



Executive Committee Retreat
Draft Minutes
July 12, 2012

Present: Chiara Bacigalupa, Melanie Dodson, Jynx Lopez, Margie Vondrak, Michelle Nardone
Staff present: Carol Simmons
Facilitator present: Gary Hochman

Agenda Item/Topic	Discussion	Action/Follow-Up
1. CALL TO ORDER /WELCOME		Meeting called to order at 9:05am by Co-Chair Chiara Bacigalupa.
2. OBJECTIVES/AGENDA REVIEW/APPROVAL OF AGENDA**	Reviewed agenda and objectives.	Agenda approved as submitted by unanimous consent.
3. PUBLIC COMMENT	No public comment heard.	
4. EXECUTIVE COMMITTEE “START UP”	<p>Gary Hochman led the group in a review of the new draft Executive Committee Guidelines, and a discussion to clarify roles and responsibilities, including member’s hopes for the new EC:</p> <ul style="list-style-type: none"> • It’s a dynamic team – knowledge, experience, resources. I’m excited. • A year of change. Define the results of what we want...meetings, community, itself. Examine structure, including finance. • Make a stronger team; be more supportive of Carol. We have strengths. Work together as a cohesive team – continue Council spirit of collaboration. • The Council will have confidence in the Executive Committee as a decision-making body. Prepare for meetings; anticipate the challenges. • Harness the amazing strengths of the group to help the Council weather the recession and solidify “positive-ness” of Council. • EC will have the time, resources and energy to move the Council forward • Hope we’re realistic and thoughtful about our plans; not over-extend • Hope we continue the caring and inclusion; allow differences to be heard and respected. 	



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	<ul style="list-style-type: none"> • Hope we make a positive difference in the community • Hope we have the leadership skills to manage controversial issues/opinions • Hope the Council doesn't misinterpret EC intentions because of EC member's other professional roles 	
<p>5. CCPC EVALUATION (Coordinator, Executive Committee, CCPC meetings, Committee meetings)</p>	<p>Chiara Bacigalupa provided a summary report on the Coordinator's evaluation (Carol Simmons left the room during this section.) Carol Simmons provided input to the Executive Committee from her evaluation feedback form. The Committee reviewed the results of the CCPC member survey. The Committee discussed themes and issues, and identified potential responses and actions to the key question "How well run are CCPC meetings?":</p> <ol style="list-style-type: none"> a. Member Responses <ul style="list-style-type: none"> • Depends on who's leading • People want more time to talk • People need to be prepared • Executive Committee role • Agenda is packed • Many people don't participate • Mixed reactions to Hot Topics b. EC Strategies to address responses <ol style="list-style-type: none"> i. Get Council feedback on Hot Topics ii. Get Facilitation training iii. Expect people to read the agenda information ahead of time, and provide history and context at meetings before each item iv. Provide pros and cons when presenting an issue, and before voting v. Reduce the number of action items on the 	<p>Will provide survey numerical results, and a report on evaluation results and proposed responses, to full Council at August meeting.</p> <p>Carol will integrate the agenda development strategies into the ongoing EC meeting agendas.</p>



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	<p>agenda; allow enough time and provide enough information</p> <ul style="list-style-type: none"> vi. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation. vii. Consider more small group discussions, e.g. “Open Space” format viii. Use consent calendar more. 	
<p>6. WHAT CRITERIA DO WE USE TO MAKE CRITICAL RESOURCE DECISIONS?</p>	<p>Reviewed and discussed ways to frame this issue, and ways to address it.</p> <p>Values/Reduction process/Budget Decisions –</p> <ol style="list-style-type: none"> 1. What Worked at CCPC meeting on budget reduction decisions: <ul style="list-style-type: none"> • Presenting options to the full Council • Took as much time as was needed in the meeting • Involvement of Executive Committee in joint meeting with Finance Committee • We were asking the hard questions • Neutral facilitation (John) helped 2. What didn’t work: <ul style="list-style-type: none"> • Asking staff to leave the room – need to create a protocol/process (e.g. after information is presented) • Coordinator presenting only one budget option to Finance Committee, with her bias toward protecting staff – ask for multiple scenarios • Perceptions of conflicts of interest • Information and decision were in the same meeting <p>Decided to develop a draft list of questions to be considered when budget decisions need to be made:</p> <ol style="list-style-type: none"> 1. How much money is necessary to achieve the core requirements? (Review core requirements and agree on them) 	<p>Will present draft list of questions to full Council at August meeting.</p>



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	<ol style="list-style-type: none"> a. Staff – adequate staffing to deliver quality programming b. Level of program delivery/reach 2. How do the choices fit with the Strategic Plan? 3. How will the choices impact members’ motivation to participate? 4. What will the impact of the choices be on children, families and providers? 5. How do these choices fit within the overall budget and fiscal health of the Council? 6. What is the impact of these choices on staff turnover? 7. How do these choices impact the long-term viability of the Council? 8. Have we followed an agreed-upon process to make these decisions (involvement of Finance Committee, Executive Committee, staff, full Council)? 	
<p>7. BUSINESS</p>	<ol style="list-style-type: none"> 1. Approve Minutes of June 12, 2012 Executive Committee meeting 2. Letter of Support Request – Carol Simmons presented a request from Melanie Dodson (who left the room for this section) for a letter of reference for 4Cs’ application to administer the First 5 Child Signature Program RFA #2. Carol reviewed the request and the CCPC process, and the deadline of the request, which is before the next CCPC meeting. 3. CARES cap follow-up – Carol Simmons reported that although she had not heard back from Jennie Tasheff about her concerns about CCPC raising the cap for this year before Jennie retired, Melanie Dodson shared that in a conversation she had with Jennie about 4Cs programs, Jennie mentioned that the examples CCPC had sent illustrating the need for the cap increase made sense to her and seemed appropriate. 4. CCPC Budget– Carol Simmons reported that since there were no unexpected changes to CCPC funding in the final state 	<p>1. Minutes of June 12, 2012 Executive Committee meeting approved as submitted by unanimous consent.</p> <p>2. The Executive Committee determined that this request met the criteria to be considered as a time-urgent request, and approved the submission of a letter of reference for 4Cs, by unanimous consent with the abstention of Melanie Dodson, pending ratification of the full Council at the August meeting.</p>



