



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**July 26, 2017; 9:30 – 11:00am**  
**SCOE, Oak Room D**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved on August 21, 2017**

Members Present: Missy Danneberg, Rebecca Hachmyer, Kathy Kelley, Jason Riggs, Terry Ziegler  
 Members Absent: Debbie Blanton  
 Guests Present: Lorie Siebler  
 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 9:42 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of June 29, 2017 Executive Committee meeting minutes**		The June 29, 2017 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Executive Committee Proposed Action Plan	The Committee reviewed the proposed Executive Committee Action Plan for 2017-18. Rebecca Hachmyer initially gave background. Each section was read and discussed in order to get consensus for the proposal. Ideas included <ul style="list-style-type: none"> <li>• Allowing more time for dialogue within the Council meeting</li> </ul>	EC will review action plan template EC will supply each work group with proposed agreements, action plan template and data from the Community Meeting Jason will share different models'

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	<ul style="list-style-type: none"> <li>• Charging the Executive Committee with developing templates or structures to help the Work Groups get off the ground: how to start thinking about the “Who” and what the identified community partners are interested in taking on.</li> <li>• Being prepared to deal with the “messiness” that comes with doing something brand new. Tackling this whether it works or not can be very informative with regard to the CCPC 5-year plan as well.</li> </ul>	templates As this process goes along, communication from workgroups participants is crucial
6. CCPC August Meeting Agenda	The Executive Committee reviewed a draft of the August 11, 2017, Council Meeting agenda. Susy shared the Power Point of the overview.	A report from Public Policy and AB435 will be added to the agenda.
7. Adjourn	The Executive Committee meets the 3 <sup>rd</sup> Monday of each month 9:30-11:00am. The next EC meeting will be held on August 21.	The meeting was adjourned by unanimous consent at 11:04am



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**August 21, 2017; 9:30 – 11:00am**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved on August 25, 2017**

Members Present: Missy Danneberg, Rebecca Hachmyer, Kathy Kelley, Jason Riggs, Terry Ziegler  
 Members Absent:  
 Guests 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 9:34 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of July 26, 2017 Executive Committee meeting minutes**		The July 26, 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 the feedback which included enthusiasm for the new workgroup approach, a suggestion that member and visitor introductions be fuller (what they do, their current challenges and accomplishments), a question about cultural diversity in staff and programs (where are culturally diverse children being served?)	The Membership Committee will explore possible ways for Council members to get to know each other better in order to be able to collaborate and reference resources. New member spotlight; regular members: who you are,

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	People wanted more input into the process of goal-setting.	<p>where are you from, some announcement. How we can collaborate? What does your agency do in the community?</p> <p>Regarding demographics: ask Kate Pack to see who First 5 is serving. Clinics may also have information to help with the Council's goal of outreach.</p> <p>Susy will send all 3 documents related to the Action Plan to all CCPC members and invite them to send feedback.</p>
6. Community Meeting/ Action Plan Development	The Committee began discussion about the best way to proceed with organizing the Community Meeting notes. Lorie Siebler shared some of her ideas and reflections about the goals and who should be responsible.	Discussion was curtailed and the meeting was suspended due to an emergency and the building was evacuated at 9:50am
7. EC agenda footer		
8. Planning for the next Executive Committee meeting		
9. Adjourn		



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**September 18, 2017; 9:30 – 11:30am**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Meeting minutes approved at 11/20/2017 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Terry Ziegler  
 Guests Present: Lorie Siebler  
 Facilitator Present: Gary Hochman  
 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 9:34 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of August 25, 2017 Executive Committee meeting minutes**		The August 25, 2017 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	Comments about the set-up in the Gravenstein conference room were discussed, as well as the pros and cons of meeting at RESIG vs SCOE. A suggestion was made to add 5 minutes to the end of the meeting to discuss main points and “take-away” points from the meeting.	Susy will add time at the end of each CCPC council meeting agenda moving forward.
6. First 5 Budget Revisions**	The Finance Committee voted at their last meeting to move forward with making budget revisions to First 5 contracts for 17/18 due to unspent money that was carried over from 16/17. Executive committee discussed this	On motion by Missy Danneberg and a second by Terry Ziegler, the Executive Committee approved making these budget

