



Child Care Planning Council of Sonoma County
Executive Committee Meeting
August 15, 2016; 9:00 – 10:30am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403



Meeting Notes

Members Present: Kathy Kelley, John Paul, Jason Riggs
 Members Notified Absent: Debbie Blanton, Margie Vondrak
 Staff Present: Susy Marrón, Patty Bernstein
 Guests: Missy Danneberg

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Jason Riggs called the meeting to order at 9:06am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of June 30, 2016 Executive Committee meeting minutes**		The June 30, 2016 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Hiring update/workspace	<p>Susy reported that Kaye Moore has been hired for the Program Assistant position, working Monday-Friday, 8:00am – 2:30pm beginning on August 22. She'll also do some training with Marjorie Lear.</p> <p>Susy reported that a small remodel to accommodate a third workspace and computer is estimated to cost about \$200.</p>	Kathy suggested that Executive Committee approve the expenditure if the work is less than \$500. Approved by unanimous consent.
6. Child Care Plan Development	Susy reviewed the presentation to the Sonoma County Board of Supervisors scheduled for September 13 and highlighted the revised "slide" for the existing facilities and demand.	Final version of plan and presentation will be sent to the Board of Supervisors. Melanie, Jason, and Susy will present.

<p>7. CCPC Survey/2016-17 Hot Topic Planning</p>	<p>Susy presented an overview of the survey results and the Executive Committee discussed. Hot Topic planning:</p> <ul style="list-style-type: none"> • September will be the Children’s Initiative (and presenting action plans) • October will highlight revisiting TK (Brulene) • November: SAY and CPI Youth Resources (Heather Sweet at SAY, Grace Harris at CPI), • December, January, or February: Work Force <p>The group reviewed the last Council meeting’s feedback sheets and noted the suggestion of Special Education as a Hot Topic. This could be featured both as an overview and as special needs affect inclusion (December/January?) The Brown Act was also suggested as a possible Hot Topic.</p>	<p>Membership Committee should follow up with new members. We need to clarify acronyms; maybe laminate copies of acronyms and have them available at meetings. Susy will contact Cynthia Murray and/or Kellie Noe for September’s meeting and will follow up with Susan Langer (and possibly Debbie Blanton) regarding Special Education as a Hot Topic. The Executive Committee co-chairs will schedule a meeting with Angie Dillon-Shore regarding an overview of the Council.</p>
<p>8. Executive Committee Action Plan</p>	<p>Susy shared the Executive Committee Action Plan sheet that Missy created. Discussion included how to get our target audience to attend (who <i>is</i> our target audience), offer 5 area specific Town Hall meetings (when, where, time of day), how to target employers (perhaps through a presentation at a Rotary meeting, etc.), using a Parent Café format, mechanism by which to share the plan and get feedback, outreach service 0-12, getting resources into the hands of the people who need them, reach out to local agencies to collaborate, perhaps hold a “Child Care Fair,” ask ‘what are your concerns around’</p>	<p>Susy will email Lorie Siebler and Sandra Lemus to discuss how they set up Parent Cafes, perhaps ask if they could come to the next Executive Committee meeting to discuss structure, set up, and preparation. The Action Plan will be presented to the Council in September. Exec Cte members will flesh out, add names and dates, and timelines to the sheet via email. Add 30 minutes to the next meeting to discuss this.</p>
<p>9. Finance</p>	<p>The “final” 2016-17 budget will not be firm until after the September pay period.</p>	<p>Present to Council in October.</p>

10. Assessor pay rate	Susy presented that \$170,000 is set for our assessors. Class assessment \$375. Susy suggested that we move from an hourly rate to a flat rate per job. The group agreed.	Susy will follow up with Solano, Napa, and Bay Area to get updated rates, then will take this item to the Finance Committee in preparation for next Executive Committee meeting.
11. Next Executive Committee Meeting	Executive Committee meetings are scheduled for the 3 rd Monday of each month from 9:00-10:30am, unless otherwise noted.	Next Executive Committee meeting will be held on the 3 rd Monday of the month at 9:00-11:00am September 19.
12. Adjourn**		The meeting was adjourned at 10:36am by unanimous consent.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
October 17, 2016; 9:00 – 11:00am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403



Minutes Approved on November 21, 2016

Members Present: Kathy Kelley, John Paul, Jason Riggs
 Members Notified Absent: Debbie Blanton, Margie Vondrak
 Staff Present: Susy Marrón, Kaye Moore