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	<p>budget, she does not feel that we need to bring a budget revision to the August meeting. Additionally, she reported that, although she had misremembered the amount of unrestricted funds as \$600, instead of the actual \$500 that is there, she was just notified that we will be receiving a deposit refund from the Finley Center for \$100. Executive Committee decided that there is no need to bring a budget revision to the Council at this time.</p> <p>5. Miscellaneous Coordinator issues – Carol Simmons reported that although it was again a very tight timeline for submission of year-end invoices to First 5, she was able to obtain all needed documentation just in time, and thus able to submit the year-end invoices by July 6th. Carol also reported that the Program Administrator is expected to give her notice of resignation on Monday, as she is accepting a position at the County Child Support Division. Carol presented proposed revisions to the job description and the Committee discussed these and salary levels for the position.</p>	<p>5. Carol will submit the Committee’s recommendations to the SCOE Personnel Commission, which meets on July 23rd. We would begin recruitment immediately following that.</p>
<p>8. EXECUTIVE COMMITTEE GOALS</p>	<p>1. Reviewed 11-12 Goals, and assessed completion status of each. Reviewed the summary of EC goals since 2003-2004. 2. Drafted 12-13 Goals (see below)</p>	
<p>9. PLAN HOT TOPICS FOR THE YEAR</p>	<p>Review list of potential topics and create calendar list – tabled this task until after CCPC ranking of topics at August meeting.</p>	
<p>10. PLAN AUGUST CCPC MEETING</p>	<p>Reviewed potential items for August meeting, including pending confirmation from speakers Maddy Hirshfield and Ed Sheffield on the state tax initiatives. Decided on items to agendaize, those for consent calendar and those to table.</p>	<p>Carol will draft August meeting agenda and sent to Executive Committee for review and input.</p>
<p>11. CLOSING/ADJOURN</p>		<p>Meeting adjourned at 3:00pm by unanimous consent.</p>



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Executive Committee Goals for 2012-2013 DRAFT
1. Increase member familiarity with the Child Care Plan, so that members can promote the plan in the community.
2. Improve CCPC meetings by more focused agenda development, increased meeting preparation and strategies to improve member participation and engagement.
3. Develop a budget-making decisions question list and process.
4. CCPC evaluation – a. Provide feedback to Council on June 2012 results b. Implement identified improvement strategies c. Develop ongoing strategy for CCPC evaluation
5. Hold a “Meeting Facilitation Training” for Co-Chairs, Executive Committee members, Committee Chairs/Co-Chairs and other interested CCPC members.
6. Model articulation and acceptance of diverse opinion.
7. Monitor implementation of the Strategic Plan
8. Support staff, including hiring and training of new staff.
9. Explore expansion of, and increased integration of G2Q with First 5



Child Care Planning Council of Sonoma County
Executive Committee Meeting
Thursday, August 9, 2012
9:00am - 11:00am
SCOE, Superintendent's Conference Room

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT MINUTES

Present: Chiara Bacigalupa, Jynx Lopez, Margie Vondrak, Michelle Nardone (Melanie Dodson arrived at 9:55am)
 Staff present: Carol Simmons

**Action Item

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order by Co-Chair Chiara Bacigalupa at 9:06am.
2. Approval of Agenda**	Discussed amount of content with concern as to adequate time; decided to do a time check at 10:00 and revise remaining agenda items if needed then.	Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of July 12th Executive Committee meeting minutes**		July 12th Executive Committee meeting minutes approved as submitted by unanimous consent.
5. Project/Committee Updates – as needed a. CARES Plus	Carol Simmons reported the following: a. CARES enrollment is going slowly, as usual. Staff is somewhat concerned due to the earlier enrollment deadline. We did an extra outreach postcard last	a. EC brainstormed potential additional strategies: Peer Cohort Leaders call last year's participants; be sure notice is in

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> b. AB212 c. Gateway to Quality d. Advocacy e. Partnership for Children f. Transitional Kindergarten g. Projects 	<p>week.</p> <ul style="list-style-type: none"> b. Professional Development Project applications will be accepted starting next month. Reminder notice will be sent before the end of August. c. We are close to being ready to submit G2Q to the Upstream Investments Portfolio. d. Advocacy/Outreach Committee will be creating a message about the importance of ECE; Carol shared a comprehensive “infographic “. e. Sonoma County Youth Network is joining PFC. First 5 special PCAC meeting was productive, and it is anticipated that First 5 will release an RFP for funding for a partnership for children. f. August 9th was a TK Institute for TK Teachers that Carol coordinated. Well attended; some sections very well-received. g. Both the EIR and the GIS mapping are in process. 	<p>partners’ newsletters; send enrollment flyers to PACEAPP; extend deadline if needed per staff discretion.</p>
<p>6. Coordinator’s Report</p> <ul style="list-style-type: none"> a. Hiring b. CCPC Logic Model 	<ul style="list-style-type: none"> a. 8 applications received; paper-screening today. b. Carol shared a draft logic model. 	<ul style="list-style-type: none"> a. b. To be shared with the Council when we schedule a Hot Topic on EBP. Michelle Nardone suggested that we do a Logic Model for PFC for use with RFP response.
<p>7. CCPC August 3rd follow-up</p> <ul style="list-style-type: none"> a. Community Participation Reporting Follow-Up 	<ul style="list-style-type: none"> a. Discussed suggestions from Council meeting on reporting. 	<ul style="list-style-type: none"> a. Decided that Carol will add links to available minutes on her Coordinator’s Reports, which will now be monthly. Decided that Carol will add the list of

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> b. Hot Topics – poll absent members? c. State networks re: CDD allocations d. Data Work Group formation; clarify new task 	<ul style="list-style-type: none"> b. c. Suggested that this topic be handled by the CDD-Contractors Collaborative. d. Reviewed discussion at Council meeting; task is to identify trends (annually) and disseminate messages as needed. Suggests that this be an email work group. 	<p>meetings that she participates in to the monthly Executive Committee agenda, and she will give reports of significant activities. EC will decide which, if any, should be reported at CCPC meeting.</p> <ul style="list-style-type: none"> b. Carol will email absent members to rate their preferred Hot Topics. c. Carol will put on Collaborative agenda for consideration. d. Carol will invite Lara, Lorie, Elaina, Joanne and Missy to participate.
<p>8. EC Activities</p> <ul style="list-style-type: none"> a. Retreat follow-up <ul style="list-style-type: none"> 1) Facilitating Co-Chair participate? 2) Approve EC Goals b. Review EC Protocols <ul style="list-style-type: none"> 1) Contracting Protocol 2) Change to every 2-year review of protocols and by-laws? 	<ul style="list-style-type: none"> a. <ul style="list-style-type: none"> 1) Decided that other Co-Chair should facilitate if the first wants to participate in the discussion. Also decided that the facilitating Co-Chair should not participate in the discussions if there is a conflict or tension in the group that needs to be managed. Also facilitating Co-Chair will continue to facilitate member participation during Committee reports. 2) Reviewed draft goals b. <ul style="list-style-type: none"> 1) Reviewed draft revision to Contracting protocol. 2) Will change to every 2-year 	<ul style="list-style-type: none"> a. <ul style="list-style-type: none"> 1) Will share with full Council about Co-Chair facilitation during Committee reports. 2) Melanie Dodson moved to approve the EC Goals for 12-13 as presented. Jynx Lopez seconded. Motion carried. b. <ul style="list-style-type: none"> 1) To CCPC for action. 2) Recommendation to revise

