place on CCPC agenda.

**Executive Committee Goals for 2013-2014**

1. Build and improve the relationship between CCPC and SCOE. (September/October)
2. Integrate Ethics and Values (use cards, poster). (October/November)
3. Explore finding funding to collaborate with partners to do a second ECE Workforce Survey. (December/January)
4. Prepare for creation of 2015-2020 Child Care Plan. (April/May)

Ongoing:

5. Provide oversight to CCPC programs and activities, including ECE conference.
6. Include reports at CCPC meetings on other movements in the county, including ECE Conference, Funding the Next Generation efforts.
7. Increase member engagement and participation in meetings (solicit ongoing feedback, and agenda item suggestions).
8. Ensure Membership Committee explores additional ways to support new members (new member cohort? Business card exchange?)
9. Monitor implementation of the Strategic Plan (ensure Hot Topics and Committee activities align with strategic plan and/or child care plan).



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**Thursday, August 21, 2014**  
**SCOE**



*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 (birth to 18), their families and Sonoma County.*

**DRAFT MINUTES**

Present: Melanie Dodson, Jynx Lopez, Margie Vondrak, Debbie Blanton  
 Absent: Kathy Kelley  
 Guest Present: Gary Hochman  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order by Co-Chair Melanie Dodson at 9:07am.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of July 10 <sup>th</sup> Executive Committee meeting minutes**		July 10 <sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous consent.
5. Plan future Council meetings ( <i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).	Gary Hochman led the group in a discussion to plan the September meeting Hot Topic – ECE Investments and CCPC role.	Will extend time of 9/5 meeting to 8:15-11:45am, with Hot Topic first.  Jynx will open with context and background; we will have copies of a historical summary, other LPCs info and Core Values/Ethical Decision Making. Gary will facilitate small group discussions including start-off options,

Agenda Item	Discussion	Action/Follow-up
	Discussion about advance planning of Hot Topics and meetings put on the table until next meeting.	and large group report out and discussion. Jynx will facilitate voting to make a decision.
<p>6. EC Activities</p> <ul style="list-style-type: none"> <li>a. Review August CCPC meeting – Committee plans, meeting date, Feedback forms</li> <li>b. Review agenda development strategies</li> <li>c. Work on EC Goal – Workforce Survey</li> <li>d. Work on EC Goal - Preparing for Child Care Plan</li> <li>e. Select EC Goal for next meeting</li> <li>f. Report from Co-Chair meeting</li> <li>g. SB837 letter</li> </ul>	<ul style="list-style-type: none"> <li>a. Reviewed Feedback Forms and member input. Discussed acoustics difficulties with long 3-sided table. In October, will try 4-sided table again.</li> <li>b. Put on the table until next meeting.</li> <li>c. Carol reported that First 5 needs to put this project on a back burner,</li> <li>d. Put on the table until next meeting.</li>   <li>e. Put on the table until next meeting.</li> <li>f. Planned for today's meeting</li>   <li>g. Letter of support sent, signed by Co-Chair. Legislation has now been folded into Budget Trailer language, and proposes a new program for professional development, for TK teachers as first priority, and then State Preschool teachers, to be administered by LPCs.</li> </ul>	<ul style="list-style-type: none"> <li>a. For Public Policy section – will ask for info to share from: anyone, Public Policy Committee, CalWORKS and CDE folks. Suggestions regarding increasing parent/provider attendance to Membership Committee. At first meeting of the year in August each year, will do expanded introductions and overview/orientation, including previous year CCPC program reports.</li> </ul>
<p>7. CCPC Project/Committee Updates – as needed</p> <ul style="list-style-type: none"> <li>a. <b>CARES Plus</b></li> <li>b. <b>Data/Needs Assessment Committee</b></li> <li>c. <b>ECE Conference</b></li> </ul>	<p>Carol Simmons updated Executive Committee on status of programs and projects:</p> <ul style="list-style-type: none"> <li>a. 13-14 Program Reports ready – will bring to CCPC in October.</li> <li>b. Data is in final draft, and Committee will be meeting in the next month or so.</li> <li>c. Pending possible support for keynote by 4Cs Food Program grant, we may be able to get renowned Dr. Stuart Brown. Budget to Finance Committee in September.</li> </ul>	
8. Coordinator's Report		

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. Program Assistant position</li> <li>c. Annual Impact Report</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol Simmons updated Executive Committee on community meetings attended.</li> <li>b. Reviewed job description, interview questions and skills test. Discussed possible need for CCPC review of job requirements. Decided to move forward with position as is. Discussed possibility of doing an Exit Interview; since input was recently received during Coordinator evaluation and during CCPC Evaluation, no further interview other than standard SCOE processes to be done.</li> <li>c. Not discussed.</li> </ul>	<ul style="list-style-type: none"> <li>b. Carol to place ad for position, and seek CCPC members to participate in hiring process. Finance Committee will look at salary funding for Coordinator and Program Assistant positions.</li> </ul>
9. Adjourn**		Meeting adjourned at 11:50 by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**September 18, 2014**  
**SCOE**



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**DRAFT MINUTES**

**Members Present:** Jynx Lopez, Kathy Kelley, Margie Vondrak, Debbie Blanton (arrived at 9:15am)  
**Member Absent:** Melanie Dodson  
**Staff Present:** Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order		<b>Meeting called to order by Co-Chair Jynx Lopez at 9:07am.</b>
2. Approval of Agenda		Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Plan future Council meetings ( <i>see Agenda Development strategies, below, and include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts</i> ).	<p>Planned October meeting – Draft Needs Assessment, CARES and G2Q report, form ECE Investments Committee, report on Hot Topics planning, reschedule January meeting – training?, Community Relations report.</p> <p>Advance planning of Hot Topics and meetings:</p> <ul style="list-style-type: none"> <li>• November - Portrait of Sonoma</li> <li>• December – EBP in ECE, Upstream, CCPC Logic Model</li> <li>• January – retreat – training?</li> </ul>	
5. Minutes/Notes a. Approval of August 21 <sup>st</sup> Executive Committee		August 21 <sup>st</sup> Executive Committee meeting minutes approved as submitted by unanimous consent.

Agenda Item	Discussion	Action/Follow-up
meeting minutes		
<p>6. EC Activities</p> <p>a. Review September CCPC meeting</p> <p>b. Review agenda development strategies</p> <p>c. Work on EC Goal - Preparing for Child Care Plan</p> <p>d. Select EC Strategy for next meeting</p> <p>e. Report from Co-Chair meeting</p>	<p>a. Debriefed meeting – small groups worked really well. Discussed abstentions and members’ duty to vote when they have an opinion, although they have a right to remain neutral. Members should abstain when they have a conflict of interest. Discussed voting practice, and with required public visibility of members’ votes, asking candidates to leave the room may not comply with Brown Act laws. Discussed issue raised regarding name of field (ECE vs child care), and decided to wait and see if it comes up again.</p> <p>b. Reviewed updated strategies.</p> <p>c. Drafted timeline for 2015-2020 plan:</p> <ul style="list-style-type: none"> <li>• 2014-2015 – Community Relations Committee gathers community input</li> <li>• Create Child Care Plan Committee when CR Committee work complete, or beginning of 15-16</li> <li>• July-October – create draft plan</li> <li>• November 2015 – draft plan to CCPC meeting</li> <li>• December 2015 – CCPC approves plan; plan published and disseminated</li> </ul> <p>d. Will work on issue of CCPC breadth and scope.</p> <p>e. No meeting held.</p>	<p>a. Carol will make sure to review voting parameters at New Member Orientations.</p> <p>b. Will leave on EC agendas as reference.</p> <p>d. Carol will reformat Action Plan to separate out ongoing from year-specific tasks.</p>
<p>7. CCPC Project/Committee Updates – as needed</p> <p>a. <b>CARES Plus</b></p>	<p>Carol Simmons updated Executive Committee on status of programs and projects:</p> <p>a. Carol and Margie have been in discussion and communication with First 5 Sonoma about our carry-over funds from 13-14.</p>	

