



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**July 28, 2021; 9:30 – 11:00am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 974 9950 7863**

**Meeting minutes approved at the August 25, 2021 meeting.**

Members Present: Rebecca Hachmyer, Lorie Siebler Estep, Missy Danneberg, Terry Ziegler  
Members Notified Absent: Susan Langer, Cathy Vaughn, Renee Whitlock-Hemsouvanh  
Member Absent:  
Staff Present: Susy Marrón, Liz DePrimo

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 9:35 am.
2. Approval of Agenda**		The agenda was approved by unanimous consent.
3. June 23, 2021, Executive Committee meeting minutes**		The minutes for the Executive Committee meeting on June 23, 2021, were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		
5. DEI Survey Results	Susy shared that a survey was sent out following the DEI series which took place in May and June. The feedback was positive. People appreciated the forum to share and listen. People are interested in seeing the work continue.	Susy will connect with First 5 to pursue continuation of DEI work.

6. CCPC Member Survey	Annual member survey disseminated. Members have until August 6 to complete the survey.	Survey results will be reviewed at the Executive Committee retreat.
7. Grant Updates	<p>Susy shared that SCOE has changed the process to obtain grants. New process includes a grant committee which approves or denies permission to apply for grants.</p> <p>Susy has made efforts toward applying for two new grants. One is the Multilingual Learners grant which would extend the work of the TALLK program. A letter of intent has been submitted, however Susy is not confident that SCOE will be invited to apply. The second grant is the Shared Services Network which would establish a network of support for ECE providers who are newly licenced. A needs assessment will be disseminated to see what types of support are needed. This grant is due at the end of the week. First 5 would be the fiscal lead.</p> <p>Discussion on whether the grant committee may impede our ability to get grants. With some grants having very tight turnaround times, the added step of going through the grant committee may create a challenge.</p> <p>Rebecca asks why SCOE put the grant committee in place? Susy thinks SCOE is making an effort to ensure policies and procedures are followed, making sure departments do not overextend themselves, and making sure SCOE meets the match requirements of each grant.</p> <p>Lorie asks whether the First 5 needs to adhere to this new process? No, they do not since they are a separate entity.</p> <p>Lorie shared the perspective that SCOE has taken more and more control over CCPC over the years. They control</p>	Susy will inquire with Jennie Snyder as to why CCPC needs to pay rent, and whether other arrangements can be made.

	<p>rent, indirect costs, salaries, hiring, restrictions, policies, etc. Lorie suggests keeping an eye on this situation, and possibly reassessing the pros and cons of the CCPC remaining at SCOE. Susy shared fiscal challenges related to rent expenses since the cost varies which makes budgeting challenging.</p>	
<p>8. 2021 - 2026 Child Care Plan Survey</p>	<p>Susy shared a Powerpoint created by Selena Polston which displays the results of the recent Child Care Plan surveys. Rebecca shared concern that the number of responses was low based on the number of families in the county. Terry asked if the survey can be disseminated again since the pandemic is ongoing. Lorie feels that the number of responses is good based on typical survey responses.</p> <p>Discussion on data from Family Respondents. Affordability has risen to the top as a concern for families. The term "Quality of Facilities" may have been misconstrued by respondents. Lorie shared that it would have been helpful to know the income levels of the family respondents.</p> <p>Rebecca suggested that the images in some of the slides seem to be disconnected with the content.</p> <p>Discussion on data from Provider Respondents: Most FCCs that responded were Spanish speakers. Most centers that responded were English speaking.</p> <p>Discussion on data from Stakeholder Respondents. There were only eight responders. Discussion about what constitutes a stakeholder. Rebecca suggests removing the quantitative data and just include qualitative data, quotes, etc. Lorie suggests that the survey could have been more clear about who stakeholders are. Lorie asked</p>	<p>Lorie will share a 4Cs data sheet with the CCPC Executive Committee to compare to the data collected from the survey.</p> <p>The Powerpoint presentation will be taken to the Child Care Plan Committee for discussion and feedback before being shared at the CCPC meeting.</p>

	if there is any new information we learned from the eight responses.	
9. CCPC Membership Chair and Chair-Elect	Terry's term has ended as of June 30, 2021. Bylaws issue: if a member is in contract with CCPC they cannot serve on the Executive Committee. There is a possible issue with having Susan Langer serve on the Executive Committee since she is a representative with the SELPA and will be contracted to provide training for the IEEEP grant administered by CCPC.	
10. Executive Committee retreat planning for August 25, 2021	<p>Susy asked if there are any topics committee members would like to be included on the retreat agenda other than the CCPC member survey results and the Child Care Plan. It was decided to wait to hold the retreat until after the September CCPC meeting. Susy shared that the Child Care Plan is due in December of 2021. Discussion over whether an extension is possible due to the restrictions and challenges related to the current pandemic.</p> <p>Susy shared gratitude to Lorie and Missy for all of their time and support over the years on the Executive Committee.</p>	<p>Susy will request an extension for the Child Care Plan to the end of the fiscal year.</p> <p>Executive Committee retreat postponed until September.</p> <p>Member survey results and the Child Care Plan will be discussed at the Executive Committee retreat.</p>
11. Next Executive Committee / Zoom after 9/30/2021?	Susy shared that as per Brown Act, CCPC must hold meetings in person after September 30, 2021. The next Executive Committee meeting is scheduled for Wednesday, August 25. Discussion over the challenges for some council members to attend in person due to the ongoing pandemic. Concerns were shared that it may be challenging to meet quorum for council meetings.	Susy will research any possible flexibilities in Brown Act as to whether voting members can attend virtually.
12. Adjourn**		Adjournment was made by unanimous consent at 10:55 am.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**August 25, 2021; 8:30 – 9:30am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 952-2951-1001**

**Minutes Approved at the September 22, 2021 Meeting**

Members Present: Rebecca Hachmyer, Terry Ziegler, Susan Langer, Cathy Vaughn, Renee Whitlock-Hemsouvanh  
Members Notified Absent:  
Members Absent:  
Staff Present: Susy Marrón, Liz DePrimo

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 8:33 am.
2. Approval of Agenda**		The agenda was approved by unanimous consent.
3. July 28, 2021, Executive Committee meeting minutes**		The minutes for the Executive Committee meeting on July 28, 2021, were approved by unanimous consent.
4. Public Comment on Non-Agended Items		
5. CCPC Member Survey	Response rate was very low. Only 7 responses. Erica sent out reminders. Survey is typically done right after the	Susy will make a note to add the survey to the