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> c. Discuss CCPC History summary d. Select Goal to work on next meeting 	<p>review of protocols. Decided to recommend that Bylaws be revised to every 2-year review.</p> <ul style="list-style-type: none"> c. Reviewed and discussed summary, and decided on some language clarifications. d. Next meeting: 3, 5 and 6. 	<p>bylaws to every 2-year review to CCPC for action.</p> <ul style="list-style-type: none"> c. Carol will revise summary, and bring back to next EC meeting.
<p>9. Plan future Council meetings</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Agenda Development Strategies:</p> <ul style="list-style-type: none"> a. Expect people to read the agenda information ahead of time, and provide history and context at meetings before each item b. Provide pros and cons when presenting an issue, and before voting c. Reduce the number of action items on the agenda; allow enough time and provide enough information d. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation. e. Consider more small-group discussions, e.g. "Open Space" format f. Use consent calendar more. </div> <ul style="list-style-type: none"> • Schedule Hot Topics • Plan September meeting <ul style="list-style-type: none"> • Identify Public Policy Issues 	<p>If a speaker on the tax-initiatives is not found very soon, we will have "California Comprehensive Early Learning Plan", which was one of the top Hot Topic choices.</p> <p>Public policy issues for September meeting:</p> <ul style="list-style-type: none"> • State budget, including Ballot Initiatives, CWDA update <p>Discussed Consumer/Provider section of meeting: perhaps we need to develop some more direction/information to encourage input.</p>	<p>Decided to add to strategies list (at left): "Consider switch of Co-Chair facilitator for discussion participation."</p> <p>Carol will contact San Mateo Office of Education for speaker at September meeting on California Comprehensive Early Learning Plan.</p>
<p>11. Adjourn**</p>		<p>Meeting adjourned at 11:00am.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
September 13, 2012
SCOE

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT Minutes

Members Present: Melanie Dodson, Chiara Bacigalupa, Jynx Lopez and Michelle Nardone
 Member Absent: Margie Vondrak
 Staff Present: Carol Simmons

**Action Item

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order**		Meeting called to order by Co-Chair Melanie Dodson at 9:00am.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of August 9 th Executive Committee meeting minutes**		Minutes of August 9 th Executive Committee approved as submitted by unanimous consent.
5. Project/Committee Updates – as needed a. CARES Plus	Carol Simmons reported: a. Good response received to postcards, including deadline extension. About 90 applications received so far– hoping to get more than last year’s 113. Budget revision approved to allocate last year’s carry-over	

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> b. AB212 c. Gateway to Quality d. Advocacy/Outreach Committee e. Marketing Committee f. Professional Development Committee g. Finance Committee h. Membership Committee i. Facilities Development j. Partnership for Children k. Transitional Kindergarten – member concerns/Advocacy Committee input, materials grant l. Data Workgroup – child care trends; 	<p>funds. Submission to Upstream Portfolio approved for Tier 2. Shared revised logic model.</p> <ul style="list-style-type: none"> b. PDP application period starts next week. c. Carol is continuing to cover G2Q mostly for now, until Susy completes her CARES training. G2Q Upstream submission is getting closer to ready. d. Committee discussed CCPC presence on Facebook, and staffing gap with Gislene’s resignation. Also discussed scope of work appropriate to CCPC vs. R&Rs. e. Marketing Committee requests that EC approval be removed so as to expedite processing. f. Working on developing a collaborative online training calendar g. h. i. j. k. Discussed member concerns about impact of TK on ECE programs, and CCPC role. Advocacy Committee felt that CCPC should be ensuring that TK is implemented in a developmentally appropriate way, and that the Council should explore over this year the impact of the program and any positions on this as an infrastructure issue. Discussed proposed idea to support the writing of a grant for developmentally appropriate materials for TK classes – suggestion was made that follow-up assessment of usage be included. l. Carol, Lara, Elaina and Missy are the work 	<ul style="list-style-type: none"> d. EC decided that staff could send items to a Council member volunteer to post on FB. e. EC decided to have the Marketing Committee stick with the form process as approved at the last Council meeting. Requests will be coming from Committees, and should be for events planned well in advance. k. EC decided to make TK the Hot Topic for October’s Council meeting.

Agenda Item	Discussion	Action/Follow-Up
preschool attendance	group. A bit challenged with finding data from 10 years ago. New report issued with CCELP that contains county-level preschool attendance – this may meet the Upstream Need and take this task off the Data Workgroup’s agenda.	
<p>6. Coordinator’s Report</p> <p>a. Community meetings participation (Aiming High Steering Committee, California Child Care Coordinators Association, California Child Development Administrators Association, Cal-SAFE Collaborative, CDD-Contractors Collaborative, County Offices of Education Program Administrators of Child Development, Cradle to Career Ad Hoc Committee, First 5 Commission meeting, First 5 ECE Committee, First 5 PCAC Committee, MCAH Advisory Board, NFP Advisory Council, Provider Evening of Honor Committee, SCAN, SRJC Child Development Advisory Board, SSU Child Development Advisory Board, Upstream Investments – Policy Committee and Portfolio Review Committee)</p> <p>b. Miscellaneous</p>	<p>a. Carol provided an update on activities and content from meetings attended this month. None selected for focused report at next CCPC meeting.</p> <p>b. EIR work is progressing. New staff member Susy Marrón is integrating very well, learning a lot about the CARES program.</p>	
<p>7. CCPC September 7th follow-up</p> <p>a. Ballot Initiatives (Advocacy Committee response)</p>	<p>a. Debriefed presentation and discussion. Carol reported on the Advocacy Committee’s discussion and decision to recommend that CCPC take a position of a yes vote for both initiatives, e.g. “Double</p>	<p>a. EC members and Carol will research statewide organizations’ positions. Will</p>

Agenda Item	Discussion	Action/Follow-Up
<p>b. Membership issues (announcement, designated representative of other organizations)</p>	<p>Yes for Kids”. EC would like to know what other statewide child care organizations are recommending.</p> <p>b. Discussion was held about whether or not the announcement about membership issues that was given by the Coordinator at the CCPC meeting should have been given by the Membership Chair. Since the announcement was about items that had come to the Coordinator, and had not yet gone to the Membership, the general feeling of this Committee was that it was appropriate for the Coordinator to announce it, but that the status of the information should be described more clearly.</p> <p>Discussed changes to members’ affiliations, and need to inform Council thereof. Referred to Membership Committee for discussion.</p>	<p>schedule enough time on October agenda for thorough discussion of potential position.</p> <p>Membership Committee will be convened to discuss changes to member affiliations.</p>
<p>8. EC Activities</p> <p>a. CCPC Issues History document</p> <p>b. Select Goal to work on next meeting</p>	<p>a. Reviewed revised document per last meeting’s discussion. Additional revisions made.</p> <p>b. Will work on Goal 3 next month - Develop a budget-making decisions question list and process.</p>	
<p>9. Plan future Council meetings</p> <ul style="list-style-type: none"> • Hot Topics priorities– with absent member’s selections • Schedule Hot Topics • Plan October meeting 	<p>Hot Topics:</p> <p>Carol reported that with the addition of the absent members’ prioritization of hot topics, that the same 6 topics emerged on top.</p> <ul style="list-style-type: none"> • October – Transitional Kindergarten - allot 30 minutes, to leave time for ballot 	<p>TK – Co-Chairs will finalize planning.</p>