Agenda Item	Discussion	Action/Follow-up
<p><b>b. AB212</b></p> <p><b>c. Gateway to Quality</b></p> <p><b>d. Public Policy Committee</b></p> <p><b>e. Data/Needs Assessment Committee</b></p>	<p>Alfredo is saying that they want to amend our contract so that we will not be able to have last year's carry-over funds. Carol and Margie have been communicating to Alfredo that we will need those funds to fully-fund planned programming for this fiscal year and next year.</p> <p>CARES applications are coming in pretty well; we anticipate receiving quite a few next week, with a short turn-around for data entry.</p> <p>b. AB212 Professional Development Program applications are out, and are starting to be submitted; deadline is October 1<sup>st</sup>.</p> <p>c. G2Q is working on program improvements, including revising forms and obtaining training for QIVs on giving scoring (not TA) feedback. We've received feedback from other organizations state-wide administering external assessments that our mini-grant structure is inherently conflictual, with assessors providing feedback and validating mini-grant applications. We anticipate that with upcoming QRIS work, a clearer delineation of roles might be possible.</p> <p>d. Kathy provided EC with an overview of PP work on understanding local initiatives.</p> <p>e. NA draft incorporates lots of good revisions and clarifications thanks to Committee members, and is almost ready for presentation at October CCPC meeting. Carol suggested maybe she should apply for a mini-grant to fund the \$5,000 cost for the geographic profiles. EC recommends she do so.</p>	<p>a. Executive Committee recommends that we set up a meeting with Alfredo, SCOE accounting, me and Margie next week if issue not resolved.</p> <p>Executive Committee recommends seeking temporary data entry help if needed with savings from Program Assistant position.</p> <p>e. Carol will draft mini-grant for NA profiles.</p>

Agenda Item	Discussion	Action/Follow-up
<p><b>f. Finance Committee</b></p> <p><b>g. Facilities Development</b></p> <p><b>h. ECE Conference</b></p>	<p>f. Discussed timing of Committee funding requests, Finance Committee meeting and CCPC meeting. Recommendations will come to November CCPC meeting. Carol reported on some reassignments of tasks for Finance Committee to consider when it looks at staffing allocations on 10/3.</p> <p>g. Facilities Handbook Fees are updated, posted on website, and copies made and inserted in remaining hard copies of handbooks. Discussed efforts still needed in communities with high fees.</p> <p>h. Very active and large committee – planning is going well – proposed budget will come to Finance Committee on 10/3.</p>	<p>g. Bring update to CCPC meeting.</p>
<p>8. Coordinator's Report</p> <p>a. Community meetings participation – Cradle to Career Goal 1 Network</p>	<p>Carol Simmons updated Executive Committee on community meetings and other staff activities:</p> <p>a. Carol and several other CCPC members are participating on the C2C Goal 1 Network, which is working on several one-year bold steps in ECE, including Professional Development, early literacy and access to preschool. Leah Benz, who is leading that group's ECE Professional Development strategies, came to the CCPC Professional</p>	<p>a. Informational updates and Executive Committee decision on topics to be presented to full Council.</p>

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>b. Program Assistant position</li> <li>c. Candidates Forum</li> <li>d. Miscellaneous</li> </ul>	<p>Development Committee meeting to collaborate.</p> <ul style="list-style-type: none"> <li>b. Interviewed 5 applicants – have top choice and second choice. Top choice is extremely well qualified – discussed offering her to start at Step 3 of salary range; EC approved.</li> <li>c. CPI is hosting a 4<sup>th</sup> District BOS candidates' forum, and has asked us if we have any questions to submit. EC recommends that Public Policy Committee takes this on.</li> <li>d. New state-level Preschool Expansion Grant opportunity.</li> <li>e. Reviewed recently requested Letter of Intent to continue working with 4Cs VIP program, as we are currently working successfully with them, providing assessments. This was not a letter of support.</li> <li>f. CCPC Membership agenda item for Board of Supervisors will not be heard until December, so it will be combined with year-end re-appointments and Certificate of Membership.</li> </ul>	<ul style="list-style-type: none"> <li>b. Carol will include possibility of Step increase with offer.</li> <li>c. Carol will pass request on to Public Policy Committee.</li> <li>d. Carol will put in e-news.</li> </ul>
9. Adjourn		Meeting adjourned at 11:00am by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**October 30, 2014**  
**SCOE**



**Meeting Minutes Approved on November 13, 2014**

**Members Present: Melanie Dodson, Kathy Kelley, Margie Vondrak, Debbie Blanton**  
**Member Absent: Jynx Lopez**  
**Staff Present: Carol Simmons**

Agenda Item	Discussion	Action/Follow-up
1. Call to Order		Meeting called to order at 9:38 by Co-Chair Melanie Dodson.
2. Approval of Agenda		Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of September 18 <sup>th</sup> Executive Committee meeting minutes		September 18 <sup>th</sup> Executive Committee meeting minutes approved by unanimous consent.
5. EC Activities a. Review October CCPC meeting and Feedback Forms summary b. Report from Co-Chair meeting  c. Work on EC Goal – Breadth and Scope of CCPC	a. Reviewed feedback forms and draft minutes from last meeting. b. At 9/30/14 meeting, Co-Chairs and Coordinator discussed CARES carry-over funds; CDE's request for letter of support for application of Preschool Expansion funding; and G2Q RFQ, Upstream renewal and future directions. c. Reviewed Committee Membership lists. Decided to address this issue within the arena of the next Strategic Plan. This may include the issue of field identity (ECE vs child care).	c. Will make the December EC meeting a longer meeting, from 9-12, to work on this issue. Will have holiday lunch with staff immediately afterward.



Agenda Item	Discussion	Action/Follow-up
<p>c. Gateway to Quality</p> <p>d. Data/Needs Assessment Committee</p> <p>e. Finance Committee</p> <p>f. Membership Committee</p> <p>g. ECE Conference</p>	<p>c. Carol has drafted the response to the RFQ, and sent it for review to staff, the full EC, the SCOE ESS grant writer, and to Mickey Porter and her Admin Specialist.</p> <p>d. Carol is working on getting numbers of undocumented children from the health clinics. Carol suggests we request First 5 or Cradle to Career fund the cost of the community level data.</p> <p>e. Finance Committee developed recommendations regarding CLPC Projects and Activities funds, including Committee requests.</p> <p>f. We have received 2 member resignations: Angela Cuellar and Chiara Bacigalupa. Chiara will pursue another rep from SSU to apply. We received an Exit Interview response from Chiara. Our Membership appointments and re-appointments item is agendized for the 12/2 BOS meeting.</p> <p>g. Sponsorships are a little short, as First 5 Sonoma is providing \$1,000 support, as opposed to the \$5,000 last year. Thoughts – what additional benefits might there be for a sponsor above and beyond being a planning partner (e.g. planning partners already get acknowledged, get a table, etc.)? Perhaps individual ECE programs might want to be sponsors?</p>	<p>c.</p> <p>d. Carol will send a copy of the revised version, with revised sections highlighted, before the CCPC meeting. Carol will send a funding request email to Alfredo.</p> <p>e. Recommendations will be presented at 11/7 CCPC meeting for approval.</p>
<p>7. Plan future Council meetings (<b>see Agenda Development strategies, below, and</b> Include reports on</p>	<p>November – Portrait of Sonoma, Needs Assessment approval; Membership Meeting Date poll, Finance Committee report</p>	<p>Carol to invite Tim Reece to attend CCPC meeting sometime.</p>

