



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

Minutes Approved at September 17, 2018 Meeting

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

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

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

10. Adjournment	The meeting was adjourned by unanimous consent at 12:01pm.	
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Child Care Planning Council of Sonoma County
Executive Committee Meeting
September 17, 2018; 10:30am – 12:00pm
SCOE, La Ventana Conference Room, 5340 Skylane Blvd., Santa Rosa, CA 95403

Minutes Approved at October 15, 2018 Meeting

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

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 10:42am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of August 20 2018 Executive Committee meeting minutes**		The August 20, 2018 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agended Items		No public comment was heard.
5. Follow-up from last Council meeting	<p>There were only 3 comment sheets returned. Very briefly, people liked having time to work in their Work Groups. One member suggested that the Council consider another day for a meeting day.</p> <p>Job changes and changes in job requirements contributed to the resignations we received recently.</p> <p>Susy reported no budget requests were submitted by Friday. Flow charts have been received from all groups but CCPC and Higher Education.</p> <p>Renee asked if there has ever been a local tuition survey? Is the true cost of child care to our community reflected?</p>	<p>Susy will add consideration of another meeting day to the end-of-the-year evaluation. Meanwhile, we'll see how quorum goes. We may begin a conversation in March about "when do we have the least conflicts?"</p> <p>We will be more mindful to allow surveys to be filled out before the meeting is adjourned.</p> <p>Staff will provide a box of index</p>

		cards for people to write dissenting ideas or opinions, if they don't feel comfortable speaking up during the meeting. Terry will ask the CCPC Work Group if they want to dissolve and join another group.
6. Finance Committee Report -- CSPP and Infant/Toddler Block Grants** -- CTKS funding**	<p>Susy reported on the Finance Committee meeting of Tuesday, September 11.</p> <p>California State Preschool Program (CSPP): SCOE is the fiscal agent for the grants that need to be spent by September 30, 2018. CCPC does a pass through to First 5 for the majority of the grant and then First 5 contracts back with CCPC to do assessments in the amount of \$25K and \$34,500 for the Infant/Toddler grant. Finance Committee proposed charging salaries retroactive to July 1 to fully spend block grants.</p> <p>On motion by Lorie and second by Terry, the committee voted unanimously to reallocate the unspent funds contingent upon approval by First 5. This time-sensitive matter will be presented for ratification by the Council in October.</p> <p>CTKS funding: Humboldt County would like to give approximately \$10K to Sonoma County's Child Care Planning Council. On motion by Terry and second by Renee, the motion received unanimous approval to accept additional money from Humboldt County.</p>	.
7. Executive Committee's 2018-19 Logic Model	The group worked through the logic model and completed it.	Rebecca will update the Google doc online.
8. CCPC October Council Meeting	The TK/K-12 Work Group is scheduled to make the Hot Topic presentation in October, but might not be ready.	Perhaps another group will switch. EC should be available by email to decide Plan B. If another Work Group is not ready, the Hot Topic will be "A TK Conversation"
9. Coordinator updates	Susy met with First 5, who will find a way to fund the	

<p>-- Needs Assessment -- AB435 Pilot</p>	<p>Needs Assessment. AB435 Pilot has still not approved by CDE. It looks like CDE is waiting to see if AB2626 (the Statewide Equity Bill) before approving the pilot template that was submitted as part of AB435. First 5 gave funds to implement the Pilot, which, if not used for the Pilot, could potentially be used for the Needs Assessment.</p>	
<p>10. Next meeting</p>	<p>Monday, October 15, 2018, 10:30am – 12noon</p>	
<p>11. Adjournment</p>	<p>The meeting was adjourned by unanimous consent at 12:03pm.</p>	



Child Care Planning Council of Sonoma County
Executive Committee Meeting
October 15, 2018; 10:30am – 12:00pm
SCOE, La Ventana Conference Room, 5340 Skylane Blvd., Santa Rosa, CA 95403