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> • Strategize on Consumer/Provider section • Identify Public Policy Issues <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Agenda Development Strategies:</p> <ol style="list-style-type: none"> a. Expect people to read the agenda information ahead of time, and provide history and context at meetings before each item b. Provide pros and cons when presenting an issue, and before voting c. Reduce the number of action items on the agenda; allow enough time and provide enough information d. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation. e. Consider more small-group discussions, eg. "Open Space" format f. Use consent calendar more. g. Consider switch of Co-Chair facilitator for discussion participation </div>	<p>initiatives discussion - do a pros/cons process</p> <ul style="list-style-type: none"> • November – CCELP – will propose to Council that we do a brief CCPC meeting from 9-9:30, then a 2½-hour CCELP input session. • Will schedule the rest of the year next month. <p>Encouraging more Consumer/Provider input –</p> <ol style="list-style-type: none"> 1. Name reps and ask if have input 2. Develop leading questions <p>Public Policy Issues for October - CCL</p>	<p>Carol will draft a list of leading questions.</p>
<p>11. Adjourn**</p>		<p>Meeting adjourned at 11:05am.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
October 11, 2012
SCOE



*The mission of the Child Care Planning Council of Sonoma County is
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 to promote and plan for quality child care and development
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DRAFT MINUTES

Members Present: Melanie Dodson, Jynx Lopez, Michelle Nardone, Margie Vondrak

Members Absent: Chiara Bacigalupa

Staff Present: Carol Simmons

**Action Item

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order by Co-Chair Melanie Dodson at 9:02am.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of September 13th Executive Committee meeting minutes**		September 13th Executive Committee meeting minutes approved as submitted by unanimous consent.
5. Project/Committee Updates – as needed a. CARES Plus b. AB212 c. Gateway to Quality	Carol Simmons reported: a. Staff is working to get enrolled participants connected with Counseling, CLASS materials and support, tutoring, Peer Cohorts, etc. b. c. We are beginning to get submissions for	

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> d. Advocacy/Outreach Committee e. Marketing Committee f. Professional Development Committee g. Finance Committee h. Membership Committee i. Facilities Development j. Partnership for Children k. Transitional Kindergarten l. Data Workgroup – child care trends; preschool attendance 	<p>Year 5 Cycle 2. Committee discussed frequency of concerns about adequate supervision, and possibility of including a resource handout on Supervision Tips and/or including a Supervision Plan along with a Personal Care Plan.</p> <ul style="list-style-type: none"> d. e. f. g. Next meeting scheduled for November 15th h. i. Meeting was yesterday and she was unable to attend due to a SCOE Manager’s meeting. There is a pending legal question about combining TK with preschool students. j. She was not able to attend the last meeting as she was on vacation, and she has asked for other members to take over the monthly emails to the partners. k. l. Data has been collected, still needs to be compiled and analyzed. 	<p>c. Carol will bring suggestions to next QIV meeting.</p>
<ul style="list-style-type: none"> 6. Coordinator’s Report <ul style="list-style-type: none"> a. Community meetings participation b. Miscellaneous 	<p>Carol Simmons reported:</p> <ul style="list-style-type: none"> a. Topics and focuses of meetings attended in the past month. b. She and Melanie Dodson will be providing an Annual Report to the Board of Supervisors on November 13th. Committee discussed PowerPoint for presentation, and suggested including an excerpt from the Humboldt County “A Day Without Child 	<ul style="list-style-type: none"> a. Will bring Cradle to Career pledge to December CCPC meeting.

Agenda Item	Discussion	Action/Follow-up
	<p>Care” video.</p> <p>She has learned that the Sonoma County Mayors and Councilmembers Association did not know that Gabe Kearney had resigned from the Council or that they need to appoint another one. Therefore the information that was provided to the Council at the last meeting in regards to recommending Cheryl Scholar for appointment to the Council was incorrect.</p> <p>She is finalizing the budget impact compilation with info from the CDD-Contractors, and then will finalize and distribute a statement.</p> <p>Children Now released a new county-level scorecard.</p>	<p>b. Will bring action item recommending Cheryl Scholar for appointment back to the Council at the November meeting with corrected information.</p>
<p>7. CCPC October 5th follow-up</p> <p>a. Ballot Initiatives (Advocacy Committee action)</p> <p>b. TK Discussion</p>	<p>a. Committee reviewed the Advocacy Committee’s position statement and discussed the CCPC meeting process and outcome. Committee recognized the effort the Advocacy Committee put in to make the position as reflective of the Council as a whole as possible. Discussed Council historic process of not taking political positions unless there was consensus.</p> <p>b. Debriefed CCPC discussion and reviewed Council responses.</p>	<p>a. Approved the Ballot Initiative position statement, with a change of title from “Double Yes for Kids” to “Vote for Kids”. Referred discussion of Council process for political positions (e.g. majority vs. consensus) to the Advocacy Committee.</p> <p>b.</p> <p>c. Decided to have follow-up discussion at the December 7th CCPC meeting, with small group follow-up discussions of the issues identified at the last meeting which will be divided into</p>

Agenda Item	Discussion	Action/Follow-up
		5-6 topic areas (ECE providers, children, parents, K-12, systems/funding, and maybe over-arching issues), with the leading question: “TK implementation has impacted the field of ECE. How can CCPC best support the children 0-5 years old and the child care providers who are affected?”
<p>8. EC Activities</p> <p>a. First 5 funding opportunity**</p> <p>b. Select Goal to work on next meeting</p>	<p>a. Discussed idea of applying for a data project grant, to provide resources for Needs Assessment, Child Care Plan, EIR marketing, Provider Wage Survey, Preschool Attendance, Child Care Data Trends, etc.)</p> <p>b. Will work on goal 3 “Develop a budget-making decisions question list and process.”</p>	<p>a. Carol will send idea out by email to full Council for input, will attend one of the required Proposers Conference, and we will bring to CCPC meeting on November 2nd for approval.</p>
<p>9. Plan future Council meetings</p> <p>a. November meeting</p> <ul style="list-style-type: none"> - CCELP - Identify Public Policy Issues <p>b. Create Hot Topic schedule for the year</p>		<p>December meeting issues – TK follow-up, advocacy processes for political positions, Cradle to Career pledge.</p> <p>Will plan second half of year’s Hot Topics at future meetings.</p>
<p>11. Adjourn**</p>		<p>Meeting adjourned at 11:05am by unanimous consent.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
November 8, 2012
SCOE

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT MINUTES

Present: Chiara Bacigalupa, Melanie Dodson, Michelle Nardone, Margie Vondrak
 Absent: Jynx Lopez
 Staff Present: Carol Simmons