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Kathy Kelly called the meeting to order at 9:08am
2. Approval of Agenda**	Added scheduling next Executive Committee meeting and debrief regarding the Children's Initiative meeting.	Agenda amended and approved by unanimous consent.
3. Minutes: Approval of August 15, 2016 Executive Committee meeting minutes**		The August 15, 2016 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Workspace Update	Susy reported that ESS is paying for Patty's workspace. The workspace will be installed on October 25, 2016.	Approved by unanimous consent.
6. Follow-up from last council meeting	Susy reported on the monthly meeting feedback. Feedback included not wanting two speakers, creating questions for hot topic speakers, having the co-chairs keep the meeting moving, low member attendance and new hot topic ideas.	Hot Topic suggestions included Licensing regulations, Quality Counts, and Triple P.
7. Membership	Rebecca Hachmyer had thought that she needed to resign and leave the Public Policy Committee. Instead, she may take a Leave of Absence, while being encouraged to attend as many Council meetings as possible. Perhaps	Membership Committee should follow up with new members. Susy will follow-up with Rebecca about letting go of Public Policy

Agenda Item	Discussion	Action/Follow-up
	Rebecca could help to recruit new members instead of heading Public Policy.	Committee and helping with recruiting new members. Revisit bylaws to create protocol for leaves of absence.
8. Planning next EC Meeting	The next meeting was scheduled for 11/21/16.	
9. Debriefing on Children's Initiative Meeting	Three options presented. No discussion was made on what option would be best. A. First 5 and DHS supported, and aligned with Board of Supervisor priorities. Would include a community-led Steering Committee. Support for ages 0-8. B. Broader focus, steering committee, a group to gather signatures, and independent of First 5 or DHS. C. Disband efforts toward a 2018 ballot measure for Children's Services.	Send notes from Sheri Lang to CCPC members before next meeting to open discussion about Children's Initiative Meeting.
10. Child Care Plan Presentation	The Child Care Plan Presentation will be on November 15, 2016. 20 minute presentation including public comment. Melanie and Susy will present to the Board of Supervisors.	Kathy Kelly would like to join Susy and Melanie for the Board of Supervisors Meeting on November 15, 2016. Kathy would like to share in the presentation.
11. Town Hall Planning	We are planning to hold 5 regional meetings, one each in the following districts: Guerneville, North County, Sonoma Valley, Santa Rosa, and Petaluma. Plans include developing a presentation panel with question and answers in the hopes of engaging families, child care providers, and business in the discussion. The Town Halls will occur between February and April.	CCPC will outreach to identified organizations and business partners regarding venue options. Susy to email Cathy to identify good business partners in each area and specifically Sonoma. Susy to ask Melanie, Lara, Lori at 4C's if they want to be a part of the planning and to help identify business partnerships.
12. Adjourn**		The meeting was adjourned at 10:59am by unanimous consent.

Agenda Item	Discussion	Action/Follow-up
6. May Meeting Planning —	<ul style="list-style-type: none"> • Last meeting of fiscal year • Group decided on a pot luck from Executive Committee • Discussed getting meeting catered but decided to have a pot luck instead • Decided to use money as possible donation of \$500 to each – Evening of Honor and Early Learners Conference • Discussed using funds for additional promotional items • Discussed looking into committees to see who will continue and who will not. 	
7. CTKS Stipend Program	Discussed raising cap to \$10,000	Susy will take cap increase to council. Motion to move increase in cap to \$10,000. Motion made by Debbie Blanton, Kathy Kelly second motion. Approved by unanimous consent.
8. County Child Care Subsidy Pilot	<ul style="list-style-type: none"> • Plan to cost 25,000-30,000 • Ask Jennie Synder for \$ • Ask Dr. Herrington for \$ • Ask Community Foundation for \$ • Ask United Way for \$.
9. Community Meeting May Meeting	<ul style="list-style-type: none"> • 61 RSVP's • Facilitators will meet at 7:45 am at SCOE on April 26, 2017 • B.J. will make PowerPoint instruction for the day • Discussion on Dana Pederson topics • Committees (membership, finance, wage and comp., public policy) will report on accomplishment • B.J will update council on community meeting 	Kaye will add plan to bags. Susy will follow-up with facilitators and ask for confirmation. Susy will email action plans and goals to each committee and B.J.