Minutes Approved at November 19, 2018 Meeting

Members Present: Missy Danneberg, Rebecca Hachmyer, Renee Whitlock-Hemsouvanh, Terry Ziegler
 Members Notified Absent: Lorie Siebler
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Rebecca Hachmyer called the meeting to order at 10:35am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of September 17, 2018 Executive Committee meeting minutes**		The September 17, 2018 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Follow-up from last Council meeting	Most people really liked the sharing about fire last year. Terry inquired about recognizing Marianne Schwarz-Kesling. Rebecca will take time during the introductions to share about the "What's on Your Mind" cards. Missy shared that people have to figure out how to talk when we disagree. Chairs need to be aware. Renee will be the "designated recipient" of cards and will filter.	Susy will bring a card to the November meeting for all Council members to sign for Marianne.
6. Executive Committee's	Discussion about how our work meets the goals of the	

18/19 Logic Models	plan? We can refine as needed. Consensus was that the final draft is OK as is.	
7. Review all Work Group Logic Models	The group reviewed each of the Logic Models received and made suggestions: spell out abbreviations, add members' names to each Work Group. CCPC should market better. Letterhead should have board members' names. Special Education should be imbedded in all groups. Terry suggested that "enhanced referrals" and staff training is needed. New providers also need to be trained.	The Logic Models will be emailed to everyone. Susan Langer could be encouraged to bring the Special Education perspective to a Work Group (Community Based Organizations or Resource and Referral perhaps) Staff will add members' names to the Logic Models. The Government & Business Work Group will report out at November Council meeting.
8. CCPC December Hot Topic	Discussion focused around how to support staff, students, families, and self around the holidays, presenting practical things that people can do to support. A panel on "Community Support for a New Normal" will include Mary Hirsch, MFT, a trauma-informed practice person; Alison Goodwin from the Redwood Empire Food Bank,) and someone from Catholic Charities to speak on homelessness and what kinds of donations people really need. The Higher Education Work Group will present at the February Council meeting: current things that are happening at the SRJC and SSU.	Staff will make contact with the panelists. Melanie Dodson is willing to organize a presentation on violence prevention for a future Hot Topic. Emergency Preparedness was suggested as another Hot Topics.
9. LPC Summary of Evaluation Findings	The group approved the Annual Report, which will be voted on by Council at its November 2 meeting.	Susy will present this on November 2 and give some background on Local Planning Councils statewide.
10. Next meeting	Monday, November 19, 2018, 10:30am – 12noon	
11. Adjournment	Adjournment by unanimous consent at 11:46am.	



Child Care Planning Council of Sonoma County
Executive Committee Meeting
November 19, 2018; 10:30am – 12:00pm
SCOE, Mariposa Conference Room, 5340 Skylane Blvd., Santa Rosa, CA 95403

Minutes Approved at December 17, 2018 Meeting

Members Present: Missy Danneberg, Lorie Siebler, Renee Whitlock-Hemsouvanh, Terry Ziegler
 Members Notified Absent: Rebecca Hachmyer
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 10:42am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of October 15, 2018 Executive Committee meeting minutes**		The October 15, 2018 Executive Committee meeting minutes were approved by unanimous consent, with Lorie's abstention.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Follow-up from last Council meeting	Susy shared that feedback reflected a) appreciation for the effort to stick to the agenda and timeframe, b) that the Town Hall presentation was very informative, engaging, and helpful; c) a wish that we didn't have to cut discussion that could have been rich; d) a suggestion to ask guests to give their goal or why they are in attendance, so that we can get to know them; e) a desire to have more time to work in subcommittees/Work Groups	Renee will state a quote from a book she's reading: need input from everybody.

