



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**July 10, 2015**  
**SCOE, Santa Rosa**



**Minutes approved on August 20, 2015**

Present: Melanie Dodson, Kathy Kelley, Margie Vondrak, Debbie Blanton  
 Staff present: Susy Marron, Marjorie Lear

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	No public comment from non-members heard.	
4. Minutes a) Approval of June 11 <sup>th</sup> Executive Committee Minutes**		Minutes from the June 11 <sup>th</sup> 2015 Executive Committee meeting minutes approved by unanimous consent.
5. Closed Session	CCPC Personnel Discussion	.
6. Public Meeting opens		.
7. Public Comment on Non Agenized Items	No input from non-members on any topic related to the mission of CCPC.	No speakers from the public
8. Transition Discussion. a) Staffing Discussion Interim  b) Staffing Discussion Next Steps c) CCPC Council Work • Exec Committee (Transition, Child Care Plan, CCPC Evaluation)	Discussion was had with options on the most effective way to keep the council moving forward with the absence of the Coordinator.  Recommendations <ul style="list-style-type: none"> <li>• Bring on an Interim Coordinator 10-15 hours a week.</li> <li>• Increase the hours to the Program Assistant's (Marjorie)</li> <li>• Review Job Descriptions</li> </ul>	Melanie & Kathy will follow-up with SCOE/ HR

Agenda Item	Discussion	Action/Follow-up
<ul style="list-style-type: none"> <li>• Finance Committee</li> <li>• Membership Meeting</li> <li>• Community Relations Committee</li> <li>• Week of the Young Child</li> <li>• QRIS</li> <li>• Professional Development</li> <li>• Early Learning Conference</li> </ul> <p>d) Programs: CARES, G2Q, AB212, CTKS e) Finances</p>	<ul style="list-style-type: none"> <li>• Initiate a meeting with SCOE/HR</li> <li>• Change the CCPC Meeting from August 7<sup>th</sup> to August 14</li> <li>• Susy will check for room availability for the August 14<sup>th</sup> meeting &amp; send out an e-mail informing membership.</li> <li>• Susy will send an e-mail to Debbie from Finance to initiate a meeting with Margie (Chair of Finance), Melanie &amp; Susy to go over Fiscal Management. Possible dates are July 23<sup>rd</sup> &amp; July 27<sup>th</sup>. Finance Committee will meet before the Council meeting in August.</li> <li>• Debbie Blanton will follow-up on updating membership contact information.</li> <li>• Executive Committee discussed the possibility of not resuming this committee this fiscal year. Executive Committee will review the survey results from last fiscal year &amp; move forward with the work.</li> <li>• Terry Ziegler will continue to Chair this event.</li> <li>• Discussion &amp; reports were had on the fiscal management of this contract. Executive Committee will continue to research options.</li> <li>• Rebecca will co-chair this committee</li> <li>• Kathy Kelly will take a lead on this Committee</li> <li>• Staff reported on program updates &amp; discussion followed.</li> <li>• Continued discussion on how Fiscal Management will move forward in the next month with staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Susy will follow-up on possible dates with Debbie from SCOE</li> <li>• Debbie will e-mail an updated contact sheet to CCPC members.</li> <li>• Melanie will look into options for managing this contract.</li> <li>• Next meeting August 24<sup>th</sup> from 1:30-3:30pm</li> </ul>

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9) CCPC/SCOE Discussion * Guest Mikey Porter	<ul style="list-style-type: none"> <li>The Executive Meeting had a productive discussion with Mickey Porter on how CCPC fits within SCOE &amp; what supports the CCPC can utilize during this transition phase. The MOU was reviewed and it was agreed on that it was a final document &amp; no changes were required.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Committee agrees &amp; approves MOU with SCOE.</li> </ul>
10) Plan August 14 <sup>th</sup> CCPC Meeting	<ul style="list-style-type: none"> <li>It was decided that we postpone the Needs Assessment Profiles to the September CCPC meeting.</li> <li>Discussion was had on giving time at the Council meeting to group into Committees and report out on action plans for the fiscal year &amp; potential budgets.</li> <li>Hot Topic is still in discussion.</li> </ul>	
11) Next Executive Committee	<ul style="list-style-type: none"> <li>August 13<sup>th</sup> Executive Committee retreat will be postponed until a later date in September.</li> </ul>	<ul style="list-style-type: none"> <li>Co-Chairs will follow-up on the next meeting</li> </ul>
12) Adjourn**		<ul style="list-style-type: none"> <li>Meeting adjourned at 12:00pm by unanimous consent.</li> </ul>



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**August 20, 2015**  
**SCOE**



**Minutes approved on September 21, 2015**

Members Present: Kathy Kelley, Margie Vondrak, Debbie Blanton, Melanie Dodson, Megan Sirna  
 Staff Present: Missy Danneberg, Susy Marrón, Marjorie Lear