Agenda Item	Discussion	Action/Follow-up
	<p>last meeting. This year's survey was sent out over the summer.</p> <p>Susy is not surprised about any of the results.</p> <p>Survey Question: How valuable and effective are the Work Group led hot topic sections of CCPC meetings in advancing the mission? Not at all= 14% Somewhat = 28% Very = 57.14%</p> <p>Renee wonders if the wording “valuable and effective” is a little misleading. Perhaps hot topics may not be valuable and effective for individuals, but are still important for the council to hear about.</p> <p>Survey question: How well does the council assist new members to understand and participate in discussions and meetings?</p> <p>Renee feels new members should do their own research about the organization that they are joining. She suggests offering links to new members so that they can read and learn about CCPC on their own time.</p> <p>Terry suggests an FAQ page.</p>	<p>agenda of the last meeting of the year in an effort to get higher participation.</p> <p>Susy will take a look at the website to make sure there is helpful information available for new members.</p>
6. 2021-2026 Child Care Plan Survey Results and Planning	<p>Since this committee went over the survey results at the last meeting , Susy opted not to go over the whole report again.</p> <p>Renee worries that we spend too much time and money on creating a plan which does not have much of an effect on the community, but would like to see a relevant, actionable plan.</p>	<p>Susy will share the updated powerpoint with the committee.</p> <p>Members can reach out to Susy with any questions.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>Susy feels we have enough data from families and providers to come up with an abbreviated plan. Renee offers her time and support to make this happen.</p> <p>Renee opines that TK is not the concern of the Child Care Planning Council since it is part of the K-12 system and not technically child care. Renee worries that conversation and time given to TK during CCPC Council and committee meetings takes away from the community which is supposed to be served by CCPC. Susy appreciates and agrees with that perspective, <u>and</u> emphasizes the importance of supporting the transition to UTK.</p>	
7. Brown Act Guidance	<p>Susy consulted with Legal about the Brown Act and requirements for meetings after the emergency order expires on September 30th. An in-person quorum must be established for remote participation to be permitted. Remote location(s) must have a meeting agenda posted at the remote location(s) and be open to members of the public.</p> <p>Renee shared that some employers may not allow their staff to attend in-person events.</p> <p>SCOE has safety policies in place.</p> <p>Renee suggested that an outdoor option may be preferable for members who are concerned about pandemic safety.</p> <p>Susy feels we may not have quorum at the Council meetings after September 30th, in which case we will need to decide if it is worth holding the meeting.</p>	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
8. CCPC Membership Chair Election	We had previously held off on putting a callout for a membership chair, because there was a possibility that we would need to also put a callout for the Chair Elect position. The possible conflict with the Chair Elect position has been resolved.	Susy will put out a call out for a Membership chair. Terry will give a description of the position at the next Council meeting.
9. September 3, 2021, Council meeting planning.	Susy asked if we should make time for Work Groups at the September 3rd meeting? Renee and Terry suggested that we should not hold work groups. Terry thinks a two hour meeting is too long. Susan wonders if work groups should meet to discuss what worked and what didn't. Susy suggests that we include this discussion in the meeting, asking the question, "What does your work group need?".	Susy will share the work group list with Renee. Renee will look it over and offer a brief opportunity for feedback during the Council Meeting.  Susy will add a question about work groups to the end-of-meeting survey.
10. Executive Committee meeting schedule	Susy proposed a new meeting schedule for the fourth Wednesday of the month from 8:30 - 9:30 AM.  Consensus is that we will need to check in and plan each meeting as they come due to constantly changing circumstances.	Susy will create and send a recurring calendar invite.
12. Adjourn**		Adjournment was made by unanimous consent at 9:22 am.





**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**September 22, 2021; 8:30 – 9:30am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 952-2951-1001**

**Minutes Approved at the October 27, 2021 Meeting**

Members Present: Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh  
Members Notified Absent: Cathy Vaughn, Terry Ziegler  
Members Absent:  
Staff Present: Susy Marrón, Liz DePrimo

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 8:36 am.
2. Approval of Agenda**	Susy recommended an amendment to the agenda to include item #6 as an action item.	Susan Langer made a motion to approve Susy's recommended change to the agenda, Rebecca Hachmyer seconded. Motion passed.
3. August 25, 2021, Executive Committee meeting minutes**		The minutes for the Executive Committee meeting on August 25, 2021, were approved by unanimous consent.

Agenda Item	Discussion	Action/Follow-up
4. Public Comment on Non-Agendized Items		
5. Previous Council Meeting Feedback	<p>Susy shared that the feedback form was modified to give people an opportunity to provide more feedback on work groups. Susy shared that we received more feedback than usual, which is a good thing.</p> <p>Suggestions for hot topics include Common Ground Society, P3, ACES, Trauma Informed Care.</p> <p>Overall feedback was positive and that work groups are working well.</p> <p>Rebecca suggested that work groups are given time during the council meeting to brainstorm possible hot topics for the year.</p>	<p>Susy will report back to the council the suggestions for hot topics received from the feedback form, to see if any work groups would like to pick them up.</p> <p>Susan will share the executive committee report, ask work groups to come up with goals and brainstorm hot topics for the year.</p> <p>Susy will email goal planning documents from previous year to work groups for reference.</p>
6. <a href="#">AB 339 Local Government: open and public meetings</a> **	<p>Susy shared that the Governor signed legislation that modifies the Brown Act effective October 1, 2021. The legislation extends the ability of governing boards to hold meetings virtually through December 31, 2023 under certain conditions.</p> <p>The council will need to reassess the emergency conditions and vote each month to hold the next month's meeting virtually.</p>	<p>Action was not able to be taken because quorum was lost.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>There was discussion over whether or not the executive committee can pass a motion to hold the October meeting virtually or whether it needs to be a full council vote.</p> <p>Action was not able to be taken because quorum was lost during the meeting.</p>	
7. Direct charges at SCOE	<p>Susy reported that the direct charges (rent) from SCOE have been an issue because the yearly amount is unpredictable and this causes budgeting challenges.</p> <p>Susy reported that she discussed this issue with her supervisor as well as the business services department. Susy was notified from the business services department that rent/direct fees will no longer be charged, effective immediately.</p>	
8. Shared Services Alliance grant	<p>Susy reported that a new two-year grant was funded to support the creation of a Shared Services Alliance. A new project for which CCPC will be partnered with First 5. First 5 is the lead for this grant. First 5 and CCPC plan to partner with community organizations and business support systems to provide resources and support to Spanish speaking licenses Family Child Care Home providers..</p>	<p>More information to come mid-October/Early November.</p>
9. Planning for October 1, 2021, Council meeting.	<p>Susy shared that we do not have a hot topic planned for the October meeting. Rebecca suggested that we provide a structured and robust discussion on work groups in lieu of a hot topic. Susan suggested that we provide a google form for the participants to record ideas.</p>	<p>Susy will create a google doc to record work group goals and hot topic ideas, and share it at the October council meeting.</p>
10. Next Executive Committee meeting	<p>October 27, 2021, from 8:30 am to 9:30 am.</p>	
12. Adjourn**		<p>Adjournment was made by unanimous consent at 9:27 am.</p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**October 27, 2021; 8:30 – 9:30am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 940 4966 1091**

**Minutes Approved at the November 17, 2021 Meeting**

Members Present: Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh, Terry Ziegler  
Members Notified Absent: Cathy Vaughn  
Members Absent:  
Staff Present: Susy Marrón, Liz DePrimo

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 8:33 am.
2. Approval of Agenda**	Susy shared that with the requirements of the Brown Act along with AB 361 for virtual meetings, all voting items need to be approved by a roll call vote. Renee suggested that one motion be made to pass both the agenda for this meeting and the minutes from the September 22 meeting.	
3. September 22, 2021, Executive Committee meeting minutes**	Rebecca Hachmyer made a motion to approve both the agenda and the minutes.  Susan Langer seconded the motion.	The agenda and the minutes for the Executive Committee meeting on September 22, 2021, were

Agenda Item	Discussion	Action/Follow-up
		<p>approved by a roll call vote.</p> <p>Yay: 3 Nay: 0 Abstention: 1 Absent: 1</p>
4. Public Comment on Non-Agendized Items		
5. Previous Council Meeting Feedback	<p>Susy shared that there was only one response to the feedback form after the meeting.</p> <p>Terry asked if it would be possible to offer a follow-up email after the meeting to remind people to complete the feedback form.</p> <p>Renee suggested that the executive committee share that there was only one response in order to encourage more participation during the next council meeting.</p>	<p>Susy will follow up with Erica to see if there are any other responses that she may not be aware of.</p>
6. LPC Annual Self Evaluation**	<p>Susy provided a description of the LPC Self Evaluation report.</p> <p>Susy suggested bringing the report to the council as an agenda item. Renee supported bringing the evaluation to the council as an agenda item and shared that she sees a possible benefit of informing especially new council members of what the CCPC does.</p> <p>Terry made a motion to accept the evaluation as written and present it to the Council on November 5th. This can be accepted as a consent item.</p>	<p>Motion to accept the evaluation as written and present it to the council was approved by a roll call vote.</p> <p>Yay: 4 Nay: Abstention: Absent: 1</p>