**Action Item

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order**		Meeting called to order at 9:05 by Co-Chair Chiara Bacigalupa.
2. Approval of Agenda**	Carol Simmons suggested the Committee might want to add a new 8b to work on the EC Goal selected at the last meeting (Budget Decision-Making) which was erroneously omitted from the agenda.	With the addition of 8b. "Work on Budget Decision-Making", Melanie Dodson moved to approve the agenda Michelle Nardone seconded. Motion carried.
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of October 11th Executive Committee meeting minutes**		Executive Committee meeting minutes of October 11th approved as submitted by unanimous consent.
5. Project/Committee Updates – as needed a. CARES Plus	Carol Simmons reported: a. She staffed a CARES table at the SSU major launch. She and Susy Marrón met with the SRJC CARES Counselor and her supervisor to clarify time	a. EC suggests that we do outreach to SSU faculty about CARES in the spring/summer. Carol will bring draft CARES Leadership component plan to

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> b. AB212 c. Gateway to Quality d. Advocacy/Outreach Committee e. Marketing Committee f. Professional Development Committee g. Finance Committee h. Membership Committee i. Facilities Development j. Partnership for Children k. Transitional Kindergarten 	<p>frames for the rest of the program year. Discussed ways to broaden the program to reach more people, including the upcoming Leadership Component (ideas – stipends for being an area coordinator for WOYC; FCC Association).</p> <ul style="list-style-type: none"> b. c. Terry Ziegler served on the selection panel with Carol and Susy; a new Spanish-speaking QIV was chosen to work with FCC providers – Sonya Valiente McEntee. d. Becky Hachmyer has done a lot of great work creating processes and documents to organize CCPC WOYC project. EC suggests that the purpose of site visits be included on the planning docs, and that CCPC members be recruited to help with the “big picture” talking at the events if the Area Coordinators would like help with that. e. f. g. h. i. j. k. Draft agenda created for 11/13 meeting. Input given. Discussed whether the existing teacher Mentorship process could be expanded to engage ECE Mentors to TK teachers. Discussed providing resources about play as learning. 	<p>next EC meeting. She will convene the consortium to begin planning on subsequent years’ program design.</p> <ul style="list-style-type: none"> c. The EC suggests staff explore the possibility of doing a collaborative FCCERS training. d. Carol will email the Advocacy Committee regarding the EC suggestions. k. Carol will specifically recruit ECE folks with classroom perspectives to come. Chiara will provide a handout and signs about what children learn when they are playing in various centers. Melanie will arrange to bring materials to have around room. Margie will come at 2:00 to help set-up. Carol will check

Agenda Item	Discussion	Action/Follow-Up
I. Data Workgroup – child care trends; preschool attendance		on SCOE Resource Library Curriculum Kits.
<p>6. Coordinator's Report</p> <p>a. Community meetings participation</p> <p>b. Miscellaneous</p>	<p>a. Carol reported on her attendance at:</p> <ul style="list-style-type: none"> • Cal-SAFE Collaborative • CCCCA Conference • Adverse Childhood Experiences training • Brown Act training <p>b. Carol reported:</p> <ul style="list-style-type: none"> • We have officially received a donation/sponsorship request from Provider Appreciation Event. • Humboldt County LPC has good content in a document to wrap-up a previous child care plan, and introduce a new one. • BOS agenda item moved to 11/20 • Susy is finishing up her training of her replacement at 4Cs 	<p>a. Will share at CCPC meeting: Brown Act training recommendation for appointed members to avoid texting or emailing during meetings to avoid the appearance of communicating to try to influence decisions.</p> <p>b.</p> <ul style="list-style-type: none"> • Since CCPC sponsorship amount has already been approved by the full Council, Carol will process payment. • Carol will file for future plan work.
7. CCPC November 2 nd follow-up	Debriefed meeting.	At next meeting, will ask members what they got from the CCELP session, and ask if EC did not allow room for expression of dissent in scheduling this.
<p>8. EC Activities</p> <p>a. First 5 RFA</p>	<p>a. Discussed response to RFA. Carol asked if EC members could take on a section of writing the narrative. Discussed possibility of hiring a grant writer. Decided to narrow the request to 4 projects: Needs Assessment, ECE Workforce Survey, EIR Marketing and</p>	<p>a. Will bring issue of funding for grant writer to Finance Committee. Carol will make preliminary contact with potential grant writers. Carol will try to write up the Project Description.</p>

Agenda Item	Discussion	Action/Follow-Up
<p>b. Budget Decision-making</p> <p>c. Select Goal to work on next meeting</p>	<p>Child Care Plan.</p> <p>b. Reviewed and revised question list from EC retreat.</p>	<p>b. Carol will draft inclusion of budget process steps and questions into existing Financial Processes document.</p> <p>c. Next meeting will review above draft for Goal 3 and will revisit where we are on Goal 4c “Develop ongoing strategy for CCPC evaluation”</p>
<p>9. Plan future Council meetings</p> <p>a. December meeting</p> <ul style="list-style-type: none"> - TK - Identify Public Policy Issues <p>b. Decide on January meeting</p> <p>c. Discuss February Retreat topics</p> <p>d. Create Hot Topic schedule for the year</p>	<p>a. Reviewed strategy for TK discussion follow-up. Other issues – Cradle to Career pledge, CCELP follow-up, Brown Act recommendation. Public policy issue – newly elected.</p> <p>b. Carol polled absent members, and only 3 out of the 10 have said that yes they could attend January 4th; 2 said no, 1 probably, and 4 she hasn’t heard from yet.</p> <p>c. ½ day. Potential topics - CCPC meeting ground rules; process for positions on political issues; brief input to SRJC Strategic Plan?</p> <p>d. Tentative schedule –</p> <ul style="list-style-type: none"> • March – Regional Initiatives • April – Social Issues and impact on ECE • May – Evidence-based practice in ECE • June (retreat?) – Brain development research (idea – have in summer and invite TK teachers?) 	<p>b. Will cancel January meeting</p>
<p>11. Adjourn**</p>		<p>Meeting adjourned at 11:11am.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
December 13, 2012
SCOE, Santa Rosa

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT MINUTES

Present: Chiara Bacigalupa, Jynx Lopez, Margie Vondrak and Michelle Nardone
 Absent: Melanie Dodson
 Staff Present: Carol Simmons

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order		Meeting called to order at 9:05am by Co-Chair Chiara Bacigalupa.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of November 8 th Executive Committee meeting minutes**		November 8th Executive Committee meeting minutes approved by unanimous consent.
5. Project/Committee Updates – as needed a. CARES Plus – Leadership Development component; planning for 13-14; Career Pathways brochure b. AB212	Carol Simmons reported the following: a. Leadership Development materials drafted by staff presented; revisions suggested by Committee. Consortium meeting coming up in January – staff has a series of thoughts for revisions that will be considered then. She is facilitating work by Chiara and Joel Gordon on developing a Career Pathways brochure.	a. Staff will make suggested revisions and then disseminate to CARES participants. Carol will initiate a follow-up meeting with Joel and Chiara.