Agenda Item	Discussion	Action/Follow-up
other movements in the county, including ECE Conference, Funding the Next Generation efforts).	December – EBP in ECE January Retreat ideas <ul style="list-style-type: none"> <li>• one hour of Committee work time for Public Policy, Community Relations and Professional Development? Rest of attendees join one of these?</li> <li>• Inspirational speaker? Leadership development? Strengthening Families? Lakeshore or Kaplan speaker? Mickey or Paul Porter?</li> </ul> February – QRIS – Maryanne Doan?	
8. Coordinator's Report <ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. Candidates Forum</li> <li>c. Miscellaneous</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol provided a report on learnings from the annual California Child Care Coordinators Association Conference.</li> <li>b. Carol was scheduled to support the Children's Issues forum CCPC was co-sponsoring with CPI with the Healdsburg BOS candidates, but it was cancelled for health reasons.</li> <li>c. Discussed the CAP Dialogue on Poverty – Melanie will be attending, and can report back to CCPC.</li> <li>d. Carol reported on the draft CLPC Annual Self-Review for 13-14 – no non-compliance findings.</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol will recruit one of the BOS staff persons to attend CCPC meetings.</li> <li>d. Self-Review to be emailed to full CCPC, and on as action item for 11/7 meeting.</li> </ul>
9. Adjourn		Meeting adjourned at 11:30am by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**November 13, 2014**  
**SCOE, Santa Rosa**



**Meeting Minutes Approved on January 8, 2015**

Members Present: Jynx Lopez, Melanie Dodson, Kathy Kelley and Margie Vondrak  
 Member Absent: Debbie Blanton  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order**		<b>Meeting called to order at 9:37am by Co-Chair Jynx Lopez.</b>
2. Approval of Agenda**	.	<b>Agenda approved as submitted by unanimous consent.</b>
3. Public Comment	No public comment heard.	
4. Minutes a. Approval of October 30 <sup>th</sup> Executive Committee meeting minutes**		<b>October 30<sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous consent.</b>
5. EC Activities a. Review November CCPC meeting and Feedback Forms summary b. Report from Co-Chair meeting c. Work on EC Goals i. Breadth and Scope of CCPC ii. Define Diversity  d. Select EC Strategy for next meeting	a. Debriefed meeting; reviewed and discussed Feedback Forms  b. No Co-Chair meeting held  c. i. Drafted outline for December EC meeting (9am-12pm) to address breadth and scope. ii. Decided info needed for consideration  d. Will continue work on above.	a. Jynx will respond to request for follow-up regarding opportunities for ECE students. b.  c. Carol will incorporate outline into meeting agenda, and Co-Chairs will review. Carol will gather others' definitions of diversity.
6. CCPC Project/Committee	Carol provided updates to the Executive	

Agenda Item	Discussion	Action/Follow-Up
<p>Updates – as needed</p> <ul style="list-style-type: none"> <li>a. <b>CARES Plus – enrollment stats, carry-over funds</b></li> <li>b. <b>Gateway to Quality – RFQ, Upstream</b></li> <li>c. <b>CTKS – update</b></li> <li>d. <b>Professional Development Committee/ECE Conference – update</b></li> <li>e. <b>Data/Needs Assessment Committee – funding for profiles</b></li> <li>f. <b>Finance Committee</b></li> <li>g. <b>QRIS – CCPC role?</b></li> </ul>	<p>Committee on status of programs and projects.</p> <ul style="list-style-type: none"> <li>a. Will wait until spring to request budget revision for stipends. Reviewed statistics on enrollment progress between Components A and B.</li> <li>b. G2Q RFQ response submitted; First 5 will announce funding decisions December 9<sup>th</sup>. G2Q renewal on Upstream is due February 2016.</li> <li>c. Reviewed information in Coordinator report.</li> <li>d. Early Learners Conference budget is quite tight – hopefully we will get a few more sponsors. Discussed possibility of applying for a grant from the Sonoma Wine Country Weekend.</li> <li>e. Carol has not had a response yet from Alfredo regarding funding partnership for the profiles. Discussed possibility of applying for a grant from the Sonoma Wine Country Weekend.</li> <li>f. Finance Committee only has Budget Revision as potential topic for meeting this month, so decision was made to have that item come through Executive Committee instead of Finance. Reviewed revisions to CARES and G2Q carry-over amounts.</li> <li>g. Reviewed upcoming QRIS infrastructure opportunities. Discussed whether CCPC should consider offering to be Fiscal Agent and or Lead Agency.</li> </ul>	<ul style="list-style-type: none"> <li>a. CARES stats will go to Professional Development Committee for review next week.</li> <li>b. Carol will be working with Upstream staff on evaluation next year.</li> <li>d. Carol will submit a Letter of Intent.</li> <li>e. Carol will submit a Letter of Intent.</li> <li>f. <b>EC unanimously recommends approving budget revision. To CCPC 12/5.</b></li> <li>g. Carol will create background document, possible scenarios and pros and cons, and disseminate to full Council before 12/5 meeting. Will ask for decision regarding submitting LOI.</li> </ul>
<p>7. Plan future Council meetings (see <i>Agenda Development</i>)</p>	<p>Advance planning of Hot Topics and meetings:</p>	

Agenda Item	Discussion	Action/Follow-Up
<p><b>strategies, below, and</b> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p>	<p>December – QRIS, ECE Investments Protocol and webpage            January Retreat – 2 speakers (informational and fun) (Lakeshore? QRIS? EBP?) + Committee work time and report out.            February – EBP?</p>	
<p>8. Coordinator’s Report            a. Community meetings participation</p>	<p>a. Carol updated the Executive Committee on community meetings and other staff activities:                a. Upstream Policy meeting – Upstream is getting national and state-wide attention. They are developing Talking Points for various fields, including ECE.                b. Carol will be attending the Santa Rosa Planning Commission meeting this afternoon in support of a new preschool.</p>	
<p>9. Adjourn**</p>		<p>Meeting adjourned at 11:16am by unanimous consent.</p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**January 8, 2015**  
**SCOE, Santa Rosa**

*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 (birth to 18), their families and Sonoma County.*

**Minutes approved on February 12, 2015**

Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak and Debbie Blanton  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order at 9:10am by Co-Chair Melanie Dodson.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes a. Approval of November 13 <sup>th</sup> Executive Committee meeting minutes**		November 13 <sup>th</sup> Executive Committee meeting minutes approved by unanimous consent.
5. EC Activities a. Review December CCPC meeting and Feedback Forms summary b. Report from Co-Chair meeting	a. Debriefed meeting; mostly very positive feedback about the QRIS discussion. Issue raised by a member about the terminology of ECE and inclusion of after-school care. b. At 11/18 meeting, discussed Sonoma County Wine Country Weekend LOI for Needs Assessment Profiles, and prepped for QRIS presentation at 12/5 CCPC meeting. At 12/19 meeting, discussed 1/9 CCPC meeting agenda,	