6. LPC Membership Certification	Susy reported that this item will go to the Council on December 7, before it is given to the Board of Supervisors, and then to the California Department of Education	On motion by Missy and second by Lorie, the vote was unanimous, contingent on Council approval.
7. ELC Scholarships	Missy reported that the Finance Committee recommended that Early Learning Conference scholarships to AB212 staff be continued again this year. (116 of 120 were given last year) Discussion included that if someone “blew it off” last year, they shouldn’t be awarded a scholarship this year. The Finance Committee discussed whether the full Council needs to vote when it seems to be a line item on the agenda, finally deciding to take it to the full Council ... but could be a standing budget item that is reported out to the Council.	On motion by Lorie and second by Missy, unanimous Recipients should be reminded that substitutions can be made and that notification should be made if someone is unable to attend.
8. ELC & Evening of Honor Sponsorships	Missy reported that the Finance Committee recommended that \$500 be given to each group, but that if we have extra money after the Needs Assessment, we could offer more funding. Renee wondered where the funds are coming from for Evening of Honor and suggested that we should allocate all of our funds to Evening of Honor or give \$100 to the Early Learners Conference and \$900 for the Evening of Honor. Susy reported that SCOE/ESS has contributed to the Early Learners Conference in the past.	Lorie asked that checks be clearly notated which event will get the funds. On motion by Terry and second by Renee, the motion passed. Missy and Lorie abstained. We want to maintain visibility of CCPC at the Early Learning Conference. This item will go to the full Council on December 7.
9. Needs Assessment Update	Susy shared that 13 people responded to the survey that went out to the community. The committee reviewed the data. She thanked Kate Pack for her help in the development of the survey. Susy shared the Nilsson Consulting proposal for \$8,000 for a bare bones Needs Assessment. If we want to include a further breakdown (i.e. community profiles) it would be another \$10,000. Committee members wondered if there was any way to bargain with them.	Renee will put some feelers out. Susy will work with Renee to compose an email or plan. BOS also has some funding: Lynda Hopkins? Approach Credit Union, First 5 to give some support

	<p>Renee suggested contacting United Way or Redwood Credit Union for help funding this because we need the most current planning information. We can't rely on previous data. Contact Matt Martin or SAY?</p> <p>Since the Needs Assessment is mandated, Lorie suggested that we go with the \$8K contract now, then do the fuller report the next time we have census data. We have to have this completed sometime in 2019. Susy would like to start convening a committee.</p>	Susy will schedule a meeting to move forward.
10. December Hot Topic	<p>Missy reported that her Work Group won't be prepared until the February meeting. Susy has contacted the Redwood Empire Food Bank and Catholic Charities hoping that the issues of homelessness and what resources available to children and families can be addressed. How can CCPC help?</p> <p>Terry suggested Michelle Bendyk as a contact person. What do people NOT need?</p> <p>The group discussed how much time should be available for Work Groups and decided on 20 minutes total, including short report-outs.</p>	
10. Next meeting		Monday, December 17, 2018, 10:45am – 12:15pm
11. Adjournment		Adjournment by unanimous consent at 11:24am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
December 17, 2018; 10:45am – 12:15pm
Ulia's Delicatessen, 130 Stony Point Road, Ste F, Santa Rosa, CA 95401

Minutes Approved at January 28, 2019, Meetinga

Members Present: Missy Danneberg, Rebecca Hachmyer, Lorie Siebler, Renee Whitlock-Hemsouvanh, Terry Ziegler
 Members Notified Absent: None
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 10:45am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of November 19, 2018 Executive Committee meeting minutes**		The November 19, 2018 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Follow-up from last Council meeting	Susy shared that feedback reflected a) a very well organized meeting, b) that the panel presentation was very informative and timely, c) plenty of opportunity for member questions and comments, and d) a suggestion to drop the work group meetings during the meeting. A suggestion was made to focus on individual providers' programs: how many children, location, what they do to support early learning.	

6. Special Needs Committee	Susan Langer would like to chair this committee. The Executive Committee believes that this would fit nicely under the purview of the Community Based Organizations (CBO) Work Group.	Lorie will invite them to the next CBO Work Group meeting. Susy will send their contact information to Lorie.
7. CCPC Draft Statement	<p>*Susy asked the group to choose a name for this document. "The Status of Child Care in Sonoma County: A Call to Action" and "Child Care in Crisis: A Call to Action" were suggested. Bullet points should be reworked to be parallel grammatically. Should we present what actions we want at the very beginning in order to make a more powerful policy statement? Or leave it as is with "this is what we know to be true and this is what we want?"</p> <p>Informational graphics could be put on an additional page.</p> <p>*Renee shared information about a follow-up meeting with Lynda Hopkins, Lara Magnusdottir, and Angie Dillon et al, who are looking for opportunities for the county to reduce the barriers to open child care facilities in commercial zones. The Sonoma County Planning Department said, "yes." They have requested to look at the builders and offer bonuses for those who are building child care facilities. One of their referral agencies should be involved in the Child Care Planning Council.</p> <p>*Renee reported that the early childhood education field has a lot of traction with Sonoma County right now.</p>	Patty will "wordsmith" the document and will send to everyone on the Executive Committee for revision.
8. Staff Update	Susy reported that Kaye Moore has accepted a full-time HR Tech position with Santa Rosa City Schools. Her last day will be January 3, 2019.	Susy would like to post the position as soon as possible. In addition to the required posting on EdJoin, she would send the information to several other agencies in the county. The Executive Committee approved the posting at a pay range of \$23-25/hour. The position will close on January 11, 2019.