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> c. Gateway to Quality – FCCERS training; Upstream submission d. Advocacy/Outreach Committee - WOYC e. Marketing Committee f. Professional Development Committee g. Finance Committee h. Membership Committee i. Facilities Development j. Partnership for Children – RFP k. Transitional Kindergarten l. Data Workgroup – EIR, GIS mapping; child care trends; preschool attendance 	<ul style="list-style-type: none"> c. G2Q Anchors will be providing the FCCERS Observation Reliability Training in the Spring. Upstream submission is almost ready. j. PFC will not be submitting a response to the First 5 RFP, and in collaboration with Cradle to Career and Upstream, is considering a focus on legislation/advocacy and fund development, instead of on social marketing. k. Margie asked why the results of the last TK Network were not presented at the last CCPC meeting discussion about TK. Discussed whether timing of EC and CCPC meetings needed to be changed. l. EIR draft sent to CCPC members to review before the retreat. Child care trends project needs to be moved forward. 	<p>Carol will send Upstream submission to EC for review.</p> <p>Decided to add reminders to EC agendas to decide what past and future community meeting and Coordinator activities should be reported at next CCPC meeting.</p>
<ul style="list-style-type: none"> 6. Coordinator's Report <ul style="list-style-type: none"> a. Community meetings participation b. CCDAA Meeting 1/18 c. Vacation 	<p>Carol Simmons reported:</p> <ul style="list-style-type: none"> a. She attended a CalSAFE meeting, and it is proposed that we collaborate on the First 5 RFP. At the SCAN meeting she attended, she learned about Junior Achievement. MCAH is working on county-wide fluoridation. b. Upcoming CCDAA meeting on Governor's Budget. c. She will be on vacation/holiday/furlough from 	<ul style="list-style-type: none"> b. Committee recommended that Carol attend.

Agenda Item	Discussion	Action/Follow-Up
d. Miscellaneous	<p>12/17 through 1/6. She will continue to work on the CCPC RFP through that time from home.</p> <p>d. Margie raised a concern about Co-Chairs signing the monthly finance reports instead of the Treasurer.</p>	d. Only the Treasurer is authorized to sign the monthly reports.
<p>7. CCPC December 7th follow-up</p> <p>a. RFP grant writing</p> <p>b. AB212 additional funding for PDP and FCCERS training</p>	<p>a. Committee reviewed the draft Scope of Work written by the consultant Gary Kinley, and provided input on measurable outcomes.</p> <p>b. No additional follow-up needed.</p>	.
<p>8. EC Activities</p> <p>a. First 5 RFP update</p> <p>b. Goal 3 - Financial Processes protocol</p> <p>c. Goal 4c - "Develop ongoing strategy for CCPC evaluation"</p> <p>d. Select Goal to work on next meeting</p>	<p>a. See above</p> <p>b. Reviewed draft revision with questions to ask when making budget decisions.</p> <p>c. Tabled to next meeting.</p> <p>d. Will work on 4c.</p>	<p>b. Committee approves draft revision as submitted by unanimous consent; to CCPC for action at February meeting.</p>
<p>9. Plan future Council meetings (<i>see Agenda Development strategies, below</i>)</p> <p>a. February Retreat</p> <p>b. Reconsider Hot Topics schedule with "Accreditation" addition.</p>	<p>Tabled to next meeting.</p> <p>.</p>	
10. Adjourn		Meeting adjourned at 11:05am by unanimous consent.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
January 10, 2013
SCOE, Santa Rosa

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT MINUTES

Present: Chiara Bacigalupa, Melanie Dodson, Jynx Lopez, Margie Vondrak, Michelle Nardone

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Melanie Dodson called the meeting to order at 9:06am.
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of December 13 th Executive Committee meeting minutes**		Minutes of 12/13/12 Executive Committee approved by unanimous consent, with abstention by Melanie Dodson, as she was not present at that meeting.
5. CCPC Project/Committee Updates – as needed a. CARES Plus – Consortium meeting, Leadership Opportunities	Carol Simmons provided the following updates: a. The Consortium meeting was very well attended and was very productive. Staff presented recommendations which were reviewed and discussed. The Consortium made recommendations, which will be brought to the CCPC CARES Work Group, then to the Executive Committee and then	a. Carol will convene the CCPC CARES Work Group.

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> j. Partnership for Children k. Transitional Kindergarten l. Data Workgroup – GIS mapping m. CDD-Contractors Collaborative 	<p>requests for letters of support for the First 5 RFP. Chiara Bacigalupa left the room during this discussion, due to her potential conflict of interest as a First 5 Commissioner.</p> <ul style="list-style-type: none"> j. k. The next TK Network meeting is March 12th, on lessons learned. l. EC reviewed the GIS maps, and identified a few items they would like revised. m. There are 2 upcoming shared trainings that we are facilitating on behalf of the CDD Collaborative: Simplifying Eligibility on February 22nd, and Plan, Do, Review on March 8th. 	<p>request form for just a letter of support.</p> <ul style="list-style-type: none"> j. k. Carol will announce the next TK meeting at the CCPC meeting. l. Carol will ask Caiti Hachmyer if she is able to make the requested changes.
<p>6. Coordinator's Report</p> <ul style="list-style-type: none"> a. Community meetings participation b. RFP grant writing c. Miscellaneous 	<ul style="list-style-type: none"> a. Carol briefly reviewed the meetings she'd attended in December and those coming up in January. b. Carol reported on progress to date on the RFP response, and asked for suggestions about framing the collaboration between CCPC and Cal-SAFE. Melanie suggested the CCPC projects have a strong focus on 0-3. c. Carol reported that SCOE will be doing a remodel in our part of the building in the spring, and we do not yet know what that will mean for our office space. 	<ul style="list-style-type: none"> a. Carol to report at CCPC meeting on PFC meeting with C2C and Upstream, and CCCCA meeting. b. Carol will email the draft proposal to the EC, except for Chiara.
<p>7. EC Activities</p> <ul style="list-style-type: none"> a. TK activities follow-up b. Goal 4c - "Develop ongoing 	<ul style="list-style-type: none"> a. Reviewed results of CCPC meeting decisions, and decided to bring the top 3 ideas back to the full Council to determine next steps. Will also bring the info from the TK Network meeting about what's working and what's challenging, and TK list. 	<ul style="list-style-type: none"> a. b. Item table to next meeting.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
February 14, 2013
SCOE

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT MINUTES

Present: Chiara Bacigalupa, Melanie Dodson, Jynx Lopez, Margie Vondrak and Michelle Nardone
 Staff Present: Carol Simmons