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Chair-Elect Melanie Dodson called the meeting to order at 9:16am.
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Minutes a. Approval of July 10 <sup>th</sup> , 2015 Executive Committee meeting minutes**		July 10 <sup>th</sup> , 2015 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment	No public comment heard.	
5. Transition Discussion a. Staffing Discussion  b. CCPC Council Work	a. Discussed temporarily increasing Marjorie's hours from 30hrs per week up to 40hrs per week. Also discussed the need to be as transparent as possible with staff salaries.  b. Missy shared that we went through the committee sign-ups and updated the committee's document. All members have signed-up to be on a committee, except for Susan Harvey. Susan Harvey has not	a. Executive Committee would like to proceed with increasing Marjorie's hours through supplemental pay. Co-chair's will take to Finance Committee and then to full council to ratify this decision. New budget will reflect each staff member's salary.  b. Missy will follow-up with Susan in regards to committee sign-up/continued interest in being a council member.

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	<p>attended the last few meetings. All committees have a chair person except for Professional Development and Community Relations.</p> <p>Missy shared that the Action Plan document has been updated and is ready to be distributed.</p>	<p>Susy will send Action Plan template to all committees, including executive committee. Committees will present Action Plans/budget to full council at the September meeting for approval.</p>
Executive Committee	<p>Discussed the need to schedule an Executive Committee retreat. Identified the following agenda items:</p> <ul style="list-style-type: none"> <li>• Executive Committee Plan/budget allocations</li> <li>• Child Care Plan</li> <li>• CCPC Evaluation Survey</li> <li>• LPC disburses funding opportunities to community.</li> </ul>	<p>Executive committee retreat scheduled for 9/21/15 from 12-3pm at Margie's house.</p> <p>Susy will find out when the child care plan is due and look at other county plans. Need to find CCPC Evaluation Survey data.</p>
Finance Committee	<p>Discussed the need to schedule a finance committee meeting.</p>	<p>Missy will send an e-mail to schedule a Finance Committee meeting before the next council meeting.</p>
Membership Committee	<p>Megan Hede is interested in becoming a CCPC member. Discussed the need to look at membership seats to ensure that each member is assigned to the correct seat.</p>	<p>Membership committee will review member list/seats.</p>
Community Relations	<p>Discussed the status of this committee.</p>	<p>On hold until after Executive retreat.</p> <p>None.</p>

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Public Policy	Committee has chair and members. No discussion at this time.	None.
Week of Young Child	Terry Ziegler and Cathy Vaughn are co-chairing.	None.
QRIS	Susy is attending regular QRIS meetings.	
Professional Development	Discussed the need for a new chair. Committee meets next on 8/21/15.	Missy will attend next meeting and recruit a new chair.
Early Learners Conference	Discussed the need to have other community partners possibly take the lead. Ashley will be developing next meeting agenda; committee meets next on 8/24/15.	Missy will attend next meeting. Missy will facilitate delegating responsibilities.
c. Programs	c. Susy provided brief report on status of CTKS, AB212, CARES, and G2Q reports. Discussed the need to connect with Brulene Zanutto, Early Literacy and School Readiness Coordinator, to do outreach for CTKS.	Missy will meet with Brulene to identify next steps with the launching of CTKS.
	AB212 PDP program application period will begin in October.	None.
d. Finances	EESD Collaborative is scheduled to meet 9/19/15 from 9am-11am. d. Discussed the need to find original budgets/contracts, and revised budgets to finalize the 15/16 Budget; there are discrepancies in the dollar amounts.	Missy will lead the next EESD collaborative meeting. Missy will review contracts, grant amounts for 15/16 budget.
6. MB 15-04	Reviewed MB 15-04. Discussed the possibility of needing to revisit how zip code priority 3 is determined (partly because of areas where there are many Pre-K slots available). Discussed how TK is affecting programs and the possibility of bringing the issue as a hot topic.	Susy will ask about MB 15-04 at the CCCA Quarterly meeting on 8/24/15. Missy will follow-up with Brulene Zanutto, Pam Turner, Patricia

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		Rendon and Debbie Blanton to put together.
<p>7. Next Executive Committee Meeting</p> <p>a) Mid-year retreat</p> <p>b) September Council Meeting</p> <p>c) Council Overview of programs</p> <p>d) Hot Topics</p> <p>e) Community Profiles</p>	<p>Scheduled Executive committees through December.            9/21/15 12pm – 3pm            10/8/15 – 9:15am - 11:15am            11/12/15 – 9:15am - 11:15am            12/10/15 – 9:15am - 11:15am</p> <p>a) Discussed scheduling mid-year retreat in January.</p> <p>Discussed the possibility of rescheduling the September Council meeting due to labor day weekend.</p> <p>Discussed the idea of having CCPC staff present an overview of programs/dollar amounts to council at the next meeting.</p> <p>Discussed tentatively scheduling the following hot topics:            September – CCPC Program overview            October – SCOE Programs            November – School-age            December – Transitional Kinder impact on ECE programs</p> <p>Discussed the need to contact Michelle in regards to making changes to the 2014 Needs assessment data that was recently completed.</p>	<p>Susy will reserve meeting space for October, November and December meetings.</p> <p>None at this time.</p> <p>Missy will send e-mail to make sure we will have quorum.</p> <p>Susy will put together a power-point presentation incorporating annual program reports.</p> <p>Susy will contact Michelle/data committee to schedule a phone meeting before the 9/4/15 meeting.</p>
9. Adjourn**		Meeting adjourned at 11:13am by unanimous consent.