Agenda Item	Discussion	Action/Follow-up
<p>c. Work on EC Goals</p> <p>i. Breadth and Scope of CCPC</p>	<p>prepped for meeting with Supervisor Gorin on 1/14, discussed Needs Assessment Profiles funding, and CARES 15-16 budget.</p> <p>c.</p> <p>i. Breadth and Scope</p> <p>a) Reviewed Mission, Strategic Plan, Logic Model, Committees</p> <p>b) Reviewed alignment with county level initiatives</p> <p>c) Identified issues and challenges:</p> <ol style="list-style-type: none"> <li>1) Are the Committees' activities each year focused enough on the most effective and important CCPC goals?</li> <li>2) Confusion around terminology – Early Childhood Education, Early Care and Education, Child Care, Child Care and Development, Child Care and Early Education, School Age Care,</li> <li>3) Defined CCPC age range (0-18) is not reflective of actual focus</li> <li>4) Are we adequately aligned and connected with community initiatives?</li> </ol> <p>d) Brainstormed possible changes, solutions, to balance focused approach and members' current interests</p> <ol style="list-style-type: none"> <li>5) Committees – this year's process of tying to Strategic Plan was good. Increase continuity – develop 2 year plans, ask for 2 years of funding, encourage 2 year Chairs and 2 year member sign-ups. Consider developing annual version of Logic Model that included Committees and</li> </ol>	<p>c.</p>

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>ii. Define Diversity</li> <li>d. Select EC Strategy for next meeting</li> </ul>	<p>activities.</p> <ul style="list-style-type: none"> <li>6) Executive Committee members and staff should utilize the terms “early childhood (or child care) and afterschool”</li> <li>7) Age Range – change to 0-12, with written articulated connections with other systems, such as Teen Services, Foster Care, etc. through Cradle to Career, Upstream, etc.</li> <li>8) Alignment with County Initiatives – involve County representatives in development of our data work (e.g. invite Health Dept. economist to participate by email in Data Committee); promote our data in collaboration with County partners; be present in County Initiatives; proactively plan to collaborate with County Initiatives</li> </ul> <ul style="list-style-type: none"> <li>ii. Reviewed CCPC Culturally Responsive ECE Statement, and other agencies’ definitions of diversity. Considered language to define diverse perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>i. Carol will bring back drafts to next EC meeting. Present recommendations to CCPC in April/May. CCPC decide at June Retreat.</li> <li>ii. Carol will add suggested language to CCPC Statement, and bring it and existing language about divergent and minority opinions to next meeting.</li> <li>d. Continue work on breadth and scope, and diversity.</li> </ul>
<ul style="list-style-type: none"> <li>6. CCPC Project/Committee Updates – as needed <ul style="list-style-type: none"> <li>a. CARES Plus</li> </ul> </li> </ul>	<p>Carol updated Executive Committee on status of programs and project:</p> <ul style="list-style-type: none"> <li>a. Reviewed funding shortage for 15-16.</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol will draft brief background paper for 1/9 CCPC meeting; issue to</li> </ul>

Agenda Item	Discussion	Action/Follow-up
<p>b. Gateway to Quality – RFQ</p> <p>c. CTKS</p> <p>d. Professional Development Committee/Conference - update</p> <p>e. Data/Needs Assessment Committee – funding for profiles</p> <p>f. QRIS</p> <p>g. Facilities Development</p>	<p>b. Carol has continued to provide requested information to First 5; she and the SCOE accountant met with Alfredo Perez per his request to provide answers to questions by Review Committee; a recommendation will probably go to the Commission at the end of January.</p> <p>c. CTKS contracts are due any time.</p> <p>d. We received notice of one additional sponsor for the Conference – Head Start at \$500.</p> <p>e. Alfredo Perez requested a meeting to discuss the Needs Assessment Profiles funding. Margie will go with Carol, and we’ll also ask Cheryl Scholar if she can attend. Carol has written a Mini-Grant application for the Profiles, in case First 5 is not able to fund directly.</p> <p>f. Consortium voted to have 4Cs as the Fiscal Agent and First 5 be the Lead Agency.</p> <p>g. Since Lara is gone, Carol is going to take the Lead on the Collaborative.</p>	<p>Finance Committee at end of January to develop recommendations for 2/5 CCPC vote.</p>
<p>7. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p>	<p>Advance planning of Hot Topics and meetings:</p> <ul style="list-style-type: none"> <li>• January - Retreat</li> <li>• February – EBP in ECE – Carol will ask Megan if she could present on ECE programs on Upstream; also will present CCPC Logic Model.</li> <li>• March – Special Populations in Child Care Panel – coordinated by Public Policy Committee</li> <li>• April/May – Economics of Child Care (including Facilities issues, with Briana Taylor, Renee, Jynx, Terry Z?); Breadth and Scope of CCPC</li> <li>• June Retreat – set date</li> </ul>	

Agenda Item	Discussion	Action/Follow-up
	Additional Hot Topics suggested by members: Child Care Plan development Advocacy Training	
8. Adjourn**		Meeting adjourned at 12:00pm by unanimous consent.



**Child Care Planning Council of Sonoma County  
Joint Executive and Finance Committees Meeting  
 February 12, 2015  
 SCOE**

*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 (birth to 18), their families and Sonoma County.*

*Meeting Minutes Approved by Finance Committee on 2/27/15 and by Executive Committee on 3/17/15*

Present: Melanie Dodson, Jynx Lopez, Kathy Kelley, Margie Vondrak, Carrie Anabo  
 Members Absent: Debbie Blanton  
 Staff Present: Carol Simmons and Susy Marrón

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order**		<b>Executive and Finance Committee meetings called to order at 9:04 by Co-Chair Melanie Dodson.</b>
2. Approval of Agenda**		<b>Agenda approved as submitted by unanimous consent.</b>
3. Public Comment	None heard.	
4. Minutes a. Approval of January 8 <sup>th</sup> Executive Committee meeting minutes** b. Approval of January 30 <sup>th</sup> Finance Committee		<b>January 8<sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous consent of EC members present. January 30<sup>th</sup> Finance Committee meeting minutes approved as submitted by unanimous consent of Finance Committee members.</b>

Agenda Item	Discussion	Action/Follow-Up
meeting minutes**		
5. CARES Plus Reductions	<p>Reviewed potential reductions and decided to recommend projected reductions estimated to total \$116,446 of projected \$118,787 shortfall, preserving as much of Component B (unit-based coursework) as possible:</p> <ul style="list-style-type: none"> <li>a. Cap enrollment at 155</li> <li>b. Trim operations line items</li> <li>c. Eliminate Leadership Opportunities</li> <li>d. Reallocate some staff hours to CTKS</li> <li>e. Eliminate Random CLASS bonus, Local Survey bonus, Language and Literacy bonus and Returning bonus</li> <li>f. Decrease degree bonus to flat \$500</li> <li>g. Eliminate Components A and D</li> </ul>	<p><b>Jynx Lopez recused herself from the decision-making about the CARES reductions, due to conflict of interest as an independent contractor with the program. Joint committees agreed unanimously on recommendations listed here, with Jynx Lopez abstaining. To Co-Chair meeting and Finance Committee meeting to review before going to CCPC at March 6<sup>th</sup> meeting for vote. Finance Committee adjourned at 10:10am.</b></p>
<p>6. EC Activities</p> <ul style="list-style-type: none"> <li>a. Review January CCPC meeting and Feedback Forms summary</li> <li>b. Report from Co-Chair meeting</li> </ul>	<ul style="list-style-type: none"> <li>a. Reviewed Feedback forms, and debriefed meeting. The group decided that in the future if a committee does not have a coherent plan in place, then an additional meeting should be called, or the item should be delayed. Discussion continued about the interaction and professionalism between staff and Executive Committee members at the January meeting, and how tension arose due to previous Finance email exchanges. Grievances were heard and noted. Additional solutions were discussed and co-chairs will address.</li> <li>b. Melanie Dodson reported that items discussed included: preparation for meeting with Supervisor Gorin, QRIS indirect to SCOE, CLPC and CRET indirect caps, G2Q RFA approval, CTKS planning, Needs Assessment Profiles funding, staff to one day of Water Cooler Conference, ESS Department staff development opportunity for new Program Assistant, planning for February CCPC meeting, and CARES funding shortfall.</li> </ul>	<ul style="list-style-type: none"> <li>a. Co-Chairs will determine appropriate next steps.</li> </ul>