		A suggestion was made to offer supplemental hours to someone already employed at SCOE. Susy asked for volunteers for paper screening on January 11 and for the interview: Terry and Renee. Renee will help with the paper screening; Terry will be on the interview panel the week of January 21.
9. Next Meeting	The next meeting is scheduled for Monday, January 14, 2019 – 10:30am – 12noon	
10. Adjournment		Adjournment was by unanimous consent at 11:26am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
January 28, 2019; 10:30am – 12:00noon
La Ventana – SCOE, 5340 Skylane Boulevard, Santa Rosa CA 95403-8246
Minutes Approved at March 18, 2019 Meeting

Members Present: Missy Danneberg, Rebecca Hachmyer, Lorie Siebler, Renee Whitlock-Hemsouvanh, Terry Ziegler

Members Notified Absent: None

Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 10:33am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of December 17, 2018 Executive Committee meeting minutes**		The December 17, 2018 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Staff Update	Susy shared that after Kaye Moore left, the position was posted. Interviews were held last week. Reference checks came back good. The candidate was offered the job and accepted. Erica Hurtado will probably start next Monday.	Missy suggested that it would be good to remind personnel that everything they do and everything on their computer is SCOE/CCPC business.
6. 18/19 Budget Revision	Susy directed the group to the narrative that goes with the budget revision. Missy Danneberg explained that we needed to move some salary over. 435 is the pilot and is the actual amount of money carried over. New grant	Missy will take to full Council. Renee suggested adding a general description in the

	<p>CSPP QRIS amount usually goes to consultants. To free up money for the needs assessment. First 5 adjustments for actual expenses and for money left over from last year. On motion by Missy and second by Renee the budget revisions were unanimously approved.</p>	<p>rationale. Actual changes in income and expenses.</p>
7. CCPC Draft Statement	<p>Renee Whitlock-Hemsouvanh shared that the Government and Business Work Group is proposing to combine forces with representatives from all other relevant work groups and move forward. Their next meeting, in February, will be with everyone interested. Then documents can be combined.</p> <p>Employer supported child care group, Ananda.</p> <p>There should be another screening for “No Small Thing” in April. Missy suggested having a panel of providers speak at the screening. Another task will be to get proclamations from every city council for the Week of the Young Child. They’ll be asking for volunteers to address the city councils with a small script</p>	<p>Follow-up and update the Council at the February meeting.</p>
8. Next Meeting	<p>The next meeting is scheduled for February 25 at 10:30-12noon.</p>	
9. Adjournment		<p>Adjournment was by unanimous consent at 11:24am.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
March 18, 2019; 10:30am – 12:00noon
La Ventana – SCOE, 5340 Skylane Boulevard, Santa Rosa CA 95403-8246

Minutes Approved at April 15, 2019 Meeting

Members Present: Rebecca Hachmyer, Lorie Siebler, Renee Whitlock-Hemsouvanh
 Members Notified Absent: Missy Danneberg, Terry Ziegler
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Rebecca Hachmyer called the meeting to order at 10:40am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of January 28, 2019 Executive Committee meeting minutes**		The January 28, 2019 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Follow-up from Last Council Meeting	The group discussed how best to address the challenge of people leaving the Council meeting rather than working in their Work Groups. Renee asked about getting Proclamations for the Week of the Young Child. She and some of her staff are willing to address the Board of Supervisors, Santa Rosa City Council, Sebastopol City Council, Windsor City Council. Susy will send some information to her.	We'll schedule the Work Groups in the middle of the next meeting rather than at the end. More communication is needed between Susy and the committees with clear logistical expectations. Perhaps a "call out"