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**September 21, 2015, 12:00 – 4:00 pm**  
**SCOE – Mariposa Room**



**Minutes approved on October 8, 2015**

Members Present: Kathy Kelley, Margie Vondrak, Debbie Blanton, Melanie Dodson, Megan Sirna  
 Staff Present: Missy Danneberg, Susy Marrón, Marjorie Lear

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Kathy Kelley called the meeting to order at 12:24 pm
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Minutes a. Approval of August 20th, 2015 Executive Committee meeting minutes**		August 20th, 2015 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment	No public comment heard.	
5. CCPC Evaluation Survey	<p>Discussed results from CCPC evaluation survey administered in late June.</p> <p>a. Survey received only 13 responses, probably due to the timing (due to staffing changes in July, no reminders were sent out to members to complete survey; also, many other surveys were happening at the same time).</p> <p>Response ratings reflected a 5-point scale, and the following areas were evaluated:</p> <p>b. How valuable are the business sections of CCPC meetings in advancing the mission? <b>4 points</b></p>	<p>a. Look at timing of future surveys so that they do not compete with other surveys released. Ensure that reminders are sent.</p> <p>b. Clarify in future surveys what “business sections” means, by looking at what we call items on the agenda.</p>



Agenda Item	Discussion	Action/Follow-up
	<p>c. How valuable are the Hot Topic sections of CCPC meetings in advancing the mission? <b>4.69 points</b></p> <p>d. Do you have suggestions for Hot Topics for future meetings?</p> <p>e. How effective and well-run are CCPC meetings? <b>4.15 points</b></p> <p>f. How effective/well-run was this year's Annual Planning Retreat on June 19th, 2015? <b>3.8 points</b></p> <p>g. What suggestions do you have to improve the content and/or process of the CCPC meetings in order to better advance the mission?</p> <p>h. How well does the Council assist new members to understand and participate in discussions and meetings? <b>3.90 points</b></p> <p>i. The council aims to be a group that welcomes diverse opinions. When you express or hear a diverse opinion, does the group appear open to an alternative point of view? <b>3.77 points</b></p> <p>j. To what extent do you feel that the Council includes representation of diverse perspectives? <b>3.23 points</b></p> <p>k. One of the roles of CCPC is to disseminate ECE information - how valuable are the following tools/methods?</p>	<p>d. Noted high ratings of Hot Topics section. Gathered suggestions from survey to add to item 6 below on agenda.</p> <p>e. Noted improvement from previous years.</p> <p>g. Noted comment on "Too much procedure, not enough content" and "More information programs and community forums."</p> <p>h. Agreed to implement the suggestion to highlight new members by giving them 10-15 minutes to share with the group, right after Introductions.</p> <p>j. Noted comment that "more authentic parent voices" should be present, and that this may be changing since a parent came to the previous meeting and will continue to come.</p> <p>k. Noted that enews is highly valued, and that Facebook will probably be more so as it continues to become more active.</p>

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	<p>l. How valuable are the CCPC committee meetings in which you participate? <b>4.08 points</b></p> <p>m. How effective and well-run are CCPC Committee meetings in which you participate? <b>4.17 points</b></p> <p>n. How effective is the CCPC Executive Committee? <b>4.33 points</b></p> <p>o. What would you like the Executive Committee to stop, start or continue doing?</p>	<p>Decided to discontinue Resource Packet being passed around the table at meetings, and instead place items on the Resource Table with a note that people can request copies. Important Resource Table items will be announced in the meeting. Resource Table will be placed next to food table. Members should be encouraged to bring resources also. Resources available electronically will be highlighted in enews. Regarding reports: It is felt that people prefer to hear about larger issues more than day-to-day job details, which could more appropriately be reported at Executive Committee meetings.</p> <p>l. Noted high rating. Agreed that committees who have no need to meet (like PD last year) should not be required to make meetings.</p> <p>m. Recommended the addition of a place for respondents to state their committee membership.</p> <p>n. Agreed with comment suggesting that new members attend an Executive Committee to become more familiar with procedures.</p> <p>o. Noted comment about “Improve transparency” and agreed to continue efforts toward greater transparency.</p>