Agenda Item	Discussion	Action/Follow-up
	Susan seconded the motion.	
<p>7. AB 361</p> <ul style="list-style-type: none"> <li>- Roll Call Vote</li> <li>- Public Comment Period</li> </ul>	<p>Susy shared that, as she understands the requirements of AB 361 for holding Brown Act meetings virtually, we will need to do a roll call vote for all action items. Also, as per AB 361, the public comment period needs to be honored for the time allotted on the approved agenda. Susy does not feel this will be a problem as guests have historically been invited to comment throughout CCPC meetings</p> <p>Renee asked if we should have a method for public guests to submit comments. Susy shared that the CCPC does already have a method and comment card available.</p>	<p>Susy will include a slide at the November 5 council meeting outlining the requirements of AB 361 for holding Brown Act meetings virtually.</p>
<p>8. Child Care Plan</p>	<p>The development of the 2022-2027 Countywide Child Care Plan was delayed due to Covid-19, but restarted in January 2021. Since then, the planning committee has reconvened and surveyed the community. Susy shared the highlights of the survey, and outlined the following things that the survey did not identify:</p> <ul style="list-style-type: none"> <li>-Did not identify households needing child care for children with disabilities.</li> <li>-Did not identify the ages of the children of respondents.</li> <li>-Did not ask providers what ages they serve.</li> </ul> <p>Susy asked the Executive Committee for feedback and whether there is enough information or whether more is needed.</p> <p>Renee shared that she would like to consider the new federal infrastructure bill and how it may affect the work under the child care plan.</p>	

Agenda Item	Discussion	Action/Follow-up
	<p>Discussion on Universal Transitional Kindergarten (UTK) rollout. Susy suggested that the committee consider how UTK will affect the five-year plan.</p> <p>Renee suggested that CCPC should offer training for ECE providers on the implications of UTK. Perhaps it could be a video disseminated to the ECE community followed by a discussion meeting. Susan suggested that we make the outreach bilingual. Renee suggested that the outreach be included in the five-year plan.</p>	
<p>9. Planning for November 5, 2021, Council meeting.</p>	<p>Susan shared that the hot topic will be provided by Larkin O’Leary and Emily King of Common Ground Society which offers presentations as well as support for families of children with disabilities. They will present on the topic of inclusion and ways to support children and families.</p> <p>Susy shared that First 5 will provide a stipend to Common Ground Society for the presentation, and may build on the hot topic presentation through additional presentations for community members.</p> <p>Susy shared that there will need to be a vote on the AB 361 resolution at the November 5 council meeting. This can be a consent calendar item.</p>	<p>Renee will facilitate the council meeting on Nov 5.</p> <p>Susan Langer will give the executive committee report.</p>
<p>10. Next Executive Committee meeting</p>	<p>November 17, 2021, from 8:30 am to 9:30 am.</p> <p>Bryan Clement would like to attend the next Executive Committee meeting to discuss an Equity Pledge.</p> <p>Brulene Zanutto would like to attend the next Executive Committee meeting to discuss UTK.</p>	<p>Susy will create a Google doc on the topics for the next EC meeting.</p>
<p>12. Adjourn**</p>		<p>Adjournment was made by unanimous consent at 9:24 am.</p>







**Child Care Planning Council of Sonoma County**  
**Executive Committee Special Meeting**  
**November 9, 2021; 8:30 – 9:30am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 927 8361 3513**

**Minutes Approved at the November 17, 2021 Meeting**

Members Present: Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh, Cathy Vaughn, Jessica Borland  
Members Notified Absent:  
Members Absent:  
Guests Present: Missy Danneberg, Terry Ziegler  
Staff Present: Erica Hurtado, Liz DePrimo

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Welcome		Renee Whitlock-Hemsouvanh
2. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 8:32 am. Roll Call: Present: 4 Absent:1
3. Approval of Agenda**		The agenda was approved by a roll call vote.  Yay: 4 Nay: 0

Agenda Item	Discussion	Action/Follow-up
		Abstention: 0 Absent: 1
4. Public Comment		
5. CCPC Coordinator Leave of Absence Discussion	<p>Susy is on leave through December 31, 2021. Renee shared that she would like to identify and address how the committee should move forward and support the work of CCPC. Renee asked Liz and Erica to share how things are going in Susy's absence.</p> <p>Erica shared that Susy left a detailed list of things to be done. Erica and Liz met with Stacie Post and Tyler Wilcox from ESS and Jeanine Thibeau from Business Services to talk about the CCPC budget. Erica shared that much of the budgeting and reporting was done by Susy and that Liz and Erica do not have the information to take on those duties. Liz and Erica do not have all of the same permissions in Escape to perform all of the functions that Susy was able to. Erica shared that she is able to continue to track in kind forms in order to report on the Council's matching.</p> <p>Liz shared questions about the Shared Services Agreement grant and where in the process that is. She is waiting to hear some details from Natalie Wright of First 5 and will share them with the committee when she is able. Liz recognized that Susy held a lot of responsibilities and duties and shared</p> <p>Renee wondered if a SCOE appointee would be helpful or not since the work Susy did is so unique and specific. Renee asked how Liz and Erica are feeling about the workload and their abilities to complete duties.</p>	Liz will follow up regarding the details about the Shared Services Agreement.

Agenda Item	Discussion	Action/Follow-up
	<p>Erica shared concern about not having a supervisor to approve activities that Susy would either complete herself or approve.</p> <p>Terry asked if we have a hot topic for the next council meeting. Liz shared that Brulene Zanutto would like to attend the next Executive Committee meeting to propose a presentation/discussion on UTK at the next council meeting, and that Bryan Clement would like to attend the next Executive Committee meeting to propose an Equity Pledge.</p> <p>Renee shared that the executive committee wants to support Liz and Erica but does not know exactly how. She asked that Liz and Erica please reach out to the committee for support when needed.</p> <p>Susan shared concern that Liz and Erica are compensated for taking on extra work. Liz shared that she is not working outside of her forty hours per week. Erica is trying to stay within her normal six hours per day and is prioritizing essential duties.</p> <p>Liz asked what the process is for budget revisions and approvals. Missy offered to support Liz and Erica with any finance and/or budget questions, and especially in preparation of the February budget revision. Missy confirmed that the process for revisions is to compare them to the current budget, approval from the finance committee, approval from the executive committee and finally approval from the full council.</p>	

Agenda Item	Discussion	Action/Follow-up
	Liz shared concern that we have not received approval to extend the due date for the Child Care Plan. Renee and Missy agreed that the council should just keep moving forward with the plan and if the extension is not granted, the Child Care Plan may be late.	
6. Adjourn**		Adjournment was made by unanimous consent at 9:03 am.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**November 17, 2021; 8:30 – 9:30am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 964 6557 8537**

**Approved at January 26, 2022 Meeting**

Members Present: Jessica Borland, Rebecca Hachmyer, Susan Langer, Cathy Vaughn, Renee Whitlock-Hemsouvanh  
Members Notified Absent:  
Members Absent:  
Staff Present: Erica Hurtado, Liz DePrimo  
Guests Present: Brulene Zanutto, Bryan Clement

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Rebecca Hachmyer, called the meeting to order at 8:34 am.  Roll Call Vote  Yay: 4 Nay: 0 Abstention: 0 Absent: 1
2. Approval of Agenda**		The agenda was approved by a roll call vote.