Agenda Item	Discussion	Action/Follow-up
	<ul style="list-style-type: none"> • Drive committee/creation of new committees as response to need • B.J. will create PowerPoint of major outcomes • What should inform our annual goals • Voting interest to form ad hoc committees if needed • Each person will be given 1/3 number of voting options when voting on priorities • 9:30 – Noon for discussion, shorten business • Reflect on community meeting- identify goals/outcomes, create committees to figure what is missing 	<p>Notes from community meeting will to B.J on April 27, 2017</p> <p>Susy will ask for goals from 4C's and First 5 – what goals from plan have they been working on?</p>
10. Adjourn		The meeting was adjourned by unanimous consent at 10:35am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
November 21, 2016; 9:00 – 10:30am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403

Minutes Approved on December 19, 2016

Members Present: Debbie Blanton, Missy Danneberg, Kathy Kelley, John Paul, Jason Riggs
 Members Notified Absent: Margie Vondrak
 Guest Present: Lorie Siebler
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Jason Riggs called the meeting to order at 9:07am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of October 17, 2016 Executive Committee meeting minutes**		The October 17, 2016 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 reported on the monthly meeting feedback. Participants praised the meeting keeping to the time-line, hearing comments from the field, having the QIRS overview and discussion. Suggested Hot Topics for future meetings included AVANCE Pasitos, the child development permit, and follow-up on the problem in hiring ECE teachers.	The group felt that addressing the child development permit issue should be delayed until April or make it a 2017-18 issue.

Agenda Item	Discussion	Action/Follow-up
6. Hot Topic Planning – January, March, and April	<p>The suggested line up is –</p> <p>January: United Way’s <i>School Readiness Backpack Project</i> and <i>4Cs Strengthening Families</i></p> <p>March: <i>Workforce Committee</i> report by Alice Hampton</p> <p>April: <i>Triple P</i> (Positive Parenting Program) possible presenters include Carla Denner (First5 Sonoma County) and David Anglada-Figueroa (JFCS Parents Place). John Paul suggested having a panel discussion</p>	<p>Susy will contact Andrew Leonard from United Way and Sandra Lemus from 4Cs.</p> <p>Susy will send an email reminder that there are no Council meetings in December, June, and July</p>
7. Mid-year retreat planning	<p>The group decided to have Special Education and inclusion of special needs children as the topic of the February 2017 retreat.</p> <p>Discussion points:</p> <p>How to do inclusion right?</p> <p>Keynote?</p> <p>Invite someone from the state?</p> <p>Supporting Early Education Develops Success (SEEDS)?</p> <p>Panel? Susan (Petaluma) Jan Davis (training)</p> <p>Local level ... get feedback</p> <p>Inform community?</p> <p>What’s being done? SELPA, Regional Center</p> <p>What are the services? Quick overview.</p> <p>What are strengths and successes in our community?.SEEDS report. Afterschool (Becky Hachmyer)</p> <p>Start with infants,, go through ages and (Headstart, Lattice LEAPS)</p> <p>Include teachers Pat Boblitt ELI</p> <p>Melanie Dodson</p> <p>Melinda Susan</p> <p>Susan Langer</p> <p>Terry Ziegler,</p> <p>What’s working? What are the barriers?</p>	<p>Send out Save the Date for February 3, 8:30am-1:30pm (lunch included), at RESIG</p> <p>Should we show a video regarding inclusion?</p>
8. Town Hall planning	<p>Susy reported that Herman G Hernandez, current County Board of Education member representing the Guerneville area, has been contacted but has not yet responded.</p>	<p>Missy will contact another political consultant to see who they use .</p>

Agenda Item	Discussion	Action/Follow-up
	<p>Susy: potential collaborators in each region Partner with Supervisors? Partner with Children's Initiative?</p> <p>We are planning to hold 5 regional meetings, one each in the following districts: Guerneville, North County, Sonoma Valley, Santa Rosa, and Petaluma. Plans include developing a presentation panel with question and answers in the hopes of engaging families, child care providers, and business in the discussion. The Town Halls will occur between February and April.</p> <p>Lorie questioned the time frame, as this project is awfully ambitious. She suggested that the Town Hall project could be a year-long process. She suggested starting with Santa Rosa in April and see how it goes. Why would anyone want to come? Marketing is important. Why is it relevant? The group must spend time thinking about that. What are the issues? Work toward solutions</p> <p>Start small</p> <p>Partner with the Children's Initiative? Some of the Plan goals would be addressed by the Initiative.</p> <p>Suggest kicking off the Town Hall in conjunction with the Week of the Young Child , April 24-28.</p> <p>Start with River to Coast, align with Week of the Young Child (April 24-28)</p> <p>Sell to businesses: if you want employees, help implement the plan</p>	<p>Start with River to Coast (or Santa Rosa?) Ask about dates, venue, best time</p> <p>Send an email or telephone a supervisor and ask how they'd like to be involved.</p> <p>Soledad could have ideas: River Coast, staff person from Lynda Hopkins, Board member of River Coast</p> <p>Use CCPC plan presentation and panelists reflecting each community Santa Rosa: 4CS, Business member (Tortilla Factory)</p> <p>Tortilla Factory or Redwood Credit Union could help organize: how child care impacts their businesses Leah First5 ... use Redwood Credit Union space?</p> <p>Lorie: someone from Amy's Kitchen?</p> <p>Susan Langer: Could we use El Verano (full service community school)? Kathy will contact folks in Sonoma Valley Cathy Vaughn and Susan Langer</p>