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<p>6. Hot topics Planning for 2015-16 meetings</p>	<p>a. Hot topic schedule for the remainder of 2015 has been rearranged:</p> <ul style="list-style-type: none"> <li>• <b>October:</b> After school programs with Jason Riggs</li> <li>• <b>November:</b> ECE programs with Brulene Zanutto</li> <li>• <b>December:</b> TK Forum</li> </ul> <p>Since this is such a Hot Topic, the committee spent several minutes discussing our approach:</p> <ul style="list-style-type: none"> <li>○ Focus on the impact of TK on community preschools and FCCHs (concerns about loss of enrollment, children returning to preschools after not being ready for TK, preschools enrolling younger children, loss of diversity in ages, ratios in after school care)</li> <li>○ Invite about 5 providers/community members to participate in a panel. Council needs to hear community voices representing diverse parts of the county; Districts are approaching TK in very different ways. Convening speaks to our mission.</li> <li>○ Work with Brulene and Mickey Porter (SCOE) to frame positive approach to discussion</li> <li>○ Emphasize work toward solutions, not just airing complaints. Prepare discussion by providing pre-established questions for panelists</li> <li>○ Explore the Council’s role in this issue: Sharing information about developmentally appropriate practices, educating for informed parent choices about TK readiness (perhaps create a document with “Things to ask your district” and “Things to look for in your child”). Susy has a document to start from which compares what to expect in Kindergarten vs. TK vs. Preschool.</li> </ul> <p>b. 2016 Hot Topics with possible months assigned:</p> <ul style="list-style-type: none"> <li>• <b>January:</b> Facilities Development <ul style="list-style-type: none"> <li>○ Invite providers who are attempting to open centers; Aim for both private and public</li> </ul> </li> </ul>	<p>a. For December meeting, approach Brulene and Mickey to plan TK Forum. Identify and contact speakers for TK Forum. Locate document on K vs. TK vs. Preschool and begin to create a piece on TK Readiness.</p> <p>b. For January, approach providers including Heather Black and Brianna Nuñez who have explored opening centers. For</p>

Agenda Item	Discussion	Action/Follow-up
	<p>perspectives.</p> <ul style="list-style-type: none"> <li>○ Consider Portrait of Sonoma County and the push for universal preK, amidst the current closures</li> <li>● <b>February:</b> QIRS (align with new round of funding)</li> <li>● <b>March:</b> Public health and safety <ul style="list-style-type: none"> <li>○ Invite Ulla Mast to speak</li> <li>○ Involve MAHC and/or Home Visiting Advisory Council</li> </ul> </li> <li>● <b>April &amp; May:</b> Child Care Plan</li> </ul> <p>c. Committee reviewed previous list of Hot Topic suggestions and noted that many had been featured; Will continue to gather suggestions for the upcoming year.</p>	<p>March, invite Ulla Mast to present information.</p> <p>c. Add Hot Topics suggestions as an item on yellow meeting feedback form. Continue to gather suggestions.</p>
7. EC Action Plan & budget development	<p>a. Missy Danneberg shared a budget document with current revenue and expenses, as well as projected funding for FY 2016-2017. CARES funding is not guaranteed and would be significantly lower in the future than current and previous years. CTKS funding is limited. The only definite funding for next fiscal year are the CLPC and CRET-AB212 accounts, totaling approximately \$140,000. Currently, without the Coordinator position, 2015-2016 salaries and benefits cost \$168,527.</p> <p>b. Action Plan Items:</p> <ul style="list-style-type: none"> <li>● Child Care Plan: See item 8 below</li> <li>● Define direction of the CCPC (direct service vs planning &amp; convening) <ul style="list-style-type: none"> <li>○ Engage Council at future meetings in a process/conversation about CCPC role in Sonoma County within the context of Collective Impact, our mission and where CCPC can be</li> </ul> </li> </ul>	<p>a. The Executive Committee made an operational decision not to hire a Coordinator in FY 2015-2016, due to the high probability that funding cuts would not allow the new hire to be retained into FY2016-2017. The committee will continue to investigate other counties' staffing models. Co-chairs and Missy will meet with Mickey Porter to explore the fiscal situation with SCOE.</p> <p>b. Follow Action Steps from proposed 2015-2016 Action Plan.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>the most value added</p> <ul style="list-style-type: none"> <li>○ Document ideas and vision for future Strategic Plan</li> <li>● Support Coordinator &amp; Finance Committee <ul style="list-style-type: none"> <li>○ Work with SCOE to use their budget system and teach CCPC how to read new forms.</li> <li>○ Work closely with Finance to plan for the future knowing that there may be many changes to our contracts in FY 2016-2017</li> </ul> </li> <li>● Coordinator Transition <ul style="list-style-type: none"> <li>○ Work with SCOE &amp; Finance Committee &amp; CCPC to determine staff structure moving forward.</li> <li>○ Implement approved staffing structure</li> </ul> </li> </ul>	
<p>8. Child Care Plan Development Process</p>	<p>Action Steps include:</p> <p>a. Contact other Council to see simplified models of Child Care Plan (CCP)</p> <p>b. Review data gathered from spring survey.</p> <p>c. Ensure alignment of CCP to community Collective Impact efforts – Cradle to Career, Health Action, Portrait of Sonoma, Upstream. (Perhaps CCPC can fill a gap around Infant/Toddler care, Special Education, etc.)</p> <p>d. Engage community relations committee for possible Community Gathering/outreach celebrating accomplishments and speaking to a new CCP</p> <p>e. Engage a Consultant to complete new CCP</p>	<p>a. Susy and Missy will locate Child Care Plans shared by other counties, for review at next EC meeting.</p> <p>b. Susy will share survey results before next EC meeting.</p> <p>c. Megan Sirna will begin to pull together some data points and goals from other community initiatives.</p> <p>e. CCPC staff will draw up a basic call for bids, to engage a consultant before November.</p>
<p>9. CCPC's role in Early Learners Conference (ELC)</p>	<p>For the past 2 years, Early Learners Conference has been a community effort but under the leadership of the CCPC Coordinator. Kathleen Kelley asked what support CCPC can continue to provide (financial, staffing)? The</p>	<p>Staff will attend meetings and support ELC on an ongoing basis. CCPC plans to sponsor ELC financially.</p>