Agenda Item	Discussion	Action/Follow-up
		Yay: 4 Nay: 0 Abstention: 0 Absent: 1
3. October 27, 2021, Executive Committee meeting minutes and November 9, 2021 Special Meeting Minutes**		The minutes from the Executive Committee meeting on October 27, 2021 and the Special Meeting on November 9, 2021 were approved by a roll call vote.  Yay: 2 Nay: 0 Abstention: 2 Absent: 1
4. Universal Preschool/ Transitional Kindergarten Presentation	<p>Brulene presented information on the upcoming transition to Universal Transitional Kindergarten and Universal Pre-Kindergarten. A plan is due to CDE June 30, 2022. LEAs and COEs will have planning committees. Brulene encourages preschool teachers, administrators and anyone who has an interest to participate in the planning. Brulene invited CCPC members to participate in SCOE's county-wide Early Childhood Leadership Group.</p> <p>Jessica asked if districts decide to expand TK ahead of the deadline, can LEAs use planning dollars in lieu of ADA which will not be provided before the deadline? Brulene shared that she does not know the answer to this question, but that she will try to find the answer and share back.</p>	

Agenda Item	Discussion	Action/Follow-up
	<p>Susan shared that she would like to participate in the planning with a lens on special education. She asked in regard to preschool authorization credentials for special education; how that will fit into the UTK transition?</p> <p>Susan shared that it will be important to include children with disabilities in the after school component of the plan. How will children with disabilities be supported in after school care? Susan pointed out that they are often left out.</p> <p>Brulene shared that CISC Region 1 is putting together a table for all of the grants that are available related to UTK/UPK. CTC will offer a P-3 credential.</p> <p>Susan asked how IEEEP may be affected by the rollout of UTK/UPK. Brulene shared that there is not currently a plan to involve IEEEP, but sees a lot of ways that IEEEP can connect and be a benefit to the overall outcome of UTK/UPK.</p> <p>Brulene would like for CCPC to partner with her on the planning and implementation of the UTK/UPK plan.</p>	
5. Public Comment on Non-Agendized Items		
6. Previous Council Meeting Feedback	<p>Erica shared two responses from the November meeting. Alice Hampton suggested a hot topic on the staffing crisis, and offered to put a presentation together with Squirrel Booth.</p> <p>There was discussion on the current teacher shortage and the effects of UTK on the ECE field.</p>	<p>Erica will follow up with Alice regarding her suggestion.</p> <p>Discussion on the hot topic proposed by Alice will be continued at the next Executive Committee meeting.</p>

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
7. Sonoma County Equity in Education Initiative**	<p>Bryan presented on the Sonoma County Equity in Education Initiative. Bryan participated in the group from Hanna Institute which came up with the language for an Equity Pledge. This is a student-driven initiative. Bryan shared a video link in the chat. Bryan suggested we build on the work of CCPCs Equity work group and share the Initiative and the Pledge with the full council.</p> <p>Susan suggested that the Executive Committee watch the video shared by Bryan and continue the discussion at the next Executive Committee meeting.</p>	The link to the Equity Initiative video and the Links to the Pledge and video will be sent out to the Executive Committee ahead of the next meeting. A vote on bringing this initiative to the full council will take place at the next meeting.
8. Executive Committee Action Plan	Due to lack of time, it was decided to postpone this discussion to the next meeting.	
9. Child Care Plan	Due to lack of time, it was decided to postpone this discussion to the next meeting.	Liz will share an update on the Child Care Plan with the Executive Committee and the Child Care Plan Committee via email.
10. Planning for December 3, 2021, Council meeting.	<p>Jessica shared a desire to show support for the ECE field which will be affected by the coming changes to UTK / UPK and would like that support to be part of the conversation on December 3.</p> <p>Susan suggested that Jessica talk about the grant aspects of the UTK UPK expansion during the presentation at the council meeting on December 3.</p>	Jessica will reach out to Brulene to see if she can contribute to the presentation on UTK/UPK.
11. Next Executive Committee meeting	December 15, 2021, from 8:30 am to 9:30 am.	



<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
12. Adjourn**		Adjournment was made by unanimous consent at 9:35 am.



**Child Care Planning Council of Sonoma County  
Executive Committee Meeting  
January 26, 2022; 8:30 – 9:30am  
This meeting was held remotely via Zoom  
Meeting ID: 940 4966 1091**

**Minutes Approved at February 23, 2022 Meeting**

Members Present: Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh, Jessica Borland  
Members Notified Absent: Cathy Vaughn  
Members Absent  
Staff Present: Susy Marrón, Liz DePrimo, Erica Hurtado  
Guests Present: Dianna Avilla

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 8:33 am.  Roll Call: Present: 3 Absent: 2
2. Approval of Agenda**		Rebecca made a motion to approve the agenda.  Susan seconded the motion.  Roll call vote:

Agenda Item	Discussion	Action/Follow-up
		Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
3. November 17, 2021, Executive Committee meeting minutes**		Susan made a motion to approve the minutes.  Rebecca seconded the motion.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
4. Public Comment on Non- Agendized Items	Susy thanked the Executive Committee and CCPC staff for all that they did to keep CCPC business moving in her absence.	
5. In Kind Report	Susy reported that SCOE’s Business Services department has shared concerns regarding CCPC’s in-kind amount. Business Services does not believe we should include indirects to reach the total in-kind amount required annually as we were doing in previous years. The total dollar amount needed is 13,781, which is up from \$12,500. Susy will follow-up with Business Services to confirm this change.	
6. Previous Council Meeting Feedback	The only feedback was the suggestion of a hot topic: the continued conversation regarding changes due to UTK/UPK.	
7. Council Meeting Vote Procedure Update	Erica reported that she has clarified some best practices regarding Brown Act meetings with SCOE administration. Going forward, during virtual meetings, CCPC will require a motion, a second and a roll call vote for all action items	

Agenda Item	Discussion	Action/Follow-up
	except for calling meetings to order and adjourning. Roll will be called upon calling meetings to order, but no roll call is required to adjourn.	
8. Hot Topics	Erica reported that Dr. Vivian Xiang recommended Dr. Elizabeth Ducey from Sonoma State University as a hot topic presenter at our February Council meeting. The topic is on the effects of recent wildfires on children with disabilities.	
9. Sonoma County Equity in Education Initiative**	<p>Liz presented the video from the Sonoma County Equity Pledge. There was discussion regarding whether the Equity Pledge would be presented as something for individuals to sign onto, or whether it should be something CCPC may sign on to as an organization.</p> <p>Susan wondered who else in the community has already signed onto the pledge.</p> <p>Renee shared the opinion that she would like to see this initiative aligned with action which supports the initiative.</p> <p>There was discussion on whether this is a topic that the Equity Workgroup may want to focus on. Susan suggested that the Equity workgroup may want to take the initial lead on the initiative and present a plan to the Council on how the council as a whole can follow through on the pledge and put it into practice.</p>	<p>Renee made a motion to present the Equity Pledge initiative at the March council meeting.</p> <p>Jessica seconded the motion.</p> <p>Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2</p> <p>Susy will follow up with Brian Clement to be sure that he or someone from Hanna Institute will be available to present the pledge at the March Council meeting.</p>
10. Executive Committee Action Plan	<p>Susy wondered if it is realistic to ask committees to create action plans during this time due to heavy work loads and challenges due to the current pandemic.</p> <p>Susy asked whether the committee would like to create an action plan and, if so, in what way.</p>	Susy will follow-up with 4Cs, First 5, Sonoma COE and other stakeholders to determine the best way to hold community