Agenda Item	Discussion	Action/Follow-up
	<p>recommendation and agreed to move forward with these budget revisions now. An official budget revision for 17/18 will be taken to the Council for a vote in January. Executive Committee will report this decision during the next Council meeting.</p>	<p>revisions with First 5.</p>
<p>7. Executive Committee's action plan development &amp; the development of CCPC committees</p>	<p>Gary Hochman facilitated the discussion for this agenda item. He began by establishing the following norms before diving in:</p> <ul style="list-style-type: none"> <li>• Purpose: Norms: <ol style="list-style-type: none"> <li>1. Make Room for all Voices (Rebecca) Step up and step Back</li> <li>2. Make sure you contribute your perspective</li> <li>3. Respect Different Opinions- take time to understand – divergent views (Missy)</li> <li>4. Assume Positive intent (Jason)</li> <li>5. Work towards a common goal (Terry), Make the Goals explicit/ID It (Rebecca)</li> <li>6. Articulate the whys the behind your perspective/explain your reasoning (Rebecca) <ul style="list-style-type: none"> <li>▪ Process</li> <li>▪ Content</li> <li>▪ Hopes</li> </ul> </li> </ol> </li> <li>• Feedback: Gary points out the fact that committee and council members are unpaid and volunteer with these projects. They are passionate individuals and they feel pressure to be successful. Pains of past-perceived failures flared up in the group combined with the desire to succeed and it causes tension. Each member needs to be conscious of how they show up and where the boundaries are. Still trying to find their way with what is possible and what is not. Another issue that has come up is how they show up and engage in the process. How are</li> </ul>	<p>Executive Committee will report back to full council about the plan moving forward.</p> <p>EC will need to determine if we need additional meetings?</p> <p>EC's October 16 meeting will be extended from 9:30 am to Noon. This will provide additional time to fines the idea before it is brought to the full Council.</p> <p>Lorie and Jason will meet with Gary before 10/16/17 to help develop the next EC's agenda.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>decisions going to be made when there are differences in the room. The differences lead to creativity but it also makes it difficult when there is not agreement. Hurt feelings, frustration, anger often lead to power struggles within the group. Gary wants to help to change the way the group interacts. The pressure to serve the council is on.</p> <ol style="list-style-type: none"> <li>1. Missy: feels his assessment is accurate. The group came to a consensus on what they want to do but not on how they want to do it. It became frustrating when trying to get the work done and were unable to do so.</li> <li>2. Rebecca: I got frustrated when we completed a lot of work and then it stalled.</li> <li>3. Susy: It was not that we did not agree. Everyone agreed on what we were going to do but the problem came in with how to implement the idea. Susy agrees with Gary's feedback</li> <li>4. Jason: Felt the feedback was accurate but if we want a learning community then we have to be willing to readdress decisions made in the past. The group needs to be flexible in the decision making process. Gary we must be open to other perspectives and not get hung up on a specific perspective</li> <li>5. Missy: She felt it was not about changing her mind but she had a different impression or understanding of what was being decided. Rebecca and Lorie moved forward with the idea after many months of meetings. Better communication within the group and recapping what is being agreed to in order to remove the assumptions.</li> <li>6. Susy: it was the how that made it fall apart</li> </ol>	

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	<p>7. Jason: It was clear in the emails that we were not on the same page.</p> <p>8. Susy: Since the April Meeting, the ideas keep changing.</p> <p>9. Gary: The lesson here is that we need to be on the same page</p> <p>10. Terry: It is a new group with a massive change of what we are going to do and it is going to cause conflict. What Terry learned, if we do the plan as Rebecca and Lorie have suggested then it hard to accept change and lose control.</p> <p>11. Jason: Hope is that a culture is established and we have a positive culture.</p> <ul style="list-style-type: none"> <li>• Content: <ul style="list-style-type: none"> <li>1. Option 1: The Who Approach <ul style="list-style-type: none"> <li>▪ To think strategically about how the council is bringing action ideas to the Who is best to do them</li> <li>▪ Work Groups: would package and present ideas to the council and community partners</li> <li>▪ All actions support council goals</li> <li>▪ More task driven; built around tasks that are focused on the people who might enact them in the community</li> <li>▪ Issues: it isn't connected to the WHY</li> <li>▪ Work groups created at council meeting</li> <li>▪ Not working in committees where some work is completed and other work is not completed</li> <li>▪ Action ideas without interested will be tabled</li> </ul> </li> </ul> </li> </ul>	



Agenda Item	Discussion	Action/Follow-up
	<ul style="list-style-type: none"> <li>▪ Highlight that no Who is above another Who</li> <li>▪ How to get the council to prioritize the Who's</li> <li>▪ Work groups can add new ideas</li> <li>▪ Executive Committee should refine list</li> <li>▪ Find specific proposed actions with the task</li> <li>▪ WHO with different organization</li> <li>▪ Take the Tasks and organize/sort them by the proposed actions</li> <li>▪ Add proposed actions words to task list instead of letters</li> <li>▪ Could Chose Goals to focus on</li> </ul> <p>2. Option 2: The What Approach</p> <ul style="list-style-type: none"> <li>▪ Focusing it around the goals rather than the WHO</li> <li>▪ Create/organize committees arounds goals and proposed action</li> <li>▪ Work Groups examine tasks and proposed tasks within each goal and the list of Who's</li> <li>▪ Convening around goals and not Who</li> <li>▪ The council would form work groups around the goals and will determine the actions</li> <li>▪ Work groups develop their action plan.</li> <li>▪ Could be less than 5 work groups</li> </ul> <ul style="list-style-type: none"> <li>• Reactions, Go Around:</li> <li>• Review existing approaches: In the past, it was a version of number twos. Decisions were made during a retreat and voted on.</li> <li>• Generate alternatives</li> <li>• Pro and Con</li> </ul>	