Agenda Item	Discussion	Action/Follow-up
	conference should pay for itself and we will still need sponsors even if the registration fee was increased. The committee agreed that we should continue to support and sponsor this event as a CCPC activity, but with greater community ownership.	
10. Next Executive Committee Meeting	The October 8 Executive Committee meeting will focus on next steps for moving forward with the Child Care Plan.	
11. Adjourn**	Meeting was adjourned at 3:45 pm.	



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**October 8, 2015, 9:15 – 11:15 am**  
**SCOE – IT Video/Conference Room**



**Minutes approved on November 12, 2015**

Members Present: Kathy Kelley, Margie Vondrak, Debbie Blanton, Melanie Dodson, Megan Sirna  
 Staff Present: Missy Danneberg, Susy Marrón, Marjorie Lear

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Melanie Dodson called the meeting to order at 9:18am
2. Approval of Agenda**		Agenda approved as submitted by unanimous consent.
3. Minutes a. Approval of September 21st Executive Committee meeting minutes**		September 21st, 2015 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment	No public comment heard.	
5. Child Care Plan Development	<ul style="list-style-type: none"> <li>• Committee reviewed the survey results and discussed the possibility of hiring a consultant to pull the comments/data together. Committee agreed that it should take no more than 10hrs to complete the project and that compensation should be no more than \$500.</li> <li>• Discussed the possibility of holding a community meeting to gather input for Child Care Plan in place of our mid-year retreat. Missy reported that she had a conversation with a consultant regarding the development of the Child Care Plan. Committee recommends hiring a consultant to facilitate this meeting and creating a follow-up document. An additional graphic consultant would be hired after the meeting to create a visual document. Using SCOE to</li> </ul>	<ul style="list-style-type: none"> <li>• Missy will reach out to two possible consultants.</li> <li>• Staff will coordinate with Executive committee to organize Child Care Plan Development meeting.</li> <li>• Staff will further explore</li> </ul>

Agenda Item	Discussion	Action/Follow-up
	<p>create the additional document was also considered.</p> <ul style="list-style-type: none"> <li>• Discussed the importance of being sure to include the work of Cradle to Career and other local initiatives to see how LPC fits within as we develop child care plan.</li> <li>• Discussed the possibility of using the ELC conference to have a table and/or offer a workshop to gather community input.</li> <li>• Discussed possible ways to collect parent input (mother's club, parent café's, Family life magazine etc.)</li> <li>• Discussed the importance of including SCOE staff at this planning meeting.</li> <li>• Discussed uncertainty about whether we could provide food for the Child Care Plan meeting.</li> <li>• Discussed the possibility of doing a road show with a draft copy of the plan that would allow input from key players in the ECE community. This would ensure that the needs of the community are being met. Discussed the importance of having CCPC align with the Santa Rosa Chamber of Commerce, First 5 etc. to have a bigger voice.</li> <li>• Discussed our existing committee structure and possible changing to a task oriented committee model.</li> <li>• Discussed the possibility of partnering with ieSONOMA to offer an ECE Summit in the future. Would like to take this idea to the council and/or ask the council for ideas on what can be our signature event (Legislative breakfast etc.).</li> </ul>	<p>these options.</p> <ul style="list-style-type: none"> <li>• Missy will talk to Mickey to be sure to include SCOE staff.</li> <li>• Susy will contact state consult to determine if food can be provided.</li> <li>• Will explore this idea further next fiscal year.</li> </ul>
<p>6. AB212 Professional Development Program</p>	<p>Discussed the total amount of funds being requested this year for the Professional Development Program. Missy proposed that we fully fund the existing applications and raise the maximums. Discussed possibly doing another application period. We would not automatically award the programs that requested above the maximum. We also talked about possibly accepting the 5 participants on our CARES program waitlist anticipating additional funds being available with coordinator salary savings.</p>	<p>Staff will further explore the availability of funds to move forward.</p>