Agenda Item	Discussion	Action/Follow-up
		<p>Petaluma? Lagunitas? Petaluma People Services?</p> <p>North County: Boys & Girls Club? Healdsburg: City of Healdsburg recreation department afterschool programs? Cloverdale?</p>
9. Zip Code priorities	<p>Last year we decided to use the ones we have in place. Now what? A committee will review after CCPC puts the priorities together. Susy has links to videos.</p> <p>Nermala was putting ZIP code together last year ... sent emails last year.</p> <p>The process involves getting data form SELPA (contact Andrea), HeadStart, etc.</p> <p>The report is due to CDE in May.</p>	<p>Check with other smaller Planning Councils to see what they're doing ...</p> <p>Present a draft to the Council in April. At its May meeting, the Council will have a hearing and vote on submission.</p>
10. Planning next EC Meeting	<p>Next meeting was set for Monday, December 19, 9-10:30am. Focus of the meeting will be the February Retreat and progress on the Town Hall</p>	<p>Agenda items should include reappointing members whose terms expire December 31, 2016. (State Department membership report requirement could go on consent calendar)</p> <p>Susy will send an email regarding January CCPC meeting.</p>
11. Adjourn**		<p>The meeting was adjourned at 10:40am by unanimous consent.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
December 19, 2016; 9:00 – 11:00am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403

Minutes Approved on January 23, 2017

Members Present: Debbie Blanton, Missy Danneberg, John Paul, Jason Riggs
 Members Notified Absent: Kathy Kelley, Margie Vondrak
 Guests Present: BJ Bischoff, Lara Magnusdottir
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**	Introductions were made	Co-Chair Jason Riggs called the meeting to order at 9:08am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of November 21, 2016 Executive Committee meeting minutes**		The November 21, 2016 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Individualized County Subsidy Plan for Sonoma County	Lara Magnusdottir gave some background on the Individualized County Subsidy Plan that will allow funds that were previously returned to the state to stay in the county. San Mateo was first county to get legislation approved. Programs are sending funds back because they can't find families with incomes low enough to qualify for the subsidies. Counties need to introduce bills in both	On motion by Debbie Blanton and second by John Paul, the Executive Committee approved the draft for subsidy legislation to present to the Council at January meeting. Lara will do the presentation.

Agenda Item	Discussion	Action/Follow-up
	houses to make it happen. Process: CCPC will take the lead and put thru legislature. Need to get as many contractors together to “buy in” to this.	
6. Town Hall Planning -- Consultant	<p>BJ Bischoff, Bischoff Performance Improvement Consulting, guided discussion to ascertain what the Council is trying to achieve from holding multiple Town Hall meetings and what those meetings might look like. After much discussion the group realized that there will not be any community change unless some entity/ties take ownership to make implementation of the plan a reality.</p> <p>Suggested successful model of a community meeting with folks similar to last November’s meeting. Add Chamber of Commerce folks, Economic Development Board.</p> <ul style="list-style-type: none"> • Meeting held on Tuesday, Wednesday, or Thursday of the Week of the Young Child. 11:30am – 4:30pm (not a regular council meeting date and time) • Locations considered: Sebastopol’s Reilly, Santa Rosa Builders Exchange, Redwood Credit Union, space on Challenger Way. • Keynote speaker/inspirational speaker at 11:30am, lunch after opening statements, • Craft agenda to intentionally get people to mingle; have flip chart paper, strategies to engage with other initiatives and end the isolation of the CCPC. • Is there a structure in place? Should parents come to this meeting? Could a video could be an outcome? Or introduce a video (English and Spanish) with interviews of parents, teachers, and businesses expressing their concerns and challenges. 	BJ will send a bid for her services to Susy. She will develop an agenda aimed to get participants in groups to claim action items and get agencies to commit. We’ll be sure get contact information from all participants.
7. AB212 ELC Scholarships	Suggested a simplified summary, extending the deadline for application to February 10, and noting the scholarships are limited to the first 120 applicants.	CCPC will pay the scholarships.