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	<p>1. Pros:</p> <ul style="list-style-type: none"> <li>▪ Option 1: <ul style="list-style-type: none"> <li>• New and different. Produce different results</li> <li>• It is upside down, inclusive (includes ideas of people)</li> <li>• Executive Committee preps the council for success</li> <li>• Potential for more accomplishment</li> </ul> </li> <li>▪ Option 2: <ul style="list-style-type: none"> <li>• Easier to grasp (implementation is simpler)</li> <li>• Familiar</li> </ul> </li> </ul> <p>2. Cons:</p> <ul style="list-style-type: none"> <li>▪ Option 1: <ul style="list-style-type: none"> <li>• Time consuming with Executive Comm. And Council Mtg.</li> <li>• Current structures that we operate under don't let themselves to this structure in council meetings – doesn't easily fit</li> <li>• Training need to help it feel more collaborative with community partners (need to be sensitive in how you approach the Who)</li> </ul> </li> <li>▪ Option 2: <ul style="list-style-type: none"> <li>• Status Quo</li> <li>• 5 committees could be reaching out to the same stakeholders</li> <li>• Committees can get mired</li> </ul> </li> </ul>	

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	<p style="text-align: center;">down</p> <ul style="list-style-type: none"> <li>• Hasn't been successful in the past</li> </ul> <p>Name for the Groups? In option 2</p> <ul style="list-style-type: none"> <li>• Discuss/Decide: Susy thinks option 1 will be challenging to accomplish given the time involved but loves the idea, Missy is open to trying option 1 but needs to be conscious of the time factor. Make sure we bring the whole council along; Rebecca wants to go with option 1 if we want to be more effective. Terry loves options 1 but she would want to go slow so it will be successful. Jason, How do you approach the WHO? Want to engage the "who's" to get the "who's" to participate. He is ok with Option 1 but he has questions on to mitigate the cons. Lorie is for Option 1 because it has the potential get more done and get more involved. Agrees to give us time to sort it all out. Consensus is on Option 1 with reservations. Rebecca wants agree that everyone will do the work and leave it on one person. Must come together to figure how to get this moving forward with some facilitation. Missy, Jason, Terry and Lorie agree that it is important to work together</li> </ul> <p>*When there is no consensus then the group must vote. Disagree and Commit.</p> <p>Members worried that it is going to be challenging moving forward. Identify what the options are and then vote.</p>	
8. Adjourn	The next EC meeting will be on October 16 from 9:30am – 12noon.	The meeting was adjourned by unanimous consent at 11:52am



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**November 20, 2017; 9:30 – 11:00am**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at December 18, 2017 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Terry Ziegler, Lorie Siebler  
 Staff Present: Susy Marrón

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 9:34 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of September 18, 2017 Executive Committee meeting minutes**		The September 18, 2017 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	EC reviewed the follow-up from October and November's CCPC meetings. The Council appreciated having an opportunity to discuss and share information related to the aftermath of the firestorm. Overall, the feedback was very positive with the exception of starting on time and staying on topic. Meetings have not been starting on time due to the lack of a quorum at the start of each meeting. Jason Riggs reviewed Brown Act rules around establishing a quorum and whether the Council needs to maintain a quorum throughout the meeting for actions items.	Moving forward, the co-chair facilitating the meeting will share feedback with the Council as we dive into the follow-up from the last Council meeting.  Terry Ziegler will bring "Good to know member information" to the February Council meeting.

Agenda Item	Discussion	Action/Follow-up
	<p>Rebecca suggested having CCPC staff scan the monthly feedback forms and sharing them with EC prior to each meeting.</p>	<p>Susy will ensure that Council monthly feedback forms are scanned, saved, and sent to EC members prior to each meeting. Susy will also create a folder on Google drive to share the scanned forms.</p>
<p>6. Hot Topic planning</p>	<p>The following topics were identified based on feedback from previous council meetings:</p> <ul style="list-style-type: none"> <li>- Outreach and recovery efforts after firestorm</li> <li>- Coordinated efforts to build staff capacity &amp; availability of providers for youth 0-20yrs olds</li> <li>- CA Child Development Permit Matrix</li> <li>- Trauma informed care (how to work w/ kids who have experienced trauma &amp; build resilience)</li> <li>- eITC Volunteering to prepare taxes &amp; referring families to 211 for free tax prep</li> <li>- Mentor teacher and director program</li> </ul> <p>READY was previously set to present in November. Quality Counts and a TK update were suggested as good relevant topics.</p>	<p>Susy will move on scheduling the following topics for Feb. – Apr.</p> <p>February – Preparing taxes/211  March – Quality Counts update  April – TK</p> <p>May will be our end of the year retreat.</p> <p>Susy will reach out to Phyusin Mint to present the READY report in January.</p>
<p>7. CCPC Committee Work</p>	<p>EC discussed bringing to the Council's attention how voting takes place during meetings. When to call a vote even if the Council is in disagreement.</p> <p>EC discussed how to tackle moving forward with the new committee work idea. EC also discussed whether it was necessary to meet with Gary before proceeding with the roll-out of how we do committee work. Given time constraints and due to immediate disaster relief-related needs, the EC will bring the following two committee ideas to the next Council meeting:</p> <ol style="list-style-type: none"> <li>1. Disaster preparedness &amp; response</li> <li>2. Data Committee (focused on determining existing supply and demand post firestorm)</li> </ol>	<p>Rebecca will bring information to the Council in regards to calling a vote.</p> <p>Lorie Siebler will facilitate January's Council meeting.</p> <p>Jason Riggs is not able to attend January's meeting.</p>