Agenda Item	Discussion	Action/Follow-up
	<p>Renee asked what the committee has planned already. Susy shared that current projects include the Child Care Plan and Zip Code Priorities. Other potential projects may include work around the current pandemic and the UPK rollout.</p> <p>Renee recommended the committee focus on an examination of the current ECE industry. She expects that there is huge change coming in the industry. She suggested holding community conversations looking at what the future is like for various types of stakeholders.</p> <p>Susan liked the idea of providing a forum and wondered if it would be helpful to have a presenter to share information on possible funding and partnerships available to various programs and providers.</p> <p>Susy suggested it would be helpful to capture direct feedback from the field.</p> <p>Renee shared her expectation that the private industry will be devastated by the rollout of UPK.</p> <p>Jessica shared that there is planning money coming to many organizations which may be able to be used to support community programs. Planning funds which will be distributed to Resource and Referral agencies is meant to support FCC. It is unclear how planning money will filter down to the private sector.</p> <p>Renee shared concern for working parents and families and a desire to get feedback and input from them in addition to providers.</p>	<p>forums to inform the ECE field and parents.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>Jessica shared that there is funding for before and after care for TK for families that qualify for free and reduced lunch, English language learners, children in foster care and children experiencing homelessness.</p> <p>Renee proposed the following Executive Committee action plan topic: information gathering around what community organizations are doing outreach and what those activities are. Identify gaps and fill those gaps.</p>	
11. Child Care Plan Update	Liz shared that the Child Care Plan Committee will meet on January 26 to move forward with the child care plan report. The committee last met in October. At that time they identified three main goals based on feedback from a community survey. A Google doc was circulated within the child care plan committee as well as the Child Care Planning Council to gather feedback and to brainstorm strategies on moving forward with the plan.	
12. Zip Code Priorities Update	<p>Erica shared that the Data Committee met on Monday. The committee would like more representation from the field and will reach out to community organizations and/or members to invite more participants to join the committee.</p> <p>Susy shared that the Data committee would like to hire a consultant to provide support for data analysis.</p> <p>Renee asked when the last report was completed. Susy shared that the last time new data was collected was in 2018. Susy knows of a researcher from the Santa Clara County Office of Education, who has supported other local planning councils with zip code priority reports. Renee shared support for the hiring of a consultant to collect new data.</p>	The recommendation to hire a consultant will go to the Finance Committee for approval, then to Executive Committee for approval before going to full Council for final approval in March.
10. Next Executive Committee meeting	February 23, 2022, from 8:30 am to 9:30 am.	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
12. Adjourn**		Adjournment was made by unanimous consent at 9:29 am.

**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**February 23, 2022; 8:30 – 9:30am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 940 4966 1091**

**Minutes approved at the April 4, 2022 meeting.**

Members Present: Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh, Jessica Borland,  
 Members Notified Absent:  
 Members Absent: Cathy Vaughn  
 Staff Present: Susy Marrón, Erica Hurtado  
 Guests Present:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair Rebecca Hachmyer called the meeting to order at 8:34 am. Susan Langer made a motion to call to order after a quorum was established; Jessica Borland seconded the; motion carried. Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: Cathy Vaughn, Renee Whitlock-Hemsouvanh



Agenda Item	Discussion	Action/Follow-up
2. Approval of Agenda**		<p>Jessica Borland made a motion to approve the agenda.</p> <p>Susan Langer seconded the motion. Motion carried.</p> <p>Roll call vote:  Ayes: 3  Nays: 0  Abstentions: 0  Absent: Cathy Vaughn, Renee Whitlock-Hemsouvanh (briefly dropped from the call and could not vote)</p>
3. January 26, 2022, Executive Committee meeting minutes**		<p>Jessica Borland motioned to approve the minutes.</p> <p>Rebecca Hachmyer seconded the motion. Motion carried.</p> <p>Roll call vote:  Ayes: 3  Nays: 0  Abstentions: 0  Absent: Cathy Vaughn, Renee Whitlock-Hemsouvanh (briefly dropped from the call and could not vote)</p>

Agenda Item	Discussion	Action/Follow-up
4. Public Comment on Non-Agendized Items		No Public Comment.
5. Previous Council Meeting Feedback	<p>Mostly positive feedback was reported, although there was a comment that waiting for Public Comment was difficult. Could not find any solution.</p> <p>Susy reported liking to bring back new member spotlight.</p> <p>Rebecca asked if we are concerned about such a low amount of responses for feedback comments. Susy shared it could be due to schedules and members feeling overwhelmed coming back from vacation.</p> <p>Jessica shared that it is an interesting and informative presentation, but maybe there is more focus on Pandemic effects. The long-term impact of COVID.</p> <p>Susan shared in interacting with families, finding parents are on edge. Having self-care or such a brief presentation for self-care was suggested.</p> <p>Susan asked if in-person meetings would be a possibility.</p> <p>Susy answered that our March meeting will be too close to prepare for in person, but can consider in-person in April</p> <p>Rebecca suggested sharing feedback links right after hot topic to give the attendees ample time. If you stay virtual, maybe debrief in smaller breakout rooms.</p>	
6. 2021/2022 Budget Revision**	<p>Susy shared the 2021-2022 initial budget with a proposed budget revision/changes.</p> <p>Jessica asked about funding for LPCs to look over transcripts for child care workers.</p> <p>Susy answered that we had done work with transcripts that are not compensated by this funding, but CCPC is working with COE to know where the money is going... wanting it to go more to the child care field.</p> <p>Susan asked if community members began meeting for UPK collaborative?</p>	<p>Renee Whitlock reentered the meeting.</p> <p>Jessica made a motion to take the proposed Budget Revision to the Council.</p> <p>Susan seconded the motion.</p> <p>Roll call vote: Ayes: 3</p>

Agenda Item	Discussion	Action/Follow-up
	<p>Susy and Jessica answered not yet. Susy shared that she has been working with Brulene Zanutto to help organize. There is overwhelming interest in being part of this collaborative. Rebecca and Susan expressed interest in being involved.</p> <p>Jessica shared that it was her understanding that SCOE could not support permit credential support for district teachers. Susy will follow up with the Hunter in credentials.</p> <p>Susan suggested creating a spreadsheet to document LPC mandates and what LPC can take on or cannot.</p> <p>Susy clarified that the red on the budget spreadsheet indicates the changes from the approved budget. Susy shared that she plans to display the budget narrative during the Council meeting. "NA" on the summaries means there are no revisions for this fiscal year. Susy shared that the Finance Committee recommended approving the proposed budget revision. We are now looking for a recommendation from the Executive Committee before presenting it to the full Council.</p>	<p>Nays: 0  Abstentions: 0  Absent: Rebecca, Cathy</p>
<p>7. Planning for the next Council meeting</p>	<p>Susy shared she has reached out to the Sonoma County Equity in Education Initiative leaders to confirm participation in the March Council meeting. She is requesting for someone to come in March for the Hot Topic. Unfortunately, she has not been able to secure a presenter; there has been no confirmation.</p> <p>Another option proposed was to reach out to Behavior Health for a presentation or allow more time for workgroups. Renee suggested a time for discussion about The Infrastructure grant. She proposed having someone knowledgeable to explain and present the grant. Susy has an email with resources and can reach out to the Resource and Referrals. Maybe a few different topics to make up Hot topic time. It can be around all relevant news for the community. Renee offered to collaborate and</p>	<p>Susy will coordinate with possible speakers for the ECE News Hot Topic presentation.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>present information. Jessica suggested another topic be the new guidance about UPK. Renee also provided a possible topic of the new Child Care Guidance.</p> <p>Susan suggested that a folder of resources be put together with updated information with links to the information.</p>	
<p>8. Child Care Plan &amp; Zip Code Priorities Update</p>	<p>Concerning Zip Code Priorities, Susy shared we are not hiring a consultant due to inadequate responses. Susy is pulling the data and taking that on. Susy suggested possibly including TK enrollment data.</p> <p>Susy shared that the planning committee has reviewed child care survey findings concerning the Child Care Plan. The committee sees other priorities based on current events (Covid, UPK, etc.). The committee wants to focus on what is happening now. The staff is exploring hiring a consultant. Susy shared how Needs Assessment data is used to inform the development of the Child Care Plan.</p> <p>Renee shared that information may not have changed since 2019. Maybe more areas are just emphasized. COVID merely emphasizes all the needs.</p> <p>Renee offered time for a conversation and was then willing to take a leadership role at the next meeting.</p> <p>Susy suggested possibly scheduling a special meeting for Executive Committee to speak more about the plan's development.</p>	<p>Susy will follow up with Renee to brainstorm.</p>
<p>9. Executive Committee Action Plan</p>	<p>Susy shared edits to the recent executive committee plan. Most items were still relevant and added things that are the focus right now. Added Zip code and budget overseeing.</p>	<p>Committee may follow up with Susy if anything needs to be added.</p>
<p>10. Next Executive Committee Meeting</p>	<p>March 23, 2022, from 8:30 am to 9:30 am</p>	<p>In-person meeting options will be looked at. An email will be sent to reach out to</p>