Agenda Item	Discussion	Action/Follow-up
8. Evening of Honor Funding request	The Finance Committee recommended the Executive Committee approve a \$500 donation to the Evening Of Honor.	On motion by Debbie and second by John, the Committee unanimously approved the amount and will place the item on the Council's agenda in January.
9. Retreat Planning	Susy reported that the Finance Committee recommended Ulia's Salad Box Lunch choice for the February retreat. recommendation	The Executive Committee approved the choice.
10. LPC Membership Certification	Revision is necessary.	Tabled this item
11. Planning next EC Meeting		The next Executive Committee meeting will be held on January 23, 2017.
12. Adjourn		The meeting was adjourned by unanimous consent at 10:41am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
January 23, 2017; 9:00 – 10:30am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403

Minutes Approved on March 20, 2017

Members Present: Missy Danneberg, Kathy Kelley, John Paul, Jason Riggs
 Members Notified Absent: Debbie Blanton
 Guests Present: None
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Kathy Kelley called the meeting to order at 9:03am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of December 19, 2016 Executive Committee meeting minutes**		The December 19, 2016 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		To public comment was heard.
5. Follow-up from last Council meeting	Susy shared that there was good feedback on the hot topics (United Way Back-Pack Project, AVANCE, and Pasitos). Executive Committee members agreed that the presentations were really informative and valuable. Back-pack more personal connection	Follow Communicate with Membership Committee Reach out / check in with members regarding responsibilities: time commitment, attendance, maintaining a quorum for the entire meeting

Agenda Item	Discussion	Action/Follow-up
6. Hot Topic Planning — March and April meetings	<p>March ~ Parent Café and Strengthening Families: Sandra Lemos, 4Cs April ~ Wage & Compensation: Alice Hampton to present her committee’s progress, challenges, areas of focus</p> <p>Kathy suggested contacting Marcy Whitebook from the Center for Study of Child Care Employment regarding the April meeting</p> <p style="text-align: center;">2521 Channing Way #5555 Berkeley, CA 94720-5555 Telephone: (510) 643-8293 cscceinfo@berkeley.edu</p> <p>Susy reported that the EESD group would like to learn more about the Child Care County Subsidy. The group suggested that EESD schedule a presentation (perhaps by Alameda County), then invite Council members to that meeting.</p>	Susy will contact both Sandra and Alice regarding the March and April meetings
7. Review Consultant proposal	The Executive Committee reviewed BJ Bischoff’s proposal. The total was over \$5,000 so the group suggested that Susy request that the proposal be revised to 30 hours, which would bring down the total cost.	Susy will request that BJ revise her proposal to 30 hours.
8. ZIP Code Priorities	<p>Susy reported on the challenges and frustration of trying to collect <i>new</i> data from sites that have only <i>old</i> data.</p> <p>Susy has been in contact with other county coordinators who shared that they have submitted the same data for consecutive years.</p> <p>Discussion included the question: What does the state do with this report from each county? Any new funding would be given to facilities in Priority 1 ZIP codes.</p>	<p>For 2016-17, the Council will submit ZIP Code Priorities based on the data available (essentially duplicating last year’s submission).</p> <p>Staff will begin the task of developing a Local Slot Survey for the purpose of completing and updating data for next year’s ZIP Code Priority report.</p>

Agenda Item	Discussion	Action/Follow-up
9. Children's Museum Early Education Fair	Susy reported that the event will be held on February 11, 10am-2pm, and will cost \$40/table to participate. Rebecca Hachmyer has volunteered to attend as CCPC's vendor. Kathy Kelley will also be in attendance for ELI and hopes to be able to help Rebecca at the CCPC table. Do we have "giveaways"?	Susy will make sure that pens and other small "logo" gifts will be ready for the February 11 event.
10. ELC Sponsorship	The Council has been an Early Learners Conference sponsor in the past. To what extent do we want to sponsor this year? This item will go to the Finance Committee for its January 25 th meeting? Past support levels have been \$300, \$500, and \$1,000. Susy reported that Dr. Steven Herrington's office is supporting the event at the \$1,000 level.	The Executive Committee agreed to support whatever the Finance Committee recommends as our level of financial support for the event and will present to whole Council at its business meeting on February 3.
11. Individualized Child Care Subsidy	Susy shared that she and Lara Magnusdottir, Angie Dillon-Shore, and Melanie Dodson met with Assemblyman Jim Wood and someone on Assemblyman Marc Levine's staff to present this petition. Mr. Wood was supportive but felt that he was over-committed and would not be able to author the bill. He suggested collaboration of counties. Susy felt that it was important for her to represent the Child Care Planning Council in this first presentation, but does not believe that it's necessary for her to attend every one.	Lara Magnusdottir is taking lead on this, looking for someone to author the bill ~ perhaps Mike McGuire.
12. CA Legislative Women's Caucus	The California Legislative Women's Caucus as a vehicle of the Joint Early Childhood Education Coalition is responding to the Proposed 2017-18 Budget in an effort to show endorse continued priority of funding child care. This is a legitimate group and a worthy place to take a stand. The group discussed this "sign-on" and learned that Sonoma was the only county whose Child Care Planning Council had not signed on to last year's endorsement.	The Executive Committee will recommend that the full Council approve the Child Care Planning Council's signing on to support the California Legislative Women's Caucus's Continued Priority of Funding Child Care.