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
8. Adjourn	The next EC meeting will be on December 18, 2017 from 9:00am – 12noon.	The meeting was adjourned by unanimous consent at 10:52am



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**December 18, 2017; 9:00am – 12:00noon**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at January 22, 2018 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Lorie Siebler, 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 9:12 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of November 20, 2017 Executive Committee meeting minutes**		The November 20, 2017 Executive Committee meeting minutes were approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. ELC Scholarships	Missy Danneberg explained that the monies we'd thought we were going to lose, did not happen. So we have more funds than anticipated, which have not been included in the CCPC budget. Discussion followed regarding the ramifications of AB 212 and Quality Counts monies and scholarships. Should we advocate with First Five for them to cover full scholarships? If we end up not spending this money for scholarships, we can revisit what to do with these funds.	On motion by Missy Danneberg and second by Terry Ziegler, the Executive Committee approved offering \$6,000 total scholarships to AB212 eligible staff. The motion passed unanimously with Jason Riggs and Lorie Siebler abstaining.

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6. ELC and Evening of Honor Sponsorships	The Executive Committee discussed doubling the amount of sponsorships from \$500 to \$1,000. The funds are available because we are not having to pay for a 2017-18 big event like the Community Meeting and because of the restoration to AB212 cuts..	On motion by Terry Ziegler and second by Jason Riggs, the Executive Committee approved \$1,000 for Evening of Honor Sponsorships. The motion passed unanimously with Jason Riggs and Lorie Siebler abstaining.
7. LPC Membership Certification	Susy Marrón presented the LPC Membership Certification, which was approved by the Board of Supervisors last week and asked approval for the signature of the Council's Co-Chair. (This Certification lists the names of people the Board of Supervisors has certified to serve on the Sonoma County Child Care Planning Council.)	On motion by Missy Danneberg and second by Lorie Siebler, the Executive Committee approved that certification be signed and sent to the State.
8. January and February meeting Hot Topics	Susy Marrón explained that the READY report was scheduled for the January Hot Topic; however, a new up-to-date READY report will be released in February. Kellie Noe, County of Sonoma, Upstream Investments, asked to present at the March meeting.	Revised Hot Topic schedule: January - Quality Counts (Leah Benz) February - Taxes 211 March – READY, Kellie Noe April: - Transitional Kindergarten (Brulene Zanutto) The February Executive Committee meeting was rescheduled for Wednesday, February 21, 9:30-11:00am.
9. Community Meeting Working session	Lorie explained her work on the document: merging several documents showing tasks, who is responsible, and goals. The group then began with the R&Rs and walked through cleaning up and discussed the process  Note: the new name for the Children's Initiative is "The Coalition 4 Kids."	At the next Executive Committee meeting, the group will talk about creating a guide/template/questions for committees to consider when tackling their work.
10. Adjourn	The next EC meeting will be on January 22, 2018, in SCOE's Gravenstein Room, 9:30-11:00am.	The meeting was adjourned by unanimous consent at 11:51am





**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**January 22, 2018; 11:30am – 1:00pm**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at the February 21, 2018 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Lorie Siebler, Terry Ziegler  
Staff Present: Susy Marrón, Patty Bernstein

1. Call to Order**		Co-Chair Lorie Siebler called the meeting to order at 11:38 am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of December 18, 2017 Executive Committee meeting minutes**		The December 18, 2017 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 that there was no quorum and that we have been having difficulty getting members to attend. As Membership chair, Terry volunteered to remind members how important it is to attend the general meetings.	