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> <li>c. Work on EC Goals               <ul style="list-style-type: none"> <li>i. Breadth and Scope of CCPC</li> <li>ii. Define Diversity</li> </ul> </li> <li>d. Select EC Strategy for next meeting</li> </ul>	<ul style="list-style-type: none"> <li>c. Tabled to next meeting due to time constraints.</li> <li>d. Scope and Diversity</li> </ul>	
<p>7. CCPC Project/Committee Updates – as needed</p> <ul style="list-style-type: none"> <li>a. <b>Gateway to Quality - funding</b></li> <li>b. <b>READY – funding</b></li> <li>c. <b>CTKS</b></li> <li>d. <b>Professional Development Committee/Conference - update</b></li> <li>e. <b>Community Relations Committee - survey</b></li> <li>f. <b>Data/Needs Assessment Committee - Zip Code Priorities</b></li> <li>g. <b>Finance Committee – member</b></li> </ul>	<p>Reviewed status of programs and projects:</p> <ul style="list-style-type: none"> <li>a. Pending responses from First 5 and READY about potential additional funding.</li> <li>b. Pending responses from First 5 and READY about potential additional funding.</li> <li>c. CTKS Implementation information continuing to be received from CDE. To Professional Development Committee next week.</li> <li>d. 145 enrolled plus 50 reserved for READY</li> <li>e. Reviewed draft survey – EC approves.</li> <li>f. Zip Code Priorities process is being revised to address both part-time and full-time preschool, and separating infant/toddler and school-age needs. Carol will begin process and contact Margie regarding scheduling a meeting.</li> <li>g. Finance Committee recommends that Executive Committee consider prohibiting members who are Independent Contractors with CCPC from serving on</li> </ul>	<ul style="list-style-type: none"> <li>g. Carol will seek legal advice (including a dollar threshold, and individual vs agency contracts),</li> </ul>

Agenda Item	Discussion	Action/Follow-Up
<p>earnings as independent consultants</p> <p><b>h. QRIS</b></p>	<p>the Executive Committee or as Chairs of Committees.</p> <p>h. Meeting scheduled with SCOE regarding indirect</p>	<p>and will check with other Coordinators about other LPC practices.</p>
<p>8. Plan future Council meetings (<i>see Agenda Development strategies, below, and Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts</i>).</p>	<p>Advance planning of Hot Topics and meetings:</p> <ul style="list-style-type: none"> <li>• March – “State of Child Care for Our Most Fragile Populations” – coordinated by Public Policy Committee</li> <li>• April/May – Economics of Child Care (including Facilities issues, with Briana Taylor, Renee, Jynx, Terry Z?); Breadth and Scope of CCPC</li> <li>• June Retreat – set date</li> </ul> <p>Additional Hot Topics suggested by members:</p> <ul style="list-style-type: none"> <li>• Child Care Plan development</li> <li>• Advocacy Training</li> <li>• Adverse Childhood Experiences Survey (ACES)</li> </ul> <p>Additional Hot Topic presentation requests by public:</p> <ul style="list-style-type: none"> <li>• Jen Lyle: Lead Poisoning</li> <li>• United Way: School Readiness Kits</li> </ul>	
<p>9. Coordinator’s Report</p>	<p>a. Carol reported that she and Melanie will be meeting with Santa Rosa City Council member Julie Combs; she contacted us since SR has made child care a priority issue.</p> <p>b. Carol stated that she is willing to staff the Fair booth for 8 out of the 12 hours in order to obtain the \$500 donation if the EC would like her to.</p>	<p>b. We will decline hosting the Fair booth this year.</p>
<p>10. Adjourn**</p>		<p><b>Meeting adjourned at 11:15 by unanimous consent.</b></p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**March 17, 2015**  
**SCOE, Santa Rosa**



***Minutes approved on April 9, 2015***

Present: Jynx Lopez, Kathy Kelly and Debbie Blanton  
 Absent: Melanie Dodson and Margie Vondrak  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order**		<b>Meeting called to order by Co-Chair Jynx Lopez at 9:10am.</b>
2. Approval of Agenda**		<b>Agenda approved as submitted by unanimous consent.</b>
3. Public Comment	No public comment heard.	
4. Minutes a. Approval of February 12 <sup>th</sup> joint Executive and Finance Committees meeting minutes**		<b>February 12<sup>th</sup> joint Executive and Finance Committees meeting minutes approved by unanimous consent.</b>
5. EC Activities a. Review March CCPC meeting and Feedback Forms summary  b. Report from Co-Chair meeting  c. Member Conflicts of Interest	a. Debriefed meeting  b. Co-Chairs and Coordinators discussed follow-up to CARES budget reduction issues, and planned for last CCPC meeting. c. Reviewed input from other LPCs.	a. Will ask at next meeting if anyone utilized information from presentation on Special Populations, and what next steps, if any, the council would like to take. May want to have future Hot topics on Homeless families, Special Needs. Will have student observers sit on the side.  c. Given few number of members

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> <li>d. Work on EC Goals               <ul style="list-style-type: none"> <li>i. Breadth and Scope of CCPC</li> <li>ii. Define Diversity</li> </ul> </li> <li>e. Select EC Strategy for next meeting</li> </ul>	<ul style="list-style-type: none"> <li>d.               <ul style="list-style-type: none"> <li>i. Consider narrowing of focus to 3 attainable goals, and consider narrowing age scope to 0-12 years.</li> <li>ii. Define diversity for CCPC – reviewed Statement on Cultural Responsiveness, and</li> </ul> </li> <li>e. Continue with these items.</li> </ul>	<p>at this meeting; will put this item on the table until the next meeting. Will also invite some CCPC members to join the discussion (Marianne, Teri C, Cheryl. Megan, Yolanda and Missy), and will schedule item at beginning of meeting.</p> <ul style="list-style-type: none"> <li>d.               <ul style="list-style-type: none"> <li>i. Carol will look at Vision Statement in Strategic Plan, and draft language about age scope 0-12 with articulated connections to other systems.</li> <li>ii. Carol will draft a revision of Cultural Responsiveness Statement to one about broader Diversity.</li> </ul> </li> </ul> <p>Next step to finalize draft Logic Model, to use as framework for future goals and activities.</p> <p>Will target to bring these issues to full Council at June Retreat.</p>
<ul style="list-style-type: none"> <li>6. CCPC Project/Committee Updates – as needed               <ul style="list-style-type: none"> <li>a. Gateway to Quality</li> </ul> </li> </ul>	<p>Carol Simmons provided updates to the Executive Committee on status of programs and projects.</p> <ul style="list-style-type: none"> <li>a. QRIS Consortium is questioning the cost-effectiveness of CCPC’s administration of G2Q using Independent Contractors instead of employees. Carol shared with the</li> </ul>	<ul style="list-style-type: none"> <li>a. Executive Committee reviewed spreadsheet, and agrees, due to cost-efficiency and for all the above reasons that using a group of ICs is the best</li> </ul>