	For the April meeting, we'll check in with Work Groups and print logic models and provide time to update the models. (Have Child Care Plans available.)	on the agenda the month before a Work Group is to present.
6. ELC AB212 Scholarships	The Finance Committee authorized the Executive Committee to approve additional AB212 scholarships.	On motion by Lorie Siebler and second by Renee Whitlock-Hemsouvanh, the Executive Committee unanimously approved funding 9 additional AB212 scholarships in the amount of \$450 total.
7. Sponsoring legislation AB 1001 (Ting) ** AB 324 (Aguiar-Curry) ** SB 234 (Skinner) **	On motion by Lorie Siebler and second by Renee Whitlock- Hemsouvanh, the Executive Committee unanimously approved putting these items on the next Council agenda for opportunities for CCPC to weigh in on supporting the legislation.	Send summaries via email before the meeting and advise that members should read and know what their stand is. There will be limited time for discussion. Susy will make slides with Pros and Cons and who's supporting the bills.
8. End of Year Retreat Planning: - Facilitator training? - Needs Assessment? - Goal setting?	Ideas for the May 3 meeting (9am-2pm) included Bishops Ranch as the location, Gary Hochman as facilitator (check this with the Finance Committee), presentation of the preliminary findings of the Needs Assessment, 2019-20 Budget. Recognize years of service. Give-aways could include old gifts we still have, recycled paper notebooks, nice pens. Renee will donate seed packets.	We'll ask members to create a 1-year plan of work to accomplish through their Work Groups, after they reflect on their 2018-19 accomplishments.
8. Next Meeting	The next meeting is scheduled for Monday, April 15 -- 10:30-12noon.	An Executive Committee retreat was tentatively set for Monday, July 15, 9-1 or 2, depending on agenda and availability of venue.
9. Adjournment		Adjournment was by unanimous consent at 11:52am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
April 15, 2019; 10:30am – 12:00noon
La Ventana – SCOE, 5340 Skylane Boulevard, Santa Rosa CA 95403-8246

Minutes Approved at May 20, 2019 Meeting

Members Present: Missy Danneberg, Rebecca Hachmyer, Lorie Siebler, Renee Whitlock-Hemsouvanh, Terry Ziegler
Members Notified Absent: None
Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 10:32am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of March 18, 2019 Executive Committee meeting minutes**		The March 18, 2019 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Follow-up from Last Council Meeting	Feedback included that people liked having the Committee/Work Group time, appreciation that information about legislative bills was sent out in advance; good stimulation of discussion. There was concern that the discussion over AB 1001 went so long. Lorie said that in reflection of that opinion, she should have asked the group how they wanted to proceed before just making the decision to continue discussion.	Executive Committee report at the Council meeting will reflect Lorie's thinking and indicated that we take the feedback seriously.

6. CTKS Budget Revision	The CTKS Grant ended in March. Money that was not spent in the salary category was moved to stipends, where we were able to fully fund two more stipends and one partial one.	On motion by Missy and second by Lorie, the vote was unanimous to approve the CTKS budget revisions.
7. 2018-2019 Budget Revisions Proposal	Susy reported that the Finance Committee recommended that the Executive Committee make final revisions to the 2018-2019 budget.	
8. 2019-2020 Budget Proposal	Missy reported that the salary negotiations are not finalized (3.5% raise) so the 2019-2020 Budget Proposal is not final.	On motion by Lorie and second by Renee, the motion to accept the 2019-2020 budget proposal carried unanimously.
9. Quality Counts Consortium: fiscal and program management	Susy explained that First 5 is restructuring and will become its own public agency. The five staff members have elected to leave First 5 and stay with the County of Sonoma. That means that five totally new staff will be hired by Angie Dillon-Shore. Quality Counts wants combine the leaders of CCPC and 4Cs to head the Consortium. July 1, SCOE would apply for money. Susy's proposing that we hire a full-time or part-time person to handle this for one year, dependent on this particular grant and continued funding.	Renee suggested that all of this be talked about at the end of the year retreat. On motion by Renee and second by Missy the Executive Committee voted unanimously to take this item to the full Council. Susy will prepare a one-page explanation of what this restructuring means for CCPC, including the difference between hiring a consultant vs a part-time person.
10. Officer Elections	Renee will remain as Chair-Elect; Lorie is willing to stay on for another term. Rebecca has applied to be a School Board in Petaluma, which may affect her availability in the near future.	Re-elect Lorie as Co-Chair Talk about recruiting new members for Council.
11. May End-of-the-Year Retreat Planning	The Committee discussed how to structure the End-of-the Year Retreat at Bishop's Ranch in Healdsburg on May 3, 2019. Gary Hochman is not available as a facilitator, but Renee Whitlock- Hemsouvanh is willing to facilitate. Ideas for structuring the day included: a Jeopardy game focused on the plan, a design-thinking exercise, report accomplishments then goal setting and report outs	