**Action Item

Agenda Item	Discussion	Action/Follow-Up
1. Call to Order**		Meeting called to order at 9:07 by Co-Chair Melanie Dodson.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	None heard.	
4. Minutes/Notes a. Approval of January 10 th Executive Committee meeting minutes**		January 10th Executive Committee meeting minutes approved as submitted by unanimous consent.
5. Executive Committee work Goal 4c - "Develop ongoing strategy for CCPC evaluation"	Reviewed notes from last summer's EC Retreat, last year's member survey.	Will do CCPC evaluation annually: Member Survey, Carol will add request for input from staff to their annual evaluations. EC will review at annual summer EC Retreat.
6. CCPC Project/Committee Updates – as needed a. CARES Plus – Work Group	Carol Simmons shared the following updates: a. Recommendations for 13-14	a. Recommendations to

Agenda Item	Discussion	Action/Follow-Up
<p>recommendations</p> <p>b. AB212</p> <p>c. Gateway to Quality</p> <p>d. Advocacy/Outreach Committee</p> <p>e. Marketing Committee</p> <p>f. Professional Development Committee</p> <p>g. Finance Committee</p> <p>h. Membership Committee</p> <p>i. Facilities Development</p> <p>j. Partnership for Children</p> <p>k. Transitional Kindergarten</p> <p>l. Data Workgroup – Child Care Trends</p> <p>m. CDD-Contractors Collaborative</p>	<p>went from staff, to Consortium and then to CCPC CARES Work Group – unanimous agreement on revisions. Changes are pending receipt of information about First 5 California regarding any revisions to program requirements.</p> <p>b. Proposed minor revision to plan for next year to include CCPC’s approval of training activities.</p> <p>d. Advocacy Committee recommends CCPC send a letter opposing realignment to DSS. EC reviewed draft definition from Advocacy on “Legislative issues” for consideration of decision-making parameters. WOYC – there has been no response to our request to CCPC members to take on the role of WOYC Coordinator.</p> <p>l. Data Committee has compiled as much info as they could to compare 2002, 2010 and 2012. Discussed next steps.</p>	<p>CCPC on 3/1.</p> <p>b. Carol will submit proposed revision to CDD.</p> <p>d. We will bring the topic of Realignment to full CCPC meeting. Will bring the definition of “legislative issues” back to CCPC for follow-up discussion on decision-making. We will encourage programs to do their own WOYC activities, and will compile local activities into a brochure/flyer.</p> <p>l. Creating a Child Care Data Dashboard will be a joint project of CCPC, 4Cs and RCCS. 4Cs will take this data and continue to work with this committee to create a Dashboard.</p>
<p>7. Coordinator’s Report</p> <p>a. Community meetings participation</p>	<p>a. Carol reported on her participation/attendance at Nurse Family Partnership Graduation, SCAN meeting – topic Disaster</p>	

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> b. Simplified Request for Letter of Support Form c. CCCCA EIR – cost d. Preschools on school campuses project e. EIR one-pager f. Miscellaneous 	<p>Preparedness, MCAH, Upstream and Santa Rosa City Council meeting (to urge priority on education)</p> <ul style="list-style-type: none"> b. Reviewed revised form. c. Discussed CCPC participation in state-wide EIR project; cost would be \$200 to us. d. Discussed availability of data and need for any additional compilation. e. Reviewed draft document 	<ul style="list-style-type: none"> b. Carol will make revisions and begin using. c. EC recommends we participate; to Finance Committee to consider allocation. d. The R&Rs collect this data; Melanie will bring back information to the EC. e. Carol will revise with suggestions, and bring to the Marketing Committee.
<p>8. EC Activities</p> <ul style="list-style-type: none"> a. Follow-up on February Retreat <ul style="list-style-type: none"> i. General debrief ii. TK activities follow-up iii. GIS maps activities follow-up iv. Other – Legislative decisions 	<ul style="list-style-type: none"> a. Retreat <ul style="list-style-type: none"> i. Debriefed retreat – too much content in too little time. Will postpone non-urgent items, and consider longer retreats. Also when more info arises between release of agenda and meeting, revise times as needed on the agenda at the meeting. ii. Carol is working with a group to develop parent materials to disseminate to providers. iii. Reviewed input from work group. iv. Discussed next steps. 	<ul style="list-style-type: none"> iii. Bring GIS maps and input back to next EC meeting to determine next steps. iv. Bring to CCPC meeting for decision under Advocacy Committee agenda item (20 minutes) – present EC report of

Agenda Item	Discussion	Action/Follow-Up
<ul style="list-style-type: none"> b. Select Goal to work on next meeting 		<p>issues discussed.</p> <ul style="list-style-type: none"> b. Will work on Goal 2 – improve meetings/agendas
<p>9. Plan future Council meetings (<i>see Agenda Development strategies, below</i>)</p> <ul style="list-style-type: none"> a. March- Accreditation; Meeting ground rules b. April – Social issues (poverty, etc.) impact on ECE c. May – EBP in ECE d. June – Retreat – Brain Development Research; summer event with TK teachers <p>Other top pending topics – Regional Initiatives, guests – Alfredo Perez, Mickey Porter</p>	<ul style="list-style-type: none"> a. March meeting – no hot topic, but leave 30 minutes for preliminary discussion about Realignment – no action. Also decision-making discussion and decision per above (20 minutes). b. April meeting – action on Realignment <p>Additional future hot topic - CCPC “asks”</p>	<ul style="list-style-type: none"> a. Carol to send request in email before meeting for attendees to bring info about realignment.
<p>10. Adjourn**</p>		<p>Meeting adjourned at 11:15am.</p>



Child Care Planning Council of Sonoma County
Executive Committee Meeting
May 9, 2013
Santa Rosa, CA

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT MINUTES

Committee Members Present: Chiara Bacigalupa, Melanie Dodson, Jynx Lopez, Margie Vondrak, Michelle Nardone
 Guests Present: Ray Decker
 Staff Present: Carol Simmons

**Action Item

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order at 12:38 by Co-Chair Chiara Bacigalupa.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	Ray Decker commented that he was here to learn (about CCPC and the Executive Committee).	
4. Minutes/Notes a. Approval of April 11 th Executive Committee meeting minutes**		Minutes of April 11 th Executive Committee meeting approved by unanimous consent.
5. CCPC Project/Committee Updates – as needed a. CARES Plus – RFA response b. AB212	Carol Simmons provided the following updated to the Executive Committee on status of programs and projects: a. RFA response was submitted. County of Sonoma accounting staff worked diligently with her to finalize an accurate budget. b.	