Agenda Item	Discussion	Action/Follow-Up
<p>b. CTKS</p> <p>c. Professional Development Committee/Conference – update</p> <p>d. Data/Needs Assessment Committee</p> <p>e. QRIS</p>	<p>Consortium the value of having a cadre of trained reliable Assessors who bring diversity, bilingualism, peer support, varying schedule availability and varying areas of strengths. Consortium has asked Carol to bring a financial comparison of ICs versus employees. We will also be exploring the possibilities of the Coaches taking on the mini-grant validations, so that the QIVs can become simply Assessors.</p> <p>b. Reviewed draft CTKS program documents, developed with input from staff, TK Consultant, SRJC and SSU input, and EESD Contractors input.</p> <p>c. Conference planning is going really well - sold out with 350 registrants. We are still projected to be about \$1,000 over budget, but final amounts won't be available until afterward.</p> <p>d. Carol is waiting to receive updated Zip Code priorities spreadsheet models, as this year we are being asked to provide 4 instead of 2 categories of priorities. Reviewed the draft Scope of Work and budget for the Needs Assessment Supplement that we are getting funding from First 5 for, to contract with Nilsson Consulting to do. CCPC needs to fund the indirect costs, as First 5 will not fund those for this contract.</p> <p>e. Carol is drafting an MOU for SCOE/CCPC and First 5.</p>	<p>mechanism. Carol will be presenting this to next QRIS Consortium meeting.</p> <p>b. Executive Committee approves draft design, to go to CCPC on 4/3 for approval.</p>
<p>7. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including</p>	<p>Advance planning of Hot Topics and meetings:</p> <ul style="list-style-type: none"> <li>• April – Will ask United Way to present their kits, and make topic be School Readiness.</li> </ul>	

Agenda Item	Discussion	Action/Follow-Up
ECE Conference, Funding the Next Generation efforts).	<p>Kathy K will make a presentation, and will use our K Readiness handout.</p> <ul style="list-style-type: none"> <li>• May – Economics of Child Care (including Facilities issues, with Briana Taylor, Renee, Jynx, Terry Z?)</li> <li>• June Retreat – Breadth and Scope of CCPC; date set for June 12<sup>th</sup>, but no rooms available at SCOE.</li> </ul> <p>Additional possible Hot Topics: Child Care Plan development, Advocacy Training, Adverse Childhood Experiences Survey (ACES), Jen Lyle - Lead Poisoning, United Way - School Readiness Kits</p>	Re-discuss June Retreat date at CCPC meeting – maybe June 19 <sup>th</sup> ?
<p>8. Coordinator's Report</p> <ul style="list-style-type: none"> <li>a. Community meetings participation</li> <li>b. SCOE Education and Economics Summit</li> <li>c. CCPC membership role with contracted programs</li> <li>d. Miscellaneous</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol Simmons attended the NBCC Strategic Planning input session, and Upstream meetings.</li> <li>b. SCOE is hiring for a Director of Early Literacy and School Readiness. SCOE aslo has a new webpage on Early Childhood Education, to which Carol just added some info about CCPC.</li> <li>c. Carol shared information gathered from other LPCs about memberships' role with programs. For several, members are not involved with decisions about programs, due to lack of expertise and conflicts of interest.</li> <li>d. Discussed recruiting for officers for upcoming openings: Chair Elect as of this July, and Treasurer for next year.</li> </ul>	
9. Adjourn**		Meeting adjourned at 10:55 by unanimous consent.

**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

		Completion Date	
Review and make recommendations regarding Diverse Membership	<ol style="list-style-type: none"> <li>1. Define diversity for CCPC</li> <li>2. Develop strategies to increase diversity</li> </ol>	<ol style="list-style-type: none"> <li>1. By December 30, 2014</li> <li>2. By June 30, 2015</li> </ol>	Exec. Committee
Assess CCPC breadth and scope of work	<ol style="list-style-type: none"> <li>1. Consider narrowing of focus to 3 attainable goals.</li> <li>2. Consider narrowing age scope to 0-12 years.</li> </ol>	August/September 2014	Exec. Committee
<b>Ongoing Activities from Strategic Plan</b>			
Solicit Hot Topic suggestions regularly from membership	<ol style="list-style-type: none"> <li>1. Continue to solicit feedback per Meeting Feedback Forms.</li> <li>2. Survey members to solicit and rank Hot Topic suggestions.</li> </ol>		
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. Plan annual Hot Topic calendar and revise as needed.</li> <li>2. Include Public Policy item on agenda for each month's CCPC meeting.</li> <li>3. Coordinator reports on current political/economic decisions as needed.</li> </ol>		
Develop response to proposed budget cuts with funding priorities, and to proposed legislation	Collaborate with Public Policy Committee, and provide support as needed.		
Engage with Upstream/economic policies	<ol style="list-style-type: none"> <li>1. Coordinator sits on Upstream Committees and reports back as needed.</li> <li>2. Monitor economic policies, and engage as opportunities arise.</li> </ol>		
Promote Child Care Plan	<p>Collaborate with Public Relations Committee to assess accomplishments of 2010-2015 Plan, and to wrap-up.</p> <p>Timeline for 2015-2020 plan:</p> <ul style="list-style-type: none"> <li>• 2014-2015 – Community Relations Committee gathers community input</li> <li>• Create Child Care Plan Committee when CR Committee work complete, or beginning of 15-16</li> <li>• July-October – create draft plan</li> <li>• November 2015 – draft plan to CCPC meeting</li> <li>• December 2015 – CCPC approves plan; plan published and disseminated</li> </ul>		
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		
Administer Workforce Development and Quality Improvement Programs - CARES Plus and Gateway to Quality	Receive monthly reports from Coordinator at Executive Committee meetings		
Collaborate with partners to do a second ECE Workforce Survey	Coordinator will continue to participate with First 5-led effort.		



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**April 9, 2015**  
**SCOE, Santa Rosa**



**Minutes Approved on May 14, 2015**

Present: Melanie Dodson, Kathy Kelley, Margie Vondrak  
 Absent: Jynx Lopez, Debbie Blanton  
 Guests present: Teri Clark, Cheryl Scholar  
 Staff present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		<b>Meeting called to order by Co-Chair Melanie Dodson at 9:07am.</b>
2. Approval of Agenda**		<b>Agenda approved as submitted by unanimous Consent.</b>
3. Public Comment	Teri Clark thanked the group for inviting her to participate.	
4. CCPC Member Conflicts of Interest	Melanie Dodson provided background information regarding the issue arising regarding Gateway to Quality payments to a CCPC member. Carol Simmons presented additional background information, including the issue of decision-making regarding funding for the AB212 Professional Development Program and member recipients' engagement in the decision-making process. Carol reported on responses from other LPCs regarding member conflicts of interest, CCPC history of legal advice on the issue, current CCPC language regarding COI in the Bylaws and Contracting Protocol, and current scenarios in which CCPC members and member agencies have financial relationships with CCPC: G2Q Assessors, CARES Plus Cohort Leaders, CARES Plus Support Services subcontracts, AB212 Professional Development Program grants, and CARES Plus/AB212 stipends. The group felt that receiving grants and stipends was not	

Agenda Item	Discussion	Action/Follow-up
	<p>as significant COI, and decided to address the other types of sub-contract situations.</p> <p>After a lengthy discussion, and input from guests, a proposed recommendation was considered regarding not serving on Standing Committees. Other possibilities considered but not chosen include: different parameters for individuals and agency representatives, a dollar threshold, or not being on the Council.</p> <p>Additional issues that arose during the conversation included:</p> <ul style="list-style-type: none"> <li>• Articulate to the membership the CCPC practices for monitoring subcontracts (transparency)</li> <li>• Add to officer election bios any potential conflicts of interest</li> <li>• Have Membership revisit the protocol that allows more than one member from a large organization</li> <li>• Recruit more Assessors</li> <li>• Should CCPC be housed at SCOE?</li> <li>• Should CCPC continue to take on multiple contracts? Should CCPC have a broad funding base?</li> <li>• Involve the CCPC membership more in business decision-making</li> </ul> <p>Executive Committee thanked guests for their valuable input. Teri Clark and Cheryl Scholar left.</p>	<p><b>Executive Committee members unanimously approved making the following recommendation to CCPC at the next meeting, with list of current subcontractors: Any individual or member whose agency has a subcontract for services with CCPC shall not sit on any of the CCPC Standing Committees (Executive, Finance and Membership).</b></p>
<p>5. Minutes</p> <p>a. Approval of March 17<sup>th</sup> Executive Committee meeting minutes**</p>	<p>Approve record of previous meeting.</p>	<p>March 17<sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous Consent.</p>
<p>6. EC Activities</p> <p>a. Review April CCPC meeting and</p>	<p>a. Debriefed meeting</p> <p>b. Prepped for meeting with Mickey Porter, including</p>	