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
	Date is Spring Break. Rescheduling the week before or the week after. Susy has noted a few standing conflicts.	the members to find a different day and time.
11. Adjourn**		Adjournment was made by unanimous consent at 9:31 am.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**April 1, 2022; 8:30 – 9:00am**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 940 4966 1091**

**Minutes approved at the April 20, 2022 meeting.**

Members Present: Rebecca Hachmyer, Renee Whitlock-Hemsouvanh, Jessica Borland  
Members Notified Absent: Susan Langer, Cathy Vaughn  
Members Absent:  
Staff Present: Susy Marrón, Liz DePrimo,  
Guests Present:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair Rebecca Hachmyer called the meeting to order at 8:39 AM.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
2. Approval of Agenda**		Renee made a motion to approve the agenda. Jessica seconded the motion.

Agenda Item	Discussion	Action/Follow-up
		Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
3. January 26, 2022, Executive Committee meeting minutes**		Renee made a motion to approve the minutes. Jessica seconded the motion.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
4. Public Comment on Non-Agendized Items		
5. Previous Council Meeting Feedback	<p>Only one attendee gave feedback after the March meeting. Feedback was positive.</p> <p>There was discussion about the ways that feedback forms are provided. Links are given at the beginning and the end of council meetings. Renee shared that she feels that she gives ample reminders throughout council meetings.</p> <p>Both chairs agreed that they will continue to provide encouragement to complete feedback forms during council meetings.</p>	
6. LPC Zip Code Priorities**	Susy shared that, according to the draft Zip Code Priorities report, there has been an increase in priority for several zip codes. Priorities have gone down in Healdsburg and Cloverdale. Data is pulled from ELNAT, with some data from Sonoma County	Renee made a motion to approve the Zip Code Priorities Report. Jessica seconded the motion.

Agenda Item	Discussion	Action/Follow-up
	<p>Susy shared that CCPC staff and the data committee looked over the report and checked the calculations. Both Resource and Referral agencies also had the opportunity to look over the reports.</p> <p>If the executive committee approves the report, it will be presented to the full for approval, then to the Sonoma County Superintendent, and lastly the County Board of Supervisors. Once all approvals are complete, it will be sent to the CA Department of Education and the CA Department of Social Services.</p> <p>Rebecca suggested that Susy clarify the priorities when presenting to the council to be sure that everyone understands that “1” is the highest priority and “3” is the lowest.</p>	<p>Roll call vote: 3  Ayes:  Nays: 0  Abstentions: 0  Absent: 2</p>
<p>7. End of Year Retreat?</p>	<p>Susy shared that pre-Covid, CCPC would hold a retreat at Bishop's Ranch in May.</p> <p>Rebecca suggested that the in-person retreat take place at the beginning of the next term rather than the end of this term.</p> <p>Renee shared support for an in-person retreat.</p> <p>Susy shared that a retreat held at the beginning of the year may be challenging due to budgeting concerns. It is easier to plan a retreat at the end of the fiscal year when the final budget is set.</p> <p>Jessica shared that while her schedule is busy, she would make time to attend a retreat.</p>	<p>Susy will send a google form to find out what the preferences of the council are regarding a possible retreat.</p>



Agenda Item	Discussion	Action/Follow-up
	Rebecca suggested that we send out a survey to find out what will serve people best. Rebecca appreciated some of the goal setting exercises from the UPK collaborative, and suggested that they may be utilized during the retreat.	
8. Next Executive Committee Meeting	April 27, 2022, from 11:00 am to 12:00 am	
11. Adjourn**		Adjournment was made by unanimous consent at 8:58 am.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**April 20, 2022; 11:00 – 12:30 pm**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 940 4966 1091**

**Minutes approved at May 25, 2022 meeting.**

Members Present: Rebecca Hachmyer, Susan Langer, Renee Whitlock-Hemsouvanh,  
Members Notified Absent: Jessica Borland, Cathy Vaughn  
Members Absent:  
Staff Present: Susy Marrón, Liz DePrimo, Erica Hurtado  
Guests Present:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair Renee Whitlock-Hemsouvanh called the meeting to order at 11:34 AM.  Roll call vote: 3 Ayes: Nays: 0 Abstentions: 0 Absent: 2
2. Approval of Agenda**		Rebecca made a motion to approve the agenda. Renee seconded the motion.

Agenda Item	Discussion	Action/Follow-up
		Roll call vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
3. April 1, 2022, Executive Committee meeting minutes**		Renee made a motion to approve the minutes. Susan seconded the motion.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
4. Public Comment on Non-Agendized Items		
5. Previous Council Meeting Feedback	Susy shared there were three meeting feedback responses. One person responded that the roll call votes seemed redundant. Otherwise, the feedback was positive.	
6. 2021/22 Budget Revisions/End of Year**	Susy shared that typically at this time of year Executive Committee recommends to the full council that the Council approve the Finance Committee to approve any necessary end-of-year budget revisions not exceeding \$5,000.  Renee asked if that would include reallocating funds from the retreat which has been canceled. Susy answered that it would.	Rebecca made a motion to recommend to the full Council that the Finance Committee be given the authority to approve any necessary end-of-year budget revisions not exceeding \$5,000.  Renee seconded the motion.  Roll call vote:

Agenda Item	Discussion	Action/Follow-up
		Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
7. 2022/2023 Budget Proposal**	<p>Susy shared that the Finance Committee met and reviewed the 2022/2023 budget proposal. She reported similar numbers for QCC Pathways and CCPC. CSPP has been adjusted to account for larger stipends and some of the salary and benefits costs have been moved to the Shared Services Alliance grant. Susy reported that the IEEEP and TALLK budgets should be similar as well.</p> <p>Renee asked if the Finance Committee has approved the budget proposal and Susy reported that they have.</p> <p>Susy shared that she expects LPC funding will be restored beginning July 1, 2022. Susy would like to reclassify the Program Assistant position to an Early Education Program Specialist position.</p>	Renee made a motion to approve the 2022/2023 Budget Proposal.  Rebecca seconded the motion.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
8. An Evening of Honor Sponsorship**	Susy shared that the Finance Committee has recommended that CCPC donate up to \$1,500 to the Evening of Honor.	Renee made a motion to approve sponsorship of the Evening of Honor for up to \$1,500 Rebecca seconded the motion  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
<p>9. Our Kids Our Future Measure Endorsement**</p>	<p>Susy shared that CCPC has been asked to endorse the Our Kids Our Future measure.</p> <p>Susy will share the fact sheet she has been provided but did not have additional information to share.</p> <p>Renee asked if anyone knows what the funding stream would be. Susan answered that it would be a sales tax increase.</p> <p>Renee asked what the rules at SCOE are about what CCPC can officially endorse. Susy shared that CCPC may need to get approval from the County Superintendent.</p> <p>Renee said she would like more information before CCPC votes on whether to endorse. Susan shared a desire to know how much money will be coming into the state budget before the council decides on whether to endorse a tax increase.</p> <p>Renee shared a concern that low-income people in the community are disproportionately affected by a sales tax increase.</p> <p>Renee suggested that this topic be included at the next council meeting as an informational topic, but not a voting item.</p>	
<p>10. Co-Chair/Election</p>	<p>Susy shared that there have been no nominations for the Chair-Elect position. Susy asked for the Executive Committee to brainstorm ideas. Renee suggested asking the Council again for someone to step up.</p>	