	Feedback from the last meeting included that participants liked meeting at RESIG (easy of parking, etc.) and that the Quality Counts Hot Topic was well received.	
6. ELC and Evening of Honor Sponsorships	Because there was no quorum, the action items to approve spending for the Early Learners Conference (ELC) and Evening of Honor could not take place. However, the group discussed the protocol of having the co-chairs approve the spending. The Executive Committee decided to separate the items that the Finance Committee recommended, addressing the time-sensitive AB212 ELC scholarships and letting Evening of Honor and ELC Sponsorships go to next Council meeting.	On motion by Terry Ziegler and second by Rebecca Hachmyer, the Executive Committee approved offering \$6,000 total scholarships to AB212 eligible staff. The motion passed unanimously with Lorie Siebler abstaining.  The items will be considered as separate consent items at the February 2 Council meeting.
7. 17/18 Budget Revision	Missy explained that the Finance Committee has gone over the budget revisions and feels that it's appropriate and can be approved by the Council.  The budget reflects CCPC's workload and current contract funding. The budget was developed before AB212 funds were restored. We're not doing any work for CTKS this fiscal year because the stipend money was exhausted in July 2012. Rationale for revisions includes looking to the future: losing CTKS grant money, trying to move other monies to other grants.	Susy will prepare a summary sheet for the next Council meeting and will make copies of each contract budget available for any attendees to peruse.
8. April & May Hot Topic/End of the Year Retreat	The Hot Topic for February is Tax Preparation/211: information for low-income families.  Susy received a request from Allison Goodwin to present the Redwood Foodbank as a Hot Topic about getting more people in need to access food. The Committee felt that the Council meeting was not the right venue for the presentation. Rather the Foodbank needs to figure out	Hot Topics for following months: *March – READY, Kellie Noe *April – Panel presentation including the Violence Prevention Partnership (VPP) focusing on school readiness and California Parenting Institute (CPI) with a short report about their goals.

	<p>how to put centers near subsidized preschools and centers.</p> <p>The Committee discussed the May General Meeting and Retreat (May 4, 9am-2pm). The purpose of the meeting will be to explore what people feel what the Council's purpose is and to provide time for work groups and committee goal setting. We would like to have Gary Hochman facilitate the process.</p> <p>Susy shared that Kaye Moore has researched costs for using Bishop's Ranch in Healdsburg (food and venue = \$53 / person). Budgeting \$1,800 for a consultant, we would still have about \$2,000 left in committees and \$4,000 available for additional consultant work.</p> <p>Rebecca suggested asking the committees to consider what they would do with some funding.</p> <p>The Finance Committee would then consider how to spend the rest of the money.</p> <p>Pepperwood was suggested as an alternative venue, perhaps even for a future event.</p>	<p>Susy will contact Gary Hochman</p>
<p>9. Community Meeting working session</p>	<p>The Committee completed the K-12 section and got about half-way through the CCPC section.</p>	<p>Patty will reformat the document to include goals in each section.</p>
<p>10. Template/Questions for Committees to consider</p>	<p>Committees need guidance in order to consider which projects they'll work on this year.</p>	<p>Jason will send out a work plan template.</p>
<p>11. Adjourn</p>	<p>The next EC meeting will be on February 21, 2018, in SCOE's Gravenstein Room, 9:30-11:00am.</p>	<p>The meeting was adjourned by unanimous consent at 1:14pm</p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**February 21, 2018; 9:30 – 11:00am**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at March 19, 2018 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, 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 9:33am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of January 22, 2018 Executive Committee meeting minutes**		The January 22, 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	Susy reported from the feedback forms: generally everything went well. The group discussed snacks and beverages at the meetings.	At the next Council meeting, we'll pass the Snack Fund envelope around ... with a note attached explaining that because of contract/budget legal restrictions, CCPC does not have funds available for food/beverages and depends on participants' contributions to be able to furnish them at our meetings.

<p>6. Retreat update/planning</p>	<p>Susy reviewed the details of the May General Meeting and Retreat: May 4, 9am-2pm at Bishops Ranch. The purpose of the meeting will be to explore what people feel what the Council's purpose is and to provide time for work groups and committee goal setting. Gary Hochman will facilitate the process.</p>	<p>Susy will communicate with Gary. Some ideas: *Need to start acting on implementing the plan *Imagine if you had a budget to implement parts of the plan *The importance of responsibility and commitment to the Council *What engaged you to become part of the Council? *Why do you come? *What brought you to CCPC in the first place? *Is that getting satisfied? *What keeps you coming.</p> <p>Susy will send out a "Save the Date" notice and request dietary restrictions and RSVPs.</p>
<p>7. AB435 Pilot</p>	<p>Susy shared that it's been a lot of work and meetings with the EESD Collaborative group. A subcommittee was formed and a very competent consultant has been hired. Sonoma County needs to fast-track this effort. The official plan will be brought to the Council at the March 2 meeting. Contractors have until March 31 to commit.</p> <p>The Committee discussed having a cover sheet with bullet points to highlight the important issues involved in the Pilot.</p>	<p>Susy will give a presentation to First 5, requesting funding (\$25K) for this project.</p> <p>Bullet points for the cover page include: *How it impacts centers, parents, and children *The streamlining of systems and paperwork and communication *Family eligibility *Continuity of care</p> <p>Susy will put AB435 Pilot on the March agenda and will present it as a voting item.</p>