Agenda Item	Discussion	Action/Follow-up
<p>Feedback Forms summary</p> <p>b. Report from Co-Chair meeting</p> <p>c. Work on EC Goals</p> <p>    i. Breadth and Scope of CCPC</p> <p>    ii. Define Diversity</p> <p>d. Select EC Strategy for next meeting</p>	<p>deciding to focus financial ask on long term financial support for staffing rather than also ask for funding for Early Learners Conference. Prepped CCPC meeting agenda. Discussed Coordinator evaluation time frame.</p> <p>c.</p> <p>    i. Reviewed draft revision language for CCPC Vision.</p> <p>    ii. Reviewed draft revision language for Diversity Statement.</p>	<p>c. i. Bring draft Vision revision to Retreat.</p> <p>    ii. Carol will make additional suggested revisions and bring back to EC.</p> <p>d. Next meeting will look at planning for the development of the Child Care Plan, and will look at the Logic Model.</p>
<p>6. CCPC Project/Committee Updates – as needed</p> <p>    a. CARES Plus</p> <p>    b. Professional Development Committee/Conference – update</p> <p>    c. Data/Needs Assessment Committee</p>	<p>Carol Simmons updated the Executive Committee on status of programs and projects.</p> <p>    a. First 5 approved the allocation of the full balance of \$94,000 to this year's stipends budget.</p> <p>    b. Conference turned out to be \$439 over budget. Finance Committee will reconsider Professional Development Committee's request for funding for the Conference.</p> <p>    c. Needs Assessment Supplement – Carol is working with First 5 to develop the contract for the \$8,700, and Carol will work with Nilsson Consulting to develop the subcontract. CCPC Finance Committee will be looking at identifying funds to cover the indirect costs.</p> <p>    d. Carol has just received the templates for the new 4 priority areas, and will begin work on it.</p> <p>    e. Carol is working with First 5 Sonoma and SCOE staff to develop an MOU that meets everyone's needs. She has also developed an internal Scope</p>	

Agenda Item	Discussion	Action/Follow-up
<p>d. Zip Code Priorities</p> <p>e. QRIS - MOU</p>	<p>of Work for our activities with the Assessment funds, which the Executive Committee reviewed.</p>	
<p>7. Plan future Council meetings (<i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).</p>	<p>Advance planning of Hot Topics and meetings:</p> <ul style="list-style-type: none"> <li>• May – had considered doing the Economics of a Child Care Business (including Facilities issues, with Briana Taylor, Renee, Jynx, Terry Z), but Briana is not available.</li> <li>• June Retreat – Breadth and Scope of CCPC; reviewed date. Still need to review plans and financial needs.</li> </ul> <p>Additional Hot Topics suggested by members:</p> <ul style="list-style-type: none"> <li>• Child Care Plan development</li> <li>• Advocacy Training</li> <li>• Adverse Childhood Experiences Survey (ACES)</li> </ul>	<p>Carol will check to see if United Way is available to present the School Readiness Kits and if Jen Lyle is available to present on Lead Poisoning. If one or the other is not available, we will either just do one, or will not have a hot topic.</p> <p>Carol is working on getting availability info on June 12<sup>th</sup> and 19<sup>th</sup> from absent members.</p>
<p>8. Coordinator's Report</p>	<p>Carol Simmons reported on the following:  Week of the Young Child events compilation will be going out on Friday.  There is a state-level proposal to increase funding for LPCs.  Mickey Porter replied to Co-Chairs and Carol that SCOE is not able to provide any further help with CCPC fiscal management.</p>	<p>Co-Chairs and Carol will discuss CCPC fiscal management needs next steps at Co-Chair meeting.</p>
<p>9. Adjourn**</p>		<p>Meeting adjourned at 11:50am by unanimous consent.</p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**May 14, 2015**  
**SCOE, Santa Rosa**

*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 (birth to 18), their families and Sonoma County.*

**Minutes approved on June 11, 2015**

Members present: Melanie Dodson, Kathy Kelley, Margie Vondrak and Debbie Blanton  
 Staff present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order at 9:13am by Chair-Elect Kathy Kelley.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Minutes a. Approval of April 9 <sup>th</sup> Executive Committee meeting minutes**		April 9 <sup>th</sup> Executive Committee meeting minutes approved as submitted by unanimous consent.
5. EC Activities a. Review May CCPC meeting and Feedback Forms summary  b. Report from Co-Chair meeting	a. Reviewed feedback forms.  b. Carol reported that the following items were discussed: CCPC Fiscal Management work load, Public Policy Committee survey, ECE Investments webpage, SR City Council, CCPC meeting agenda, Coordinator evaluation and Retreat planning.	a. Will add to Hot Topic lists – CARES participant. Will also continue to consider 2 mini Hot Topics.  b.

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>c. CCPC Evaluation</li>   <li>d. Work on EC Goals <ul style="list-style-type: none"> <li>i. Define Diversity</li>   <li>ii. Work on Child Care Plan strategies, including finalizing Logic Model.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>c. Reviewed CCPC Evaluation plan and last year's survey.</li>   <li>d. <ul style="list-style-type: none"> <li>i. Reviewed final revisions to Diversity Statement.</li>   <li>ii. Decided that Executive Committee will take on creating the CC Plan next year, with any additional member help as available, and we will not form another committee. Made final Logic Model revisions to include new programs.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>c. Will use same survey as last year, and will send out by Survey Monkey after June 19<sup>th</sup> retreat.</li>   <li>d. Will bring recommended revisions to Mission (scope) and Diversity Statement to CCPC Retreat.</li>   <li>Carol will bring examples of other LPC CC Plans to EC Retreat in July, particularly electronic and short ones.</li>   <li>Logic Model to CCPC Retreat.</li> </ul>
<ul style="list-style-type: none"> <li>6. CCPC Project/Committee Updates – as needed <ul style="list-style-type: none"> <li>a. CTKS</li>   <li>b. Community Relations Committee</li> <li>c. Data/Needs Assessment Committee</li> <li>d. Membership Committee</li>   <li>e. Zip Code Priorities</li>   <li>f. QRIS - MOU</li> </ul> </li> </ul>	<p>Carol Simmons updated Executive Committee on status of programs and projects:</p> <ul style="list-style-type: none"> <li>a. CTKS outreach launched to TK: emails, e-news, presentations to TK Network and Curriculum Council, mailing. Will do outreach to CSPP in Fall.</li> <li>b. 141 Survey Monkey responses so far, and 2 paper responses.</li> <li>c. Needs Assessment supplement work is well under way; working with R&amp;Rs and County Information Systems to obtain supply data by Census Tract.</li> <li>d. Debbie Blanton reported that the Membership Committee reviewed the Member Selection Protocol as requested by the Executive Committee, and feels that the language about multiple representatives from one agency is appropriate as is.</li> <li>e. Zip Code Priorities will be on the agenda for the Board of Supervisors for June 9<sup>th</sup>, and EESD has been notified that they will be submitted after that.</li> <li>f. QRIS contract received from EESD and returned; funds should be arriving soon. MOU with First 5 will go to</li> </ul>	<ul style="list-style-type: none"> <li>b. Carol will re-send Survey next week.</li>   <li>f. Carol will check with First 5 about timing needs regarding release of</li> </ul>