	<p>including next steps, have a working lunch labeling tables for Work Groups and inviting members to create a new work group or to join a different Work Group.</p> <p>Terry suggested that members should consider what the difference has been having Work Groups instead of Committees.</p> <p>Regarding the Needs Assessment: Lorie and Susy have a 1:00pm conference call. It is expected that the draft data tables will be approved at the May 3rd meeting.</p> <p>Zip Code Priorities were discussed considering these options: a) have staff help Susy, b) pay a consultant, c) keep the existing priorities for this reporting period.</p>	<p>On motion by Lorie and second by Renee, the Executive Committee voted unanimously to keep the existing priorities and start early next year to address the Zip Code Priorities for 2020.</p>
12. Next Meeting	Monday, May 20, 2019, 10:30am – 12noon	Discuss a different day and/or time for the 2019-2020 Executive Committee meetings.
13. Adjournment		Adjournment was by unanimous consent at 12:04pm. June retreat date?



Child Care Planning Council of Sonoma County
Executive Committee Meeting
May 20, 2019; 10:30am – 12:00noon
La Ventana – SCOE, 5340 Skylane Boulevard, Santa Rosa CA 95403-8246

Minutes Approved at June 6, 2019 Meeting

Members Present: Missy Danneberg, Rebecca Hachmyer, Renee Whitlock-Hemsouvanh
 Members Notified Absent: Lorie Siebler, Terry Ziegler
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Rebecca Hachmyer called the meeting to order at 10:36am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of April 15, 2019 Executive Committee meeting minutes**		The April 15, 2019 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Follow-up from Last Council Meeting/End-of-the-Year Retreat	Susy reported that staff sent out a survey and received only 12 responses. This is what we use for planning, so we need responses from Council members. Discussion followed with these points being considered: <ul style="list-style-type: none"> • Is there some way that we can ensure that committees/Work Groups are meeting monthly? Some committees aren't meeting independently. 	On Friday, Susy will send another request to complete the survey. Then will bring the full report to the Executive Committee at its June 6 retreat.

	<p>Every group could get more done. Create expectation of monthly meetings of work groups.</p> <ul style="list-style-type: none"> • Lighting in the meeting room at The Bishop's Ranch was challenging. Maybe look at another location or plan for tech issues. 	
6. CCPC Coordinator Evaluation	<p>Susy reminded that every year a survey has to go out regarding the CCPC coordinator's job evaluation. She has emailed Rebecca and Lorie, asking that they disseminate a survey working with Jennie Snyder. Maybe they can update the survey that Lorie and Jason created last year. Last time, Lorie asked for a list of Council members and anyone who attended meetings.</p>	Rebecca will connect with Lorie.
7. a. Approve 2018-19 Budget Revisions b. Set an Executive Committee meeting for final budget revisions	<p>a. Missy explained that the Finance Committee looked at a number of clean-up of issues, especially with regard to salaries. Extra funds were put into stipends and projects like the Needs Assessment and updating technology.</p> <p>b. There will still be things that come up before the end of the fiscal year, so Executive Committee and Treasurer need to meet to finalize the 2018-19 budget. It was suggested to have a joint Finance Committee/Executive Committee meeting.</p>	<p>a. On motion by Renee and second by Missy, the vote was unanimous to approve the 2018-19 budget revisions.</p> <p>b. Susy will send a survey to Executive Committee members asking if they can attend a joint meeting with the Finance Committee on June 21 to that the final budget revisions can be approved.</p>
8. Executive Committee June Retreat	<p>Susy proposed items for the Thursday, June 6th 1-4pm items</p> <ul style="list-style-type: none"> • Approval of Agenda • Approval of Minutes • Review 2018-2019 CCPC member survey results • Discuss Hot Topic/Work Group presentation schedule for 2019-2020 • Executive Committee Work Group Template/Goal setting for 2019-2020 • Discuss Executive Committee 2019-2020 meeting schedule • Approve final Needs Assessment 	