<p>8. Community Meeting Working session</p>	<p>The Committee completed the CCPC section and decided to have a smaller group work on the remaining 6 sections to be ready for the May Retreat. The work of that smaller group will come back to the Executive Committee at its March 19<sup>th</sup> meeting.</p>	<p>Susy, Lorie, Rebecca, Patty will meet after the March 2 Council meeting to work on the remaining 6 sections.</p> <p>The Hot Topic for the Council's April 6<sup>th</sup> meeting will be unveiling the work that the Executive Committee has done on implementing the 2016-2021 Plan.</p> <p>We want to have a Council discussion on how we can accomplish these goals together.</p> <p>Retreat strategy: do a gallery walk around chart paper ... facilitated by Gary. There will be space for people to add new ideas.</p>
<p>9. Template/Questions for Committees to consider</p>	<p>The group decided to consider the Template at a later date.</p>	
<p>10. Adjourn</p>	<p>The next EC meeting will be on Monday, March 19, 2018, in SCOE's Gravenstein Room, 9:00-10:30am.</p>	<p>The meeting was adjourned by unanimous consent at 11:08am</p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**March 19, 2018; 9:00 – 10:30am**  
**SCOE, Gravenstein Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at April 16, 2018 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Lorie Siebler, 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 9:02am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of February 21, 2018 Executive Committee meeting minutes**		The February 21, 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>Susy reported positive feedback about the Hot Topic: READY. One participant thought that there were too many items on the agenda. Others suggested future Hot Topics: Teaching Pyramid, Violence Prevention Partnership-Jason Carter (Melanie volunteered to help coordinate). A suggested agenda item for a future Council meeting: ECE Facilities and Funding. One member felt that the Pilot Plan was too rushed for approval. The Executive Committee discussed the implications on staff workload. The grant we received from First 5 helps, as no administration funding was written into the bill.</p>	

6. Hot Topic Planning	<p>The Hot Topic for the Council's April 6<sup>th</sup> meeting will be unveiling the work that the Executive Committee has done on implementing the 2016-2021 Plan.</p> <p>We'll survey members for Hot Topics for next year with the End of the Year Survey.</p> <p>The Committee discussed meetings for 2018-2019 and decided to hold a December meeting instead of a January meeting, since those have proven problematic.</p>	Susy will look for last year's End of Year survey.
7. Chair-elect Nominees	<p>Chair-elect nominations will be open in April. Co-chairs will contact candidates identified by the Executive Committee (Michelle Bendyk, Jennifer Stanley, Heather Sweet, Sonya Valiente) to determine interest and availability.</p>	
8. AB 435 Pilot Plan Final Draft	<p>Susy presented Version 11 of the Individualized Child Care Subsidy Pilot (AB435) and pointed out the changes made from Version 10:</p> <ul style="list-style-type: none"> <li>*made clear the inclusion of AP and CalWORKS programs in their appropriate components and the introduction to the components</li> <li>*added the family fee component (6), as it is specifically called out in AB108</li> <li>* made clear that the 50% of four-year-old children provision is made possible by AB108</li> <li>*made clear that the 2.9 years old starting age is as of September 1 of the fiscal year (so that the child is 3 by December 1)</li> <li>*added more specifics on pages 5 and 7</li> </ul> <p>17 Contractors agreements have been added so far. Everyone will be included by Wednesday's contractors meeting.</p> <p>On motion by Missy Danneberg and second by Lorie Siebler, the Sonoma County Individualized Child Care Subsidy Pilot was approved unanimously after some discussion about outcome measures.</p>	Contractors have until March 31 to commit.



<p>9. Community Meeting Report</p>	<p>The goal for April's roll-out of the Plan thus far is to introduce the large group to the work that the Executive Committee has done with the information provided at last year's Community Meeting. We hope to have the Council understand the concepts, language, and action items generated by Community Meeting</p> <p>Rebecca Hachmyer and Lorie Siebler will present to the whole group:</p> <ul style="list-style-type: none"> <li>*How the 2016-2021 plan came to be (process)</li> <li>*What happened at the 2017 Community Meeting</li> <li>*How the Executive Committee came up with the current document</li> <li>*The purpose of this April roll-out</li> <li>*How we as a Council will move this project into the future</li> <li>*In closing, ask participants to write "What else do you need to be successful. (April or May???)</li> </ul>	<p>We look forward to guidance from Gary Hochman about how to implement, with the full Council, the work the Executive Committee has done.</p> <p>April's goal is to focus on partnership. In May, we look forward to learning from Council input what the Council's priorities are for 2018-19. We also hope that work groups will be formed and that each work group will report their progress on action items to the full Council 2018-19.</p>
<p>10. Adjourn</p>	<p>The next EC meeting will be on Monday, April 16, 2018, in SCOE's Gravenstein Room, 9:00-10:30am.</p>	<p>The meeting was adjourned by unanimous consent at 10:27am</p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**April 16, 2018; 9:00 – 10:30am**  
**SCOE, Mariposa Conference Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

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

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, Lorie Siebler, Terry Ziegler  
Guest Present: Gary Hochman  
Staff Present: Susy Marrón, Patty Bernstein

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Follow-up</b>
1. Call to Order**		Co-Chair Jason Riggs called the meeting to order at 9:16am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of March 19, 2018 Executive Committee meeting minutes**		The March 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 reported mixed reviews of the last Council meeting. On the positive side, participants felt that the meeting was well organized, the “practice” for the May retreat Goals-Actions-Partnership activity went well. The member Spotlight was well received. On the negative side, several participants felt overwhelmed by the Goals-Actions-Partnership presentation and that there was not enough time to flesh-out the exercise. Many were disappointed with a lack of a quorum.	