Agenda Item	Discussion	Action/Follow-up
	BOS on June 9 <sup>th</sup> , and they will be able to accept the funds after that.	funds.
7. Plan future Council meetings ( <i>see Agenda Development strategies, below, and</i> Include reports on other movements in the county, including ECE Conference, Funding the Next Generation efforts).	<p>Discussed and planned June Retreat. Financial needs – of the \$2,313 remaining of funds allocated to the Executive Committee, \$813 can be released back to Finance Committee at this time.</p> <p>Discussed need for time urgent action regarding expenditures of year-end funds.</p> <p>Retreat planning – revised agenda and developed some strategies.</p>	<p><b>Melanie Dodson moved, as a time-urgent matter, to authorize the Treasurer and/or Coordinator to expend any year-end funds on needs that are identified within funding parameters. Margie Vondrak seconded. Motion carried unanimously. To CCPC on 6/19 for ratification.</b></p>
8. Coordinator’s Report	<p>Carol Simmons reported:</p> <ul style="list-style-type: none"> <li>a. LPC funding letter received for 15-16 reflects larger increase than 1.68% COLA, but is dependent in any case on the signed budget. Executive Committee is charged with advocating for funding for LPC.</li> <li>b. We have been approached by organizers of a Living Wage Ordinance seeking our endorsement before they go to the BOS on June 9th.</li> <li>c. A follow-up email was sent to Mickey Porter on behalf of the Co-Chairs requesting a follow-up conversation about CCPC Fiscal Management support needs, and CCPC/SCOE relationship parameters. Carol has current job descriptions for referral as needed for this discussion.</li> <li>d. As a follow-up to a previous discussion at EC about CCPC membership involvement with programmatic decisions, the Committee re-looked at the responses from other LPCs on this issue.</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol will write a letter on behalf of the Executive Committee advocating for LPC funding restoration.</li> <li>b. Since endorsing an ordinance would be a new and complicated process for us, given the timeline we will decline to pursue this.</li> <li>c.</li> <li>d. Will bring to EC Retreat in July.</li> </ul>
9. Adjourn**		Meeting adjourned at 11:10am by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
 June 11, 2015  
 SCOE



*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 (birth to 18), their families and Sonoma County.*

**Minutes approved on July 10, 2015**

Members Present: Kathy Kelley, Margie Vondrak, Debbie Blanton  
 Member Absent: Melanie Dodson  
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		<b>Chair-Elect Kathy Kelley called the meeting to order at 9:15am.</b>
2. Approval of Agenda**		<b>Agenda approved as submitted by unanimous consent.</b>
3. Public Comment	No public comment heard.	
4. Minutes a. Approval of May 14 <sup>th</sup> Executive Committee meeting minutes**		<b>May 14<sup>th</sup> Executive Committee meeting minutes approved by unanimous consent.</b>
5. EC Activities a. Report from Co-Chair meeting  b. Work on EC Goals - Scope and Diversity c. SCOE/CCPC discussion	a. Carol reported that at the Co-Chair meeting they discussed the Co-Chair meeting with Mickey Porter, planning for today's EC meeting, and planning for the Retreat.  b. Reviewed input received on recommended revisions.  c. Kathy updated the Executive Committee on the meeting with Mickey Porter, and the invitation for her	a.   b. Finalized recommended revisions. Carol will update.

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>d. EC Accomplishments Report</li> <li>e. CCPC Evaluation Survey</li> </ul>	<p>to attend EC meeting on August 13<sup>th</sup> to share SCOE's perspective on ECE and CCPC.</p> <ul style="list-style-type: none"> <li>d. Reviewed annual report of EC activities in preparation for Retreat.</li> <li>e. Confirmed plan to solicit Hot Topic suggestions in the survey, and then to survey for ranking later.</li> </ul>	<ul style="list-style-type: none"> <li>d. Carol will revise as directed.</li> </ul>
<p>6. CCPC Project/Committee Updates – as needed</p> <ul style="list-style-type: none"> <li>a. CTKS</li> <li>b. Community Relations Committee</li> <li>c. Data/Needs Assessment Committee</li> <li>d. Zip Code Priorities</li> <li>e. QRIS</li> </ul>	<p>Carol provided updates to the Executive Committee on status of programs and projects:</p> <ul style="list-style-type: none"> <li>a. She completed a series of outreach activities for CTKS, including presentations at the TK Network and Curriculum Council, emails and postings, and was invited to be one of 3 LPCs to present on a statewide webinar.</li> <li>b. Child Care Plan Survey received 379 responses, with a lot of narrative. Carol has received some TA and support from the Human Services Department in doing some analysis, and is working on preparing the results for the Committee to review and analyze.</li> <li>c. The Committee met yesterday to review the draft Needs Assessment Supplement by geographic areas, as defined by Census Tracts, and provided some input for revisions. She received back a revised version this morning, and is working with the Consultant to finalize to send back to the Committee for approval.</li> <li>d. Our agenda item for the Board of Supervisors to approve our Zip Code Priorities was bumped from June 9<sup>th</sup> to June 23<sup>rd</sup>. Carol has kept EESD/CDE informed.</li> <li>e. Carol reported that the Letter of Intent to apply for the second round of QRIS funding will be submitted today, with SCOE as the fiscal agent, for funding for 7/1/15 through 9/30/16 (overlapping 6 months with first round of funding). She also reported on Quality Counts Consortia's desire and intent to have Quality</li> </ul>	<ul style="list-style-type: none"> <li>a. Carol will post link to webinar on website, and will do further outreach in the fall to TK and CSPP.</li> <li>c. Will add approval of NA Supplement to Retreat agenda; Carol will send document out ahead of time.</li> </ul>

Agenda Item	Discussion	Action/Follow-up
f. Facilities Development	<p>Counts serve as an umbrella identity for our county's quality improvement programs. EC discussed the concept of letting go of the Gateway to Quality name and logo, and having our Assessors be identified as Quality Counts Assessors, along with CCPC identification.</p> <p>Carol also reported that the Consortia discussed a request from a provider to purchase an Assessment privately. The Consortia agreed that from the Quality Counts perspective, that would be fine if it went through the CCPC system.</p> <p>f. Carol received an email from previous CCPC member Virginia Greenwald in response to recent local issues regarding child care facilities, asking if there was interest in a survey of the faith community regarding available space that could potentially house an ECE program.</p>	<p>e. Will continue to look at moving to using Quality Counts over the next few months.</p> <p>We will bring this issue to Finance Committee to consider private pay costs, etc.</p> <p>f. Carol will follow-up with Virginia and seek interested partners for this project.</p>
7. Plan future Council meetings	<p>Finalized plans for June 19<sup>th</sup> Retreat.</p> <p>August CCPC meeting – Needs Assessment Supplement, CCPC Program Finances Overview</p>	
8. Coordinator's Report a. Community meetings participation  b. Miscellaneous	<p>a. Carol reported that she attended ieSonoma, with inspirational speakers about educational practices, and the Health Action Council meeting with presentations about sustainable funding models, with a particular focus on ECE.</p> <p>b. Discussed July EC Retreat.</p>	<p>b. Carol will Doodle EC members for date.</p>
9. Adjourn**		<p>Meeting adjourned at 11:15am by unanimous consent.</p>