	<ul style="list-style-type: none"> • Staffing update • Long-term look at finance • Talk about setting up a committee to start talking about the next strategic plan: need an informational living document; Needs Assessment informs; need to evaluate the plan; how do we assess what the issues are in the community; more targeted goals that we can take on in a more active way; what is our role in the community as the planning council?; redefine our role... stakeholders meeting/community meeting?; start smaller; bring people in from the community to talk about issues and spark a discussion about what we can do to help <p>Discussion included:</p> <ul style="list-style-type: none"> • Work Group hot topics were relevant and kept people on task 	
9. 2019-2020 Meeting Schedule	Move to June 6 meeting agenda	
10. Next meeting: Executive Committee Retreat	Thursday, June 6, 2019 – 1-4pm Location TBD	Renee will research locations in Sebastopol
11. Adjournment		Adjournment was by unanimous consent at 11:32am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
June 6, 2019; 1:00-4:00pm
Handline Coastal California, 935 Gravenstein Avenue, Sebastopol CA 95472

DRAFT - Minutes

Members Present: Missy Danneberg, Rebecca Hachmyer, Renee Whitlock-Hemsouvanh Lorie Siebler, Terry Ziegler
 Members Notified Absent: None
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
Lunch		
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 1:58pm.
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of May 20, 2019 Executive Committee meeting minutes**		The May 20, 2019 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Review 2018-2019 CCPC member survey results	Susy reviewed the results of the survey, including suggestions for Hot Topics. We need more information about the Membership needs. Developing a simple questionnaire when someone comes on board to find out more about their interests and needs was suggested. It was suggested to reformat the eNews each week to keep the look fresh. It was also suggested to move local news	Include more background for subjects in the business meetings. Have the membership binder on the resource table. Membership Committee will meet and go forward. Resource box becomes a file box. How to get the resources to the people who

	<p>to the top of the newsletter. Renee: work groups don't meet outside of Council time. Next Council meeting: Sept 6</p>	<p>need them or who can distribute. Open survey to guests as well. We pay attention and strategize, so need to get opinions and feedback.</p>
<p>6. Discuss Hot Topic/work Group presentation schedule for 2019-2020</p>	<p>Continue Work Groups creating Hot Topics which tie into their goals and allow additional time at meeting...</p>	<p>Create a template ... making them accountable. Add to template. Item on agenda reminding Time for Membership committee to survey council in September: recruit, history of the Council, what our mandate is, reaction to legislation; AB 1001; role of Council? Mission, vision, values</p>
<p>7. Executive Committee goal setting/Work Group Template for 2019-2020</p>	<p>Looked at Logic model ... invited group to brainstorm what goals we though we accomplished. Missy suggested going forward and waiting to see what bill gets passed. Main goal is to preplan for next Strategic Plan Rebecca: how to make current document more user friendly. Renee: evaluate what we've accomplished by looking at plan. Developing a process to make this a living document Modify activities; Renee: how to create a new plan without evaluate Susy: give community meeting to update what we've done so far Lorie: this isn't a strategic plan Goals and Actions Renee: who did what and how? Need to capture ... evaluation Who's responsible for the actions Missy: figure out a way to make the document Others need to buy in (Lorie) Renee: action plan ... Rebecca: make connections to make actions happen, Ask Work Groups ... and create a</p>	<p>Susy will send a Google doc of 2016-21 so Executive Committee can modify Come up with new Logic Model.</p>