Agenda Item	Discussion	Action/Follow-up
7. TK Stipend eligibility change	Discussed adding a number 4 under eligibility to our existing CTKS application to reflect other possible approved activities.	Staff will look at other county CTKS applications and consult with our state consultant before proceeding with any changes.
8. January Council meeting date	Determined that the January meeting date is already set for January 8 <sup>th</sup> , 2015 in Oak Rooms D & E.	
9. Hot Topic Planning - December	<p>Discussed having a TK panel for our December meeting that would include family child care providers and centers.</p> <p>The idea of having a Facilities Issues Hot Topic in January was proposed.</p>	Missy will contact Megan Hede FCCH, Cathy Vaughn, Teri Clark and other providers.
10. Next Executive Committee Meeting	Next executive committee meeting is scheduled for November 12 <sup>th</sup> . The agenda will include follow-up from today's discussion and a membership update as we replace the chair-elect position.	Missy will send an e-mail to council members to notify them of the open-chair elect position.
11. Adjourn**	Meeting was adjourned at 11:15am	



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**November 12, 2015, 9:15 – 11:15 am**  
**SCOE – Superintendent Conference Room**



**Minutes approved on December 10, 2015**

Members Present: Kathy Kelley, Margie Vondrak, Debbie Blanton, Melanie Dodson  
 Staff Present: Missy Danneberg, Susy Marrón

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Kathy Kelley called the meeting to order at 9:20am
2. Approval of Agenda**		Finance update added under item #11 of the agenda. Agenda approved with the revision by unanimous consent.
3. Minutes a. Approval of October 8 <sup>th</sup> Executive Committee meeting minutes**		October 8 <sup>th</sup> , 2015 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment	No public comment heard.	
5. Follow-up from last Council meeting	<p>EC committee reviewed the monthly meeting feedback forms from our last meeting. CCPC meeting attendees reported that our last hot topic was relevant and they appreciated having the handouts printed out as part of our packets.</p> <p>A suggestion was made to move the Child Care Consumers/Child Care Providers Input and Public (non-members) Comment on non-agendized items to after the break.</p>	<p>Consumers/Child Care Providers Input and Public (non-members) Comment on non-agendized items will be moved to after the break of each meeting moving forward.</p>

Agenda Item	Discussion	Action/Follow-up
<p>6. Hot topic planning – December &amp; January</p>	<p>Missy reported that our December Hot Topic will include a panel presentation with the following individuals: Clare Burns, Julie McDonald, and Megan Hede.</p> <p>EC committee came up with the following questions for panel members to answers:</p> <ol style="list-style-type: none"> <li>1. Please give us a brief overview of your program’s philosophy, funding and staffing.</li> <li>2. Please share the impact to your program with TK and/or any other influences (new programs opening etc.). Have you changed your business model/services that you are providing?</li> <li>3. Please share what you are hearing from parents in regards to TK. What kinds of questions are parents asking? How are parents making decisions?</li> </ol> <p>Missy reported that our January Hot Topic will be Facilities. This will also include a group of panelist (Heather Black, Anne Varco, and Brianna Nunez). Other panelist names where names as possibilities. Also discussed the possibility of Melanie and Leah Benz providing a brief update on facilities money and who it is available to.</p> <p>Discussed the possibility of having a larger selection of snacks for our December meeting.</p>	<p>EC committee would like the panel to include a Spanish speaking provider as well as providers from West county and Sonoma. Missy will follow-up.</p> <p>Missy will outreach to a couple of other potential panelist for this discussion. EC Committee would like staff to bring copies of our Facilities handbook to this meeting.</p> <p>EC Committee members will each bring something to share in addition to our usual snack set-up.</p>
<p>7. Child Care Plan Development Process **</p>	<p>Child Care Plan development process will take place during our February CCPC meeting from 8:30-1:30pm (lunch will be provided).</p> <p>A consultant will join us at the next EC meeting in December to begin planning for meeting in February. EC discussed the possibility of inviting members to join our next EC meeting in December.</p>	<p>Staff will get quotes from (Ullia’s, Bella Rosa, and Chloe’s)</p> <p>Missy will ask Kellie and MaryAnne if they can join us at our December 10<sup>th</sup> Executive committee meeting.</p>

Agenda Item	Discussion	Action/Follow-up
	<p>Discussed the importance of including Cradle to Career's work as well as other community partners and key stakeholders.</p> <p>Discussed the data analysis job and the number of hours it should take to compile the data. EC recommended that the hired consultant receive \$35/hour, not to exceed \$1,000 as compensation for compiling the data. Deadline for consultant to compile the data is January 1<sup>st</sup>, 2016.</p>	<p>Debbie Blanton moved that we approved the rate of \$35/hour, not to exceed \$1,000. Kathy Kelley seconded. Melanie Dodson abstained. Motion carried with one abstention.</p>
8. Needs Assessment**	<p>Margie reported information from consultant working on needs assessment. Consultant proposed an additional \$1,500 to update the data and another \$1,500 to revise the final product; final cost not to exceed \$3,000.</p> <p>EC would like a timeline from consultant of when we can anticipate a final product.</p> <p>Next needs assessment is not due until 2019; will update before then as needed.</p>	<p>Debbie Blanton moved that we approve to allocate additional funding, not to exceed \$3,000, for the revision of the needs assessment. Melanie Dodson seconded.</p> <p>Staff will contact consultant for timeline.</p> <p>None.</p>
9. Council staffing and SCOE update	<p>Co-chairs and Missy met with Mickey to discuss the possible upcoming changes to CCPC finances come June 30, 2016. CCPC felt supported by Mickey in terms of continuing to be a part of SCOE. Missy reported possible rent increases in the future and shared that SCOE is not able to help with rent increases or indirect costs. Missy also reported that Mickey appreciated the program/budget updates.</p> <p>Missy shared that she will continue her position as interim coordinator after 12/31/15.</p>	<p>None.</p> <p>Executive committee and staff are extremely excited that Missy will continue as interim coordinator beyond 12/31/15.</p>