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> c. Gateway to Quality – evaluation d. Advocacy/Outreach Committee e. Marketing Committee – EIR Infographic** f. Professional Development Committee g. Finance Committee h. Membership Committee i. Facilities Development j. Partnership for Children k. Transitional Kindergarten l. Data Workgroup – Child Care Trends m. CDD-Contractors Collaborative 	<ul style="list-style-type: none"> c. To her request for First 5 evaluation of the G2Q program, Alfredo Perez responded that it would be discussed at their meeting with LFA in May. d. e. 3 graphic design bids were received. EC reviewed them, and asked Carol to request more comparable bids from the top 2 preferred bidders. 	<ul style="list-style-type: none"> e. EC authorized the Co-Chairs to select the contractor from these two bidders.
<ul style="list-style-type: none"> 6. Coordinator’s Report <ul style="list-style-type: none"> a. Community meetings participation b. Miscellaneous 	<ul style="list-style-type: none"> a. Carol Simmons updated the Executive Committee on community meetings attended. b. Carol reported that she has drafted a budget for the READY subcontract for Gateway to Quality services. c. Carol asked about any needed follow-up regarding the CCPC and 4Cs joint “ask” of First 5 to address the CDD-funding shortages as presented at a Commission meeting. 	<ul style="list-style-type: none"> b. Carol will bring draft READY budget to Finance Committee meeting. c. Melanie will follow-up with this issue at First 5 Strategic Planning Committee meeting.
<ul style="list-style-type: none"> 7. EC Activities <ul style="list-style-type: none"> a. Follow-up on May meeting <ul style="list-style-type: none"> i. Ethics Intro ii. Other b. GIS maps follow-up 	<ul style="list-style-type: none"> a. Debriefed ethics presentation. b. Reviewed definitions Carol added to the keys. 	<ul style="list-style-type: none"> b. Will bring to Retreat.

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> c. CCPC evaluation d. Coordinator evaluation 	<ul style="list-style-type: none"> c. d. Co-Chairs have sent request for input to members and staff. 	<ul style="list-style-type: none"> c. Will distribute surveys in June after retreat, and will add Hot Topic choices to survey. d. Co-Chairs will meet with Carol on June 26th, and will report out to the EC at the June EC meeting.
<p>8. Plan future Council meetings (<i>see Agenda Development strategies, below</i>)</p> <ul style="list-style-type: none"> a. June Retreat – Ethical Decision-making; Meeting ground rules <p>Other top pending topics – EBP in ECE, Brain Development Research; summer event with TK teachers; Social issues (poverty, etc.) impact on ECE Accreditation, Regional Initiatives, guests – Alfredo Perez, Mickey Porter</p>	<ul style="list-style-type: none"> a. Planned June Retreat 	
9. Adjourn**		Meeting adjourned at 2:40pm.



Child Care Planning Council of Sonoma County
Executive Committee Meeting
June 27, 2013
SCOE, Santa Rosa

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (birth to 18), their families and Sonoma County.

DRAFT MINUTES

Members Present: Chiara Bacigalupa, Melanie Dodson, Jynx Lopez, Michelle Nardone
 Members Absent: Margie Vondrak
 Guests Present: Kathy Kelly, B Fernandez, Oscar Chavez
 Staff Present: Carol Simmons

**Action Item (Action may also be taken on any item on the agenda)

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Meeting called to order by Co-Chair Melanie Dodson at 2:02pm.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Public Comment	No public comment heard.	
4. Minutes/Notes a. Approval of May 9 th Executive Committee meeting minutes**		May 9 th Executive Committee meeting minutes approved as submitted by unanimous consent.
5. CCPC Project/Committee Updates – as needed a. CARES Plus – update; RFA response	Carol Simmons provided the following updates to the Executive Committee on status of programs and projects: a. CARES Plus funding from First 5 CA approved for 2013-2016; staff met with SRJC Counseling staff to debrief this past year and plan for the next year; CARES Appeal Committee met	

Agenda Item	Discussion	Action/Follow-up
<p>Trends</p> <p>m. CDD-Contractors Collaborative n. ECE Conference</p> <p>o. Zip Code Priorities</p> <p>p. READY</p>	<p>presented – EC recommends change for LE providers section.</p> <p>m.</p> <p>n. Carol requested some input on the measurement of success section of the mini-grant.</p> <p>o. Zip Code Priorities were approved by BOS, and once signed, will be submitted to CDD.</p> <p>p. READY contracts and budgets are being processed.</p>	<p>EC meeting, then to 8/2 CCPC meeting (send out ahead – understandable? Feedback?)</p>
<p>6. Coordinator’s Report</p> <p>a. Community meetings participation</p> <p>b. Year-end closing</p> <p>c. New member input</p>	<p>a. Cradle to Career sent us follow-up suggestions from the last Convening. Carol has recently been invited to participate on a Pediatric Disaster Planning group, which is a current incarnation of work begun several years ago on planning for children’s needs (including children in child care) in disasters.</p> <p>b. Year-end closing is going well. Carol is working with the SCOE accountant to balance out the funds.</p> <p>c. At the new member orientation, it was suggested that we bring in more consideration of school-age issues, which the EC strongly supports and encourages. It was also</p>	<p>a. Decided to invite those who expressed interest in working with us to come to CCPC meetings. Carol will send invite. Will also bring CCPC C2C self-reflection to EC Retreat.</p>

Agenda Item	Discussion	Action/Follow-up
<p>d. Career Pathways booklet</p> <p>e. Membership Chair election</p> <p>f. Miscellaneous</p>	<p>suggested that we consider having youth representation on the Council. EC feels that since ECE is not so directly connected to older youth issues that this might not be so critical – more important is to continue our recruitment for child care consumers.</p> <p>d. Draft booklet was presented.</p> <p>e. We have received a letter of resignation from Michelle Nardone. EC thanked Michelle for her service, and wished her well in her new position.</p> <p>f. EC reviewed request for CCPC sponsorship of research project. EC would like more info.</p> <p>g. Carol reported that staff is updating the Provider Resource Card.</p>	<p>d. With one addition, booklet was approved to go to full CCPC meeting on 8/2. Will translate to Spanish and print some copies as well as disseminating online.</p> <p>e. We will recruit for nominations for a new Membership Committee Chair by email, and have vote at CCPC meeting 8/2.</p>
<p>7. CLOSED SESSION – Personnel matter</p>	<p>Report on Coordinator Evaluation from Co-Chairs to full EC.</p>	
<p>RESUME OPEN SESSION</p> <p>7. EC Activities</p> <p>a. Follow-up on June Retreat</p> <p>i. Ethics Training –</p> <ul style="list-style-type: none"> • core values <p>ii. Introverts article</p> <p>iii. 13-14 activities -ECE Conference, Website as</p>	<p>a. Debriefed Ethics Training. Discussed article on introverts – Co-Chairs will use a quote from the article as an opening inspiration; will continue to work</p>	<p>a. Carol will draft up Core Values and ethics pocket guide for CCPC approval at 8/2 meeting.</p>

Agenda Item	Discussion	Action/Follow-up
Chavez	BOS recognizing CCPC as an early adopter of the Upstream Investments Policy.	
<p>9. Plan future Council meetings (see <i>Agenda Development strategies, below</i>)</p> <p>Top pending topics – meeting ground rules; EBP in ECE; Brain Development Research; summer event with TK teachers; Social issues (poverty, etc.) impact on ECE Accreditation, Regional Initiatives, guests – Alfredo Perez, Mickey Porter (Additional suggestion from Finance Committee: license-exempt provider issues) (October – READY)</p>	Item tabled to next meeting.	
9. Adjourn**		Meeting adjourned at 5:05pm by unanimous consent.