Agenda Item	Discussion	Action/Follow-up
13. February retreat planning	<p>Co-chairs Jason Riggs and Kathy Kelley met with Susy this week. One item of discussion/planning was the Council Retreat planned for February 3 at RESIG.</p> <p>SELPA Director Adam Stein agreed to give a 15-minute keynote, with a global perspective of special education inclusion issues</p> <p>Four panelists with different perspectives (birth to 5-year-olds) will present issues, challenges, needs, and processes.</p> <p>Small break-out groups will have conversation-starter questions to guide their discussion</p> <p>Challenges around inclusion: mobility and behavioral issues</p>	<p>Business meeting at 9am Keynote: Adam Stein (10am) Panelists: 10:15am</p> <ul style="list-style-type: none"> • Christine Noll, North Bay Regional Center • Susan Langer, Sonoma Valley special education preschool • Amy McIntyre, Director 4Cs Center Program • Melanie Dodson, Executive Director, 4Cs • Kathryn Davy, West County Special Education Consortium • Deysy Rojas-Cendejas <p>Small groups: general questions to guide</p> <ul style="list-style-type: none"> • What are some challenges • What are some of the needs • Steps they make take when they get a referral or inquiry about a child with special needs • Enhanced referrals <p>Susy will send suggested questions to EC</p>
14. Adjourn	Reminder that the next Executive Committee meeting will be held on February 27, 2017 from 9:00-10:30am	The meeting was adjourned by unanimous consent at 10:23am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
March 20, 2017; 9:00 – 10:30am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403

Minutes Approved on April 17, 2017

Members Present: Missy Danneberg, Kathy Kelley, John Paul, Jason Riggs
 Members Notified Absent: Debbie Blanton
 Guests Present: None
 Staff Present: Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Jason Riggs called the meeting to order at 9:04am
2. Approval of Agenda**		
3. Minutes: Approval of January 23, 2017 Executive Committee meeting minutes**		The January 23, 2017 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agenda Items		No public comment was heard.
5. Follow-up from last Council meeting	Susy shared feed-back from the last Council meeting, including suggestions that <ul style="list-style-type: none"> • each of the 40 school districts be represented at the Community Meeting in April • “Men in Childcare” be a future Hot Topic (only 2% of childcare providers are male) • Council discussion include how we see families being impacted by current political climate 	

Agenda Item	Discussion	Action/Follow-up
8. Community Meeting	<p>Current happenings? Where are they coming from?</p> <p>Conference call with BJ Bischoff: Susy reported that invitations, the brief agenda and the 2016-2021 Plan were sent out March 13. To date 40 RSVPs have been received, as well as some requests from others to participate.</p> <p>A reminder will be sent out via Event Brite on April 5, with a confirmation email sent on April 25.</p> <p>Logistics for the event were reviewed: name tags, 8 small break-out groups (8 chairs in a semi-circle facing an easel), Post-it Easel Pads, markers, 4x6 Post-its for participant comment, blue-painters tape, a couple of pieces of blank paper (1 kit at each place)</p> <p>Signage, food, room set-up, computer projector, microphones were discussed</p> <p>Room set up ... Redwood C: 8 chairs around each flip chart, u-shape table and chairs on both sides in the middle</p> <p>Printed materials to be made available: documents that support young children in the county, put in Lakeshore bags or folders:</p> <ul style="list-style-type: none"> • Early Literacy Guide from SCOE and First5 • First5 Resource Guide 	<p>Susy send inquiries to the Planning Council. Staff will look back at last year, what was happening, and review reports from previous plan outcomes.</p> <p>Kathy email talking points to BJ or what she'd like to have BJ cover.</p> <p>Note: Since the Executive Committee meeting, we have secured Redwood Rooms A, B, and C for the event</p>