Agenda Item	Discussion	Action/Follow-up
10. Council membership	<p>Missy reported changes in membership seats to reflect the CD3020 report that is due 1/20/16.</p> <p>Discussed the need to update our website to include new member bios. Also discussed the need to review all member bios on website for accuracy.</p>	<p>CD3020 report will need to go to Dr. Herrington and Mickey for signatures before it is submitted. Staff will send e-mail to get new member bios.</p> <p>Staff will work with Membership committee to update member bios on webpage.</p>
11. Follow-up on AB212 proposed changes and Finance update	<p>Missy reported that we decide to pull back on expanding funding opportunities for the AB212 PD program due to rent increase and other unknown expenses at this time.</p> <p>Margie reported that Missy has been working with ESCAPE and that Susy is looking at all the categories to ensure accuracy with expenses. Margie also reported that there were additional monies found in the QRIS budget that can be used beyond 12/31/15.</p>	<p>Plan to do a mid-year fiscal report at our December CCPC meeting.</p>
10. Next Executive Committee Meeting	<p>Next executive committee meeting is scheduled for December 10<sup>th</sup> from 9:15-11:15am at SCOE. January's meeting is scheduled for 1/14/16 from 9:15-11:15am at SCOE and February's meeting is scheduled for 2/22/15 from 1-3pm at 4Cs.</p>	
11. Adjourn**	<p>Meeting was adjourned at 11:20am</p>	



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**December 10, 2015, 9:15 – 11:15 am**  
**SCOE – Superintendent Conference Room**



**Minutes approved on January 14, 2016**

Members Present: Debbie Blanton, Melanie Dodson, Kathy Kelley, Jason Riggs, Margie Vondrak  
 Guests Present: Gary Hochman, Kellie Noe  
 Staff Present: Missy Danneberg, Susy Marrón, Marjorie Lear, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Melanie Dodson called the meeting to order at 9:21 am
2. Approval of Agenda**		Agenda approved with by unanimous consent.
3. Minutes a. Approval of November 12, 2015 Executive Committee meeting minutes**		November 12, 2015 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment	No public comment was heard.	
5. Child Care Plan Development Process	<p>The February 2016 Retreat will focus on developing a Child Care Council Plan for 2016-2020. In preparation, a survey seeking priorities has been distributing throughout the community. The top rankings will be the focus of discussion in developing and implementing the new 5-year plan. Discussion, questions, and concerns around the table included:</p> <ul style="list-style-type: none"> <li>• Desire for this plan to incorporate other established county initiatives like Cradle to Career, Portrait of Sonoma, and Upstream.</li> <li>• What should happen in the February retreat? How to create goals from the survey results, how to</li> </ul>	<p>Marjorie will draft a formal invitation to the February meeting to be sent to specific stakeholders, including people from First Five, 4Cs, and SRJC.</p> <p>Kathy will look into securing a keynote speaker to give a lens</p>

Agenda Item	Discussion	Action/Follow-up
	<p>integrate? How to incorporate an interactive approach to the plan development?</p> <ul style="list-style-type: none"> <li>• Desire to create a document that can be shared with other programs and agencies and can be a resource, describing countywide goals and overview, including needs assessment.</li> <li>• Reiterate that child care is an issue birth through 12 years of age, not just pre-school</li> <li>• Identify key issues, then orient strategies and who should be following up.</li> <li>• How do we as an Executive Committee create a document that encompasses the CCPC program, can be used as a resource with data that's easy to understand?</li> <li>• Who will use this? Community partners, government partners, the business community</li> <li>• How do we get this plan "out there"? Use a simplified Agenda for Action (Portrait of Sonoma) as a template.</li> <li>• Kellie informed that Help Action 2017-2020 will happen in the spring and that she would like to align that plan with CCPC's plan.</li> <li>• Hospitals are doing Community Health Needs Assessment. Initial input identifies 9 priority areas: 2 of 3 highest relate to Early Childhood Development, and Access Education (quality pre-school). Hospitals will choose any one of the 9 priorities.</li> <li>• Lots of action plans are already out in the community. How do we reframe our own plan to a level that gets attention? Who shall we target? Focus on <b>access</b> and <b>quality</b> for child care. Convince the community of the value in order to get buy-in.</li> <li>• Frame for working families.</li> <li>• Unpack the cost around the quality outcomes; include numbers around impact of TK</li> </ul>	<p>into the future: Graham Dobson? Marcy Whitebook?</p> <p>A subcommittee (Kathy, Melanie, Jason, and Missy) will meet with Gary on Thursday, December 17 at 9:30am at SCOE to "create" the February meeting. Gary will bring draft agenda for the February retreat. Missy will secure a room.</p>