Agenda Item	Discussion	Action/Follow-up
	<p>Susy will look at the records to review member terms to make sure CCPC is not out of compliance based on the bylaws.</p> <p>Rebecca shared that she came on as chair-elect in the 2016/2017 year.</p>	
11. Child Care Plan	<p>Susy shared that the Child Care Plan has not been finalized. Susy would like to schedule an Executive Committee work session to work on the Child Care Plan.</p> <p>Susy suggested using the “Smart Goals” model to create the plan.</p> <p>Susy proposed a Child Care Plan working session on May 25 from 11:30 - 1:00 in person at SCOE. Susan, Renee, and Rebecca agreed.</p>	
12. End of year retreat? May meeting.	<p>Bishop’s Ranch is not able to accommodate our group. With no other location identified, the committee recommended that the retreat be canceled and that the meeting be held virtually, as usual.</p> <p>Susy asked for Hot Topic recommendations. Renee suggested that Susy reach out to Angie Dillon-Shore to talk about the Our Kids Our Future Measure.</p> <p>Susan has identified \$8,000 in a SELPA preschool operating budget and would like suggestions on how to spend it. She proposed a discussion on the topic at the next CCPC meeting.</p> <p>Renee wondered if R&amp;Rs can share the current status of child care supply is.</p>	Susy will connect with Ananda Sweet and Angie Dillon-Shore for an Our Kids Our Future hot topic presentation.

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
13. Next Executive Committee meeting	May 25, 2022, from 11:30 am to 1:00 pm	
14. Adjourn**		Adjournment was made by unanimous consent at 12:26 pm.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**May 25, 2022; 11:00 – 12:30 pm**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 882-4788-7858**

**Minutes were approved at the June 9, 2022 meeting.**

Members Present: Rebecca Hachmyer, Renee Whitlock-Hemsouvanh, Jessica Borland, Susan Langer, Cathy Vaughn  
 Members Absent:  
 Staff Present: Susy Marrón, Liz DePrimo, Erica Hurtado  
 Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**	Moment of silence for the Texas Tragedy on May 24, 2022 before we called to order.	Co-Chair Rebecca called the meeting to order at 11:37 AM. and Cathy seconded the motion.  Roll call vote: 4 Ayes: 4 Nays: 0 Abstentions: 0 Absent: 1
2. Approval of Agenda**		Jessica made a motion to approve the agenda. Susan seconded the motion.



Agenda Item	Discussion	Action/Follow-up
		Roll call vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 1
3. April 20, 2022, Executive Committee meeting minutes**		Susan made a motion to approve the minutes. Rebecca seconded the motion.  Roll call vote: Ayes: 2 Nays: 0 Abstentions: 2 Absent: 1
4. Public Comment on Non-Agendized Items	No public comment was held	
5. Previous Council Meeting Feedback	Susy shared the responses from the previous meeting. One respondent was positive indicating that everything worked well. One respondent only filled out their contact information; no feedback was given.	
6. 2021/22 Budget Revisions**	Cathy shared the proposed budget revisions recommended by the Finance Committee. She clarified that separate motions will need to be made. A motion for budget revisions under \$5,000 and another motion for the IEEEP grant that is over \$5,000. Susy shared the budget spreadsheet with the proposed revisions and explained that the CDE has already approved a budget revision that includes stipends for IEEEP and that an increase in the allocation is needed because an overwhelming number of IEEEP participants completed the required training.	Jessica made a motion to approve the necessary end-of-year budget revisions not exceeding \$5,000.  Cathy seconded the motion. Motion carries.  Roll call vote: Ayes: 5 Nays: 0 Abstentions: 0

Agenda Item	Discussion	Action/Follow-up
		<p>Absent:</p> <p>Rebecca made a motion to approve the IEEEP budget revision for stipends greater than \$5,000. This recommendation will be taken to the full Council for approval.</p> <p>Susan seconded the motion.</p> <p>Roll call vote:  Ayes: 5  Nays: 0  Abstentions: 0  Absent:</p>
<p>7. Our Kids Our Future Measure Endorsement**</p>	<p>Susy shared that she received a follow-up email regarding the possibility of endorsing the measure. Information on the website sharing how funds would be administered and spent was reviewed.</p> <p>Renee shared concern that it is a sales tax and also agreed that it is beneficial for our community.  Cathy asked how much the tax increase would be. In looking at the website it was found to be a quarter percent, and this would be just for Sonoma County.  Susy shared it would generate \$22 million annually.  Cathy asked how the disbursement would work under First 5. Renee shared she is concluding that funds would be administered the same way that the First 5 have historically done so. Funds will be used to fund</p>	<p>No action taken at this time.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>community-based programs, investments, and mini-grants among other areas. This measure would be on the November ballot. Upon inspecting the website, Susy shared that First 5 is proposing to be the fiscal agent. Jessica shared that in speaking with First 5, if this measure passed there would be more funds for family resource centers.</p> <p>Susy shared that the measure would provide a way for existing programs to continue beyond 2024.</p> <p>Jessica asked for clarification and today's vote would be a recommendation to take to the full Council. Are there cons to endorsing? Susy shared there is nothing that prohibits endorsing but campaigning would need to be done as private citizens. Jessica shared she felt it would benefit all of our programs.</p> <p>Susan shared concerns and highlighted investments in ECE that are addressing child care access. Susy shared there are expansion funds, but unfortunately, the funds are not enough to meet the need. Sonoma County has a shortage of slots available in the thousands for school-age and infant/toddler age. We are unsure that this could expand slots. With TK there is going to be an expansion for 4-year-olds.</p> <p>Susan and Renee shared concern that this is a sales tax and the ones who get hit the most are those who need aid. On another note, this may help the workforce get teachers if the pay for teachers does increase. Renee shared, that it would not hurt to get some more information.</p> <p>The group concluded this topic should be brought for discussion at the next Special Meeting in June.</p>	
8.Chair-Elect / Election	Susy shared that there has not been any interest in the Chair-Elect position. Everyone with the exception of Rebecca is in good standing for their position terms. If	Susy will share a binder and resources with facilitation procedures.