Agenda Item	Discussion	Action/Follow-up
	<ul style="list-style-type: none"> • TK/preschool guide from CCPC • CCPC resource guide • “I Read” bookmarks from Community Foundation <p>Agenda was reviewed and discussed. BJ explained the reason for grouping Goals 2 and 3 together. It was suggested that we state/emphasize that there is a tension/inherent conflict between those two things items in the introduction of that session.</p> <p>Facilitator instructions and the group of facilitators were discussed. Facilitators should read instructions ahead of time, arrive at 8:15am, have a quick check in at 8:30am. Attached spreadsheet for which topics they’ll facilitate. Good question to each group at the easel: “What interests you about this topic?” Use participants actual words whenever possible</p> <p>Tracking progress: identifying anyone in the community to take responsibility. State that this is a <i>community effort</i> and the CCPC is just one piece.</p> <p>Instead of “Report Out” after each session, each group will circle the room. Facilitators may answer questions. Participants may write post-it notes for additional tasks or additional people to take the responsibility for the tasks.</p> <p>Lunch Speaker Dana Pedersen will begin at 12:45pm</p>	<p>BJ will print color-coded signs</p> <p>Susy will re-work the group of facilitators and try to add one extra as a “back-up” in case of emergency.</p> <p>April 14 10am Jason and Susy will meet with Dana Pedersen. Patty will get key points of bio, STARS has onsite preschool at Guerneville.</p> <p>(Who will be at both Community Meeting AND CCPC May 5 meeting ?)</p>

Agenda Item	Discussion	Action/Follow-up
9. June EC Meeting	<p>Susy and Missy have a conflict with the June 19 Executive Committee meeting.</p> <p>Co-chairs should meet with Jennie Snyder to bring her into the “loop.”</p> <p>The Co-chairs-Coordinator meeting was rescheduled for Friday, March 31 at 9am at SCOE.</p>	Susy will send a Doodle to reschedule the June Executive Committee meeting.
10. Adjourn	<p>Reminder that the next Executive Committee meeting will be held on April 17, 2017 from 9:00-10:30am and will include a conference call with BJ Bischoff at 9:30am</p> <p>Note: the next Executive Committee meeting’s agenda should include setting the May 5 Council meeting agenda</p>	The meeting was adjourned by unanimous consent at 10:50am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
April 17, 2017; 9:00 – 10:30am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403

Minutes approved on May 15, 2017

Members Present: Missy Danneberg, Kathy Kelley, John Paul, Jason Riggs, Debbie Blanton
 Members Notified Absent: None
 Guests Present: None
 Staff Present: Susy Marrón, Kaye Moore

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Jason Riggs called the meeting to order at 9:08 am
2. Approval of Agenda**		
3. Minutes: Approval of March 20, 2017 Executive Committee meeting minutes**		The March 20, 2017 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	Susy shared feed-back from the last Council meeting, including suggestions that <ul style="list-style-type: none"> • Melanie Dodson to become possible advisor and another 4C's person to become member • Discussed Hot-topics, keeping it to one presenter – 20 min presentation with discussion time 	Susy to contact Susan Langer, Rebecca H., and Soledad F. to see if they are interested in being chair and co-chairs.

Agenda Item	Discussion	Action/Follow-up
6. May Meeting Planning —	<ul style="list-style-type: none"> • Last meeting of fiscal year • Group decided on a pot luck from Executive Committee • Discussed getting meeting catered but decided to have a pot luck instead • Decided to use money as possible donation of \$500 to each – Evening of Honor and Early Learners Conference • Discussed using funds for additional promotional items • Discussed looking into committees to see who will continue and who will not. 	
7. CTKS Stipend Program	Discussed raising cap to \$10,000	Susy will take cap increase to council. Motion to move increase in cap to \$10,000. Motion made by Debbie Blanton, Kathy Kelly second motion. Approved by unanimous consent.
8. County Child Care Subsidy Pilot	<ul style="list-style-type: none"> • Plan to cost 25,000-30,000 • Ask Jennie Synder for \$ • Ask Dr. Herrington for \$ • Ask Community Foundation for \$ • Ask United Way for \$.
9. Community Meeting May Meeting	<ul style="list-style-type: none"> • 61 RSVP's • Facilitators will meet at 7:45 am at SCOE on April 26, 2017 • B.J. will make PowerPoint instruction for the day • Discussion on Dana Pederson topics • Committees (membership, finance, wage and comp., public policy) will report on accomplishment • B.J will update council on community meeting 	Kaye will add plan to bags. Susy will follow-up with facilitators and ask for confirmation. Susy will email action plans and goals to each committee and B.J.