6. Chair-elect update	Renee Whitlock is the only candidate who has been identified. She has submitted her application. If elected, she will not be able to assume this office until August, after approval by the Sonoma County Board of Supervisors.	Susy will send a reminder to the Council that the closing date for nominations is Friday, April 20.
7. 2017-18 Budget revision	Susy explained that further revisions were necessary because projections were incorrect. Missy explained the changes that will be presented to the Council at its May meeting. On motion by Terry Ziegler and second by Missy Danneberg, the Executive Committee approved the latest budget revisions for 2017-18 by unanimous vote.	Susy will frame an explanation of the reasons for transfers of funds for presentation to the Council.
8. 2018-19 Budget proposal	Missy reported that this proposal is just an estimate at this time. On motion by Rebecca Hachmyer and second by Lorie Siebler, the Executive Committee voted unanimously to forward the budget proposal to the Finance Committee.	Susy will clean up some areas for the Finance Committee presentation tomorrow.
9. May retreat planning with Gary Hochman	<p>Gary Hochman guided discussion about the purpose of the May Retreat at Bishop's Ranch, asking the group what they hoped would happen at the meeting. The following ideas were presented as aspirations: get people reinvested in the Council; acknowledge Council members and accomplishments (of both individuals, groups, and Council); give a vision of what we'd like to have happen next year; learn what "ideal child care" looks like in Sonoma County; explore how being a member of the Child Care Planning Council adds value to one's life.</p> <p>Gary suggested that we frame opportunities for the participants to connect ... and give a little history of the Council itself.</p> <p>Discussion about presenting the Partnership document followed and included how to launch small group discussions, with education/context setting on the front end:</p> <ol style="list-style-type: none"> <li>1) Focus on a Partner: Where do you have most interest or connection, where you want to make a connection or want to learn about</li> <li>2) Sharing out</li> </ol>	<p>To do:</p> <ol style="list-style-type: none"> <li>1) Have name tags that include either job of type of member (provider, etc.)</li> <li>2) Compile document with Cover Page and Table of Contents</li> <li>3) Make attendees aware of the availability of a pool and fire pits in the final invitation/agenda</li> </ol>

	3) Proposed Actions: What Actions call to you? Strategies within that Action are flexible.	
10. Adjourn	The next EC meeting will be on Monday, May 21, 2018, in SCOE's Mariposa meeting room, 9:00-10:30am.	The meeting was adjourned by unanimous consent at 10:35am



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**May 17, 2018; 1:00 – 2:00pm**  
**SCOE, La Ventana Conference Room**  
**5340 Skylane Boulevard, Santa Rosa CA 95403**

**Minutes Approved at June 25, 2018 Meeting**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, 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 Jason Riggs called the meeting to order at 1:10pm
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of April 16, 2018 Executive Committee meeting minutes**		The April 16, 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/End-of-Year Retreat	<p>Susy shared the feedback from the last meeting and retreat. Positive comments included: the group work, time, location, well organized format, reconnecting to the Child Care plan, a good mix of business and fun, and food</p> <p>Suggestions for improvement included a shorter Jeopardy game or a game that everyone could participate in and creating a Matrix so that people could share and connect better (Michelle Bendyk may be able to help)</p> <p>Quarterly small group break-out discussion groups throughout the day</p>	