	report of how the results were accomplished. Susy: identify	
8. Staffing update	Program assistant 3 month evaluation; 6 month evaluation will be in July.	Rene suggested adding a required percentage of travel to the program assistant job description.
9. Long-term Look at Finances	Susy shared the grant ending dates for three First 5 Contracts. Susy updated the committee on the restructuring of First 5 and new hire information There are two Quality Counts Assessment grants ending in 2020 that will likely be renewed.	
10. Pre-planning for the next Strategic Plan	See above Start at next meeting or in the fall ... put on July agenda There is a lot of facilities, development, and planning in community. Must be considered before we begin a plan EC synthesize data	
11. Approve final Needs Assessment	Susy reviewed the Needs Assessment draft report and identified the following revisions: Table 1: no change, change title Table 2, 3,; no changes need Table 4 serving more children, Table 5: typo; data provided cannot be broken down to these age groups ... headers must be changed so they correspond Table 6: change headers Infant: defined as 2-5 5-under 13 Table 7 Table 8, 9 Table 11: Demand for Part Day should be 3-4 years old 12: Infant "spaces" and 15 13: Part-time rates? Lorie will send to Michelle	Lorie left meeting at 3:45pm The committee is not satisfied with the consultants work. On motion by Missy and second by Terry the NA draft report was approved with recommended edits Terry, Rebecca suggested sending a letter to the consultant addressing the challenges which made this project difficult. Renee will draft a letter.

	14: remove # of spaces.” from header: income- eligible children enrolled in programs , remove date from first line of table 15.	
12. Adjournment		Adjournment was by unanimous consent at 3:48pm.



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Finance & Executive Committee

Friday, June 21, 2019 @ 9:30 – 10:30am

Mariposa Conference Room, SCOE, 5340 Skylane Boulevard, Santa Rosa

DRAFT Meeting Minutes

Finance Committee Members Present – Carrie Anabo, Missy Danneberg (chair)

Finance Committee Member Notified Absent – Margie Vondrak

Finance Committee Advisor Present – Melanie Dodson

Executive Committee Members Present – Missy Danneberg, Lorie Siebler (Co-Chair), Terry Ziegler

Executive Committee Members Notified Absent – Rebecca Hachmyer (Co-Chair), Renee Whitlock
Hemsouvanh

Staff Present – Susy Marrón, Patty Bernstein

1. Call to order. Chair Lorie Siebler called the meeting to order at 9:35am.
2. Approval/Changes to agenda. The agenda was approved as submitted by unanimous consent.
3. No public comment on non-agendized items.
4. On motion by Carrie Anabo and second by Missy Danneberg, the minutes of 5/14/2019 were approved by the Finance Committee unanimously. Executive Committee members Terry Ziegler and Lorie Siebler abstained as they did not participate in the May 14 Finance Committee meeting.
5. 2018-2019 Budget Revisions. Susy presented a spreadsheet with proposed revisions and explained the reasoning behind the way she moved funds from one account to another. Possibly from Print Shop and Office supplies to Committees/Projects. Susy reported that CCPC does not need any additional office supplies or printing this fiscal year. Susy proposed that that money be reallocated to Committees and Projects for the Early Learners Conference. The Council had already approved giving any additional funds to the Early Learners Conference at the start of the fiscal year. CSPP QRIS Year 9 Contract will end 9/30/2019. The First 5 Local Contract and First 5 IMPACT Contract will end 6/30/2020. The CARES contract will end 6/30/2021; whatever stipends are left this year will be carried over for 2019/2020. CTKS, CSPP, QRIS/Year 8 contracts were fully spent. On motion by Missy Danneberg and second by Carrie Anabo the budget revisions were approved, with Lorie Siebler abstaining in the reallocation of funds to the Early Learners Conference. Susy will decrease the printing budget for 2019-20.
6. The next Executive Committee meeting was set for Monday, July 15, 10:30-12noon. At that time we'll revisit when to hold Executive Committee meetings in the future. The next Finance Committee meeting was set for Monday, August 5, 12noon-1pm
7. The meeting was adjourned at 10:10am by unanimous consent.