Agenda Item	Discussion	Action/Follow-up
	<ul style="list-style-type: none"> • Drive committee/creation of new committees as response to need • B.J. will create PowerPoint of major outcomes • What should inform our annual goals • Voting interest to form ad hoc committees if needed • Each person will be given 1/3 number of voting options when voting on priorities • 9:30 – Noon for discussion, shorten business • Reflect on community meeting- identify goals/outcomes, create committees to figure what is missing 	<p>Notes from community meeting will to B.J on April 27, 2017</p> <p>Susy will ask for goals from 4C's and First 5 – what goals from plan have they been working on?</p>
10. Adjourn		The meeting was adjourned by unanimous consent at 10:35am.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
May 15, 2017; 9:00 – 10:30am
SCOE, Gravenstein Room
5340 Skylane Boulevard, Santa Rosa CA 95403

Minutes Approved on June 29, 2017

Members Present: Debbie Blanton, Missy Danneberg, Kathy Kelley, John Paul, Jason Riggs
 Members Notified Absent: None
 Guests Present: None
 Staff Present: Susy Marrón

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Kathy Kelley called the meeting to order at 9:07 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of April 17, 2017 Executive Committee meeting minutes**		The April 17, 2017 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agenda Items		No public comment was heard.
5. Follow-up from last Council meeting	The Executive Committee discussed what worked well during our May 5 th meeting and what we could do differently next time. The voting process to prioritize tasks seemed rushed. Will allow additional time in the future. The Executive Committee reviewed the outcomes that resulted from our annual goal setting process.	Susy will reformat the document to include the goal and proposed action that each strategy is associated with. Susy will also separate the strategies that received votes and rank them by the number of votes.

Agenda Item	Discussion	Action/Follow-up
6. Hot Topic Planning for 17/18	<p>Hot topic schedule will be as follows: August – CCPC Programs overview September – Strengthening Families/Parent Café’s October 6th – Triple P Parenting</p> <p>Additional hot-topics will surface during the Executive Committee’s June retreat.</p>	<p>Susy will develop a Power-Point presentation for August. Susy will coordinate with Sandra Lemus & Lorie Siebler for September and Carla Denner for October.</p>
7. Co-chair for 17/18	<p>Susy shared that Lorie Siebler is interested in being Co-Chair for 17/18. Lorie Siebler is not a voting member. She would need to submit an application and be approved by the Sonoma County Board of Supervisors in order to be considered for this position. Rebecca Hachmyer had also expressed interest in stepping up to the co-chair position in 6 months.</p>	<p>Susy will send Lorie Siebler the link to the member application.</p> <p>Susy will check in with Rebecca Hachmyer to see if she is still interested in being Co-Chair in 6 months or wait until July of 2018.</p>
8. 16/17 Budget	<p>Each fiscal year there are budget changes that need to occur before June 30th. The Council no longer meets in June which presents a challenge for the approval of last minute budget changes. The Executive Committee discussed granting Susy and the Finance Committee the ability to make final budget adjustments at the end of each fiscal year not to exceed \$5,000 per line item indefinitely.</p>	<p>On motion by Missy Danneberg and second by Debbie Blanton, the Executive Committee approved giving Susy and the Finance Committee the ability to make final budget adjustments at the end of each fiscal year not to exceed \$5,000 per line item.</p>
9. June retreat planning	<p>The June retreat confirmed for June 29th at SCOE from 9 am -12pm. Potluck; Debbie will bring a casserole, Missy will be bring fruit salad, Kathy will bring bagels & cream cheese, John will bring chocolate. Susy will extend an invitation to Terry Ziegler, Lorie Siebler, and Rebecca Hachmyer as incoming Executive Committee members. The agenda will include team building activities, prioritizing the Executive Committee’s tasks, and Hot Topic planning for 17/18.</p>	<p>Susy will draft an agenda.</p>

Agenda Item	Discussion	Action/Follow-up
10. August Meeting	Staff sent out a doodle to determine members' availability for our August 4 th Council meeting. Based on the doodle results, the executive Committee agreed to move our August 4 th Council meeting to August 11 th .	Susy will send an email to Council members to officially notify them of the date change.
11. Adjourn		The meeting was adjourned by unanimous consent at 10:23 am



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

Minutes Approved at the July 26, 2017 Meeting

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

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

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

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

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

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