Agenda Item	Discussion	Action/Follow-up
	<p>Rebecca is not in favor of extending, we would be working without one chair position. Rebecca shared it would be nice to get someone on the board that has fewer time restrictions. This topic will not be brought up until August. Rebecca asked if there could be a 3 person rotation for the facilitation of meetings, and that will give Renee and Rebecca a break as well as introduces Susan to the facilitation process. Susan would be open to this implementation of a 3 person rotation with reminders and support.</p>	
<p>9. Child Care Plan</p>	<p>Susy shared via Google docs the Child Care Plan document giving all members editing and commenting permissions. Susy shared that in the past we had done a book format. This year proposing we can use Canva since no one will be hired for publication work.</p> <p>Susy also shared that in past the plan has always had a title, acknowledgments, and a description. From the Child Care Plan Committee in January, a document was drafted, and from that Susy was able to draft 5 Goals. Susy is asking for the Executive Committee's input to edit and give suggestions on each goal and format of the plan.</p> <p>For Acknowledgements, research is being done for the parents that were involved; hoping to find a job title and agency affiliation.</p> <p>For the list of acronyms, CARES was deleted, and the suggested additions are currently P-3, QCC UPK, SELPA, and IEEEP. Possibly also ELO-P and DLL.</p> <p>The same Disclaimer will be used.</p> <p>The table of contents will change upon any edits, but the draft outline is there.</p>	<p>Susy will send an email asking for the committee to edit by Tuesday, March 31st. Susy will also send an email about reconvening potentially on June 10th.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>There is a plan process page, outlining the timeline of what has been done and the current status.  The purpose and the hope sections are up for discussion.  The Executive Committee approved combining both sections.  Rebecca proposed taking a look and making suggestions on their own time and having a reconvening.</p> <p>Proposing until March 31st for independent editing.</p> <p>Susy shared some explanations of the data points used. In the past, we used community profiles by geographic area to see areas of greatest need. Proposing to keep.</p> <p>Will be adding page numbers. For the Child care priorities survey, these data points show what concerns have risen to the top. There are two that scored the same for the third.</p> <p>For Community Surveys, conducted by Selena Polston, one for families, providers, and stakeholders. Reported needs.</p> <p>Goal 1: Child care pandemic recovery  Renee: add workforce support  Jessica; how has child care shifted with the pandemic, what are the family and staff/program needs.  Renee: survey the community in order to understand what their needs are.  Susan: screeners for kids to identify disabilities.  Screening process or tools or training.  Key Measure; what could be the measure  Renee: increase the number of training/PD opportunities.  More edits are being added.  Clarifying: the mandate is to look at our community and programs that are serving the needs.</p>	

Agenda Item	Discussion	Action/Follow-up
	<p>Goal 2: Child care and education Workforce            Increase wages by reducing overhead.            Partner with local agencies to advocate and educate the community.            Diversity objective kept. A survey will be used as a measure and see the results. One at the beginning and one at the end. PD is valuable in this section as well</p> <p>Goal 3: Facilities            Renee will look after.            Looking for edits</p> <p>Goal 4: Impact of UPK            Looking for edits: what does the Council able to do            Rebecca clarified the Council objectives and goals can be for the county.</p> <p>Goal 5: Access            perhaps combine Goal 5 and 4.</p> <p>The plan was to present a draft at the next special plan on June 3rd. Asking to postpone as the 3rd is right around the corner. The child care plan is due on 6/30/22.</p> <p>Proposed reconvening on June 10 at 10 am in person if possible. A follow-up email to reach a consensus on the best date/time to meet will be sent.</p>	
11. Next Executive Committee meeting/ End of the year lunch	Item will be discussed at the next meeting.	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
12. Adjourn**		Adjournment was made by unanimous consent at 1:07 pm.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**June 9, 2022; 10:00 – 12:00 pm**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 817-610-885-43**

**Minutes approved at the June 16, 2022 meeting.**

Members Present: Rebecca Hachmyer, Renee Whitlock-Hemsouvanh, Susan Langer, Cathy Vaughn  
Members Absent: Jessica Borland  
Staff Present: Susy Marrón, Liz DePrimo, Erica Hurtado  
Guests Present:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 10:12 AM.  Roll call vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
2. Approval of Agenda**		Rebecca made a motion to approve the agenda. Cathy seconded the motion.  Roll call vote Ayes: 3 Nays: 0



Agenda Item	Discussion	Action/Follow-up
		Abstentions: 0 Absent: 2
3. May 25, 2022, Executive Committee meeting minutes**		Renee made a motion to approve the minutes. Cathy seconded the motion.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
4. Public Comment on Non-Agendized Items		
5. Child Care Plan Working Session	Discussion, review and editing of the draft child care plan.	The group decided that further discussion, review and editing is needed and will plan for another meeting.
6. Child Care Plan**	No action taken. Postponed this action item to the next meeting.	
11. Next Executive Committee meeting/ End of the year lunch	Meeting was scheduled for June 16, 2022 from 9 am to 11 am.	
12. Adjourn**		Adjournment was made by unanimous consent at 11:50 am.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**June 16, 2022; 9:00 – 11:00 pm**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 817-610-885-43**

**Minutes approved at the June 22, 2022 meeting.**

Members Present: Jessica Borland, Rebecca Hachmyer, Susan Langer  
Members Absent: Renee Whitlock-Hemsouvanh, Cathy Vaughn  
Staff Present: Susy Marrón, Liz DePrimo  
Guests Present:

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Chair Elect, Susan Langer, called the meeting to order at 9:05 AM.  Roll call vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
2. Approval of Agenda**		Jessica made a motion to approve the agenda. Rebecca seconded the motion.  Roll call vote Ayes: 3 Nays: 0

Agenda Item	Discussion	Action/Follow-up
		Abstentions: 0 Absent: 2
3. June 9, 2022, Executive Committee meeting minutes**		Rebecca made a motion to approve the minutes. Jessica seconded the motion.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
4. Public Comment on Non-Agendized Items		
5. Child Care Plan Working Session	Discussion, review and editing of the draft child care plan.	
6. Child Care Plan**		Jessica made a motion to present the child care plan draft to the full council and seek approval for the Executive Committee to make any final edits before submitting to the State.  Susan seconded the motion.  Roll call vote: Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
7. Next Executive Committee meeting/ End of the year lunch		
8. Adjourn**		Adjournment was made by unanimous consent at 11:02 am.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**June 22, 2022; 11:00 am – 12:00 pm**  
**This meeting was held remotely via Zoom**  
**Meeting ID: 817-610-885-43**

**Minutes approved at the August 24, 2022 meeting.**

Members Present: Jessica Borland, Cathy Vaughn, Renee Whitlock-Hemsouvanh  
 Members Absent: Rebbecca Hachmyer, Susan Langer  
 Staff Present: Susy Marrón, Liz DePrimo  
 Guests Present:

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair, Renee Whitlock-Hemsouvanh, called the meeting to order at 11:02 AM.  Roll call vote Ayes: 3 Nays: 0 Abstentions: 0 Absent: 2
2. Approval of Agenda**		Cathy Vaughn made a motion to approve the agenda. Jessica Borland seconded the motion.  Roll call vote Ayes: 3 Nays: 0 Abstentions: 0

		Absent: 2
3. June 16, 2022, Executive Committee meeting minutes**		<p>Jessica Borland made a motion to approve the minutes. Renee Whitlock-Hemsouvanh seconded the motion.</p> <p>Roll call vote:  Ayes: 1  Nays: 0  Abstentions: 2  - Renee Whitlock Hemsouvanh  - Cathy Vaughn</p> <p>Absent: 2</p>
4. Public Comment on Non-Agendized Items		
5. 2021/2022 End of Year Budget Revisions**	Susy shared proposed budget revisions which were approved by the Finance Committee.	<p>Jessica made a motion to approve the proposed budget revisions. Renee seconded the motion.</p> <p>Roll call vote:  Ayes: 3  Nays: 0  Abstentions: 0  Absent: 2</p>
6. 2022 - 2027 Child Care Plan**	Discussion, review and editing of the draft child care plan.	Susy will follow up with Rebecca regarding the final edits of the Child Care Plan. No further special Executive Committee meetings will be scheduled for work on the Child Care Plan. Members are invited to make any final

		comments or proposed edits onto the Google doc.
7. Next Executive Committee meeting/ End of the year lunch		Susy will email the Executive Committee to schedule the next meeting.
8. Adjourn**		Adjournment was made by unanimous consent at 12:13 PM.