<p>6. Work Group Planning for 2018-2019</p>	<p>Renee Whitlock-Hemsouvanh noted that the notes from the Government and Business Work Group were omitted from the Partner notes document and shared what that group did at the Retreat: focus group of providers; develop a survey to understand today's climate of who wants what and who might be interested in being in a focus group; getting a picture of the landscape; final part: create a watch-dog group to look at agendas for city council and BOS planning commission and be willing to represent (or contact others to represent) child care at those meetings</p> <p>The group discussed ways to get reports from the Work Groups and follow up on their progress. A "goals sheet" forces people to create a realistic plan and then follow-up</p> <ul style="list-style-type: none"> <li>• Invite groups to be on the agenda</li> <li>• Combine hot topics with Work Group</li> <li>• Panels: What's school readiness? Same with Quality?</li> </ul> <p>August Hot Topic is this roll-out: 6 committees, 6 Hot Topics</p> <p>To see what other Planning Care Councils are doing, go to <a href="http://www.california-childcare-coordinators.org/members/index.html">http://www.california-childcare-coordinators.org/members/index.html</a></p>	<p>Susy will send out the Theory of Action template from Jason. Throughout the year we will have packets of action plans available at each Council meeting. Restructure the General Council meeting to have a 15 minute work group break out session at the beginning of each meeting and 1 minute report outs for each group. This kind of check-in (this is where we were last month, this is what we've done) ensures accountability.</p> <p>Hot Topic suggestions:</p> <ul style="list-style-type: none"> <li>• Food Nutrition and Farm to School (Renee )</li> <li>• Terry: Licensing and child care advocate (analyst Natalie)</li> </ul> <p>Needs Assessment due June 30, 2019. An Ad Hoc committee plus a Consultant will be needed. Maybe do a pared down version now and do a real one after the census data from 2020 is available.</p>
<p>7. June Retreat</p>	<p>Revamp the CCPC annual survey to include asking for Hot Topic suggestions relating to the Partner Work Groups and asking if the Work Group would be interested in coordinating that presentation with the support of CCPC staff; create an Action Plan template</p>	
<p>8. Adjourn</p>	<p>The next EC meeting will be on Monday, June 25, 2018, 11:30am-2:30pm, location to be determined.</p>	<p>The meeting was adjourned by unanimous consent at 2:04pm</p>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**June 25, 2018; 11:30am – 2:30pm**  
**Mary's Pizza Shack, 3804 Marlow Road, Santa Rosa CA 95403**

**Minutes Approved on August 20, 2018**

Members Present: Missy Danneberg, Rebecca Hachmyer, Jason Riggs, 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 11:53am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Approval of April 16, 2018 Executive Committee meeting minutes**		The May 17, 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 reported on the Finance Committee meeting of Wednesday, June 20. Authorized by the General Council at its May meeting, the Committee finalized end-of-year changes to the 2017-18 budget. The main change was to move the remaining unspent funds in CCPC and AB212 resources (\$3,697) to Office Supplies and Printing (50/50 split). The goal was to spend out as much money as we can. Next year's needs assessment will cost money.	Susy is meeting with the Needs Assessment consultant on Friday. She will research what the cost was when we completed our last all-cities Needs Assessment.
6. CCPC Member Survey results	The group reviewed the results of the annual survey of members and discussed the comments. Topics included: How to create a better sense of community? Using small groups. Modeling respectful conflict. Hot Topics that can	As Membership Chair, Terry will look into ways of assisting new members to understand and participate in discussions and

	<p>enlist richer dialog. Using Comment Cards that could be collected at break; topics reviewed and presented after the break. Ask “What would make you feel comfortable?” Enlist perspectives other than Subsidized Title V. Look at diverse perspectives that people feel comfortable talking about. Making the Public Policy report briefer at Council General meetings.</p>	<p>meetings. Susy will request that Lara Magnusdottir submit a brief bulleted written report that can be distributed to Council members. (This information is already available in the weekly eNews.)</p>
7. Ice-breaker	<p>Susy presented a team-building exercise: BINGO, which was a fun way to get to know others in the group.</p>	<p>Susy will send the game to anyone who requests it.</p>
8. 2018-19 Committees and Workgroups	<p>After much discussion, the group decided to cancel the August General Council meeting as too many members have already “notified absent” and there would not be quorum. The group also decided to preassign Hot Topics to the Ad Hoc Work Groups as follows:</p> <ul style="list-style-type: none"> <li>• October: Education TK/Kindergarten thru Grade 12</li> <li>• November: Government and Business</li> <li>• December: Higher Education SRJC/SSU</li> <li>• February: CCPC</li> <li>• March: Community Based Organizations (CBOs)</li> <li>• April: Data Committee</li> </ul> <p>Each Council General meeting should have 1 minute check-ins from each Work Group. If more time is needed, the Chair of the Work Group should request it before the meeting’s agenda goes out. (15 minutes including questions/dialogue.)</p>	<p>Check membership list against the 2018-19 Committee List. The Executive Committee will email CCPC members who are not on a Work Group and ask them to select a group to join. Executive Committee members will enlist Hot Topics from their Ad Hoc group. There will be no Council General meeting in August and no Hot Topic at the September meeting, when Susy will present an overview of accomplishment of 2017-18 and what services for 2018-19 will look like with the contracts that we have.</p>
9. Workgroup Template	<p>The group discussed the Logic Model template and the Committee Action Plan we’ve used in the past and came up with ideas to modify the Logic Plan, including modifying the language and adding a “Person(s) Responsible” column.</p>	<p>Susy will create a Google doc to share that will have areas for “Suggestions.” Renee will provide an example from the work that has already been done by the Government and Business Partnership Work Group.</p>



10. Set next meeting and 2018-19 meeting schedule	The next EC meeting will be on Monday, August 20, 2018, 10:30am – 12noon at SCOE.	
11. Adjourn		The meeting was adjourned by unanimous consent at 2:08pm