Agenda Item	Discussion	Action/Follow-up
	<ul style="list-style-type: none"> <li>• Suggested approach: <ul style="list-style-type: none"> <li>○ Here's the situation and here are some of the dilemmas.</li> <li>○ Frame 2-5 top key goals.</li> <li>○ Here's how you can help do it.</li> </ul> </li> <li>• How can we enhance, collaborate with partners?</li> <li>• Strategies to meet goals: Small groups? Structure? How can we use their expertise?</li> <li>• Keynote speaker to provoke response of participants, then have community engage in conversation</li> <li>• Delineate partner programs and their goals and how we want to integrate/compliment/align with them</li> <li>• Use big visuals in February ... 8:30am-1:30pm (Speaker 9-9:30 or 9:45) Keep participants engaged</li> <li>• Gary would like a sub-group to create the meeting plan.</li> <li>• Have a follow-up/2<sup>nd</sup> meeting make sure plan is understood and get reactions</li> <li>• Make the Purpose of Plan January's meeting topic</li> <li>• Kellie: First Five's communications contract was approved. Awareness-building is an important piece of quality early child care.</li> <li>• Finesse survey data into goals to bring to February meeting and the tactics/strategies to implore</li> <li>• What can we enhance and expand?</li> <li>• Health Action is a framework ... Is it similar to what Planning Council does?</li> <li>• Get "pre-work" to people at January meeting</li> <li>• What is the Council's role in being able to move this plan forward? How do we leverage other collective community initiatives?</li> <li>• Ensure that "The Plan" is achievable, in your control, and have the data to back up</li> <li>• Address the Role of the Council and the Uncertain</li> </ul>	



Agenda Item	Discussion	Action/Follow-up
	Future of the Council upfront.	
6. Follow up from last Council meeting	Missy distributed a draft of the last Council meeting minutes. Discussion focused on the TK program presentations. How do we get pre-school, TK, kindergarten census data? Praise for last month's Member Spotlight.	
7. Hot topic planning – January & March	<p>Missy reported that our January Hot Topic will be two-fold: Facilities and the background of the Child Care Plan for the February meeting.</p> <p>The Facilities Hot Topic will include a group of panelists: Heather Black, Lisa Grocott, and Renee Whitlock.</p> <p>The March Hot Topic will include ACES and follow-up from the February meeting.</p>	Marjorie will draft an formal invitation to the February meeting to be sent to specific stakeholders, including people from First Five, 4Cs, and SRJC. Missy contact Marianne Schwartz-Kesling at SRJC regarding her presentation on equity project.
8. Finance	Latest spreadsheet is in the packet. 4Cs is the fiscal agent of The Early Learning Conference. Goal for this fiscal year is to use funds from the two state contracts and not worry about spending out others.	
9. Council meeting dates	Decision to move the retreat to May 6. (There will be no June or July meeting.) Perhaps, have short business meeting with elections on May 6. Can the treasurer's term be expanded or extended to reflect an extension?	Missy will notify everyone of the longer meeting time in February and that May 6 will include the retreat.
10. Next Executive Committee Meeting	Next executive committee meetings are scheduled for January 14, 2016 from 9:15-11:15am at SCOE and February 22, 2016 from 1:00-3:00pm at 4Cs.	
11. Closed Session	The Executive Committee met in closed session.	
12. Adjourn**	Meeting was adjourned at 11:23am	



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**January 14, 2016; 9:15 – 11:15 am**  
**SCOE – Superintendent Conference Room**



**Minutes Approved on February 22, 2016**

Members Present: Debbie Blanton, Melanie Dodson, Kathy Kelley, Jason Riggs, Margie Vondrak  
 Guests Present: Gary Hochman  
 Staff Present: Missy Danneberg, Susy Marrón, Marjorie Lear, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Melanie Dodson called the meeting to order at 9:18am
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of December 10, 2015 Executive Committee meeting minutes**		December 10, 2015 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment		No public comment was heard.
Introduction Activity	Getting to know you / team-building activity	Committee members and staff shared what they were doing in 1995
5. Child Care Plan Development Process	<p>The February 2016 Retreat will focus on developing a Child Care Council Plan for 2016-2020. In preparation, a survey seeking priorities has been distributing throughout the community. The top rankings will be the focus of discussion in developing and implementing the new 5-year plan.</p> <p>Questions and discussion included:</p> <ul style="list-style-type: none"> <li>• Should the summary of data from the community survey be distributed at the February 5 meeting?</li> <li>• Need a contextual link, a bridge old goals and the ones were delineating now. Develop introductory</li> </ul>	<p>Missy reported that the survey comments were reviewed, condensed, and condensed into categories. The planning group met and pulled out five goals. A rough draft document was distributed to the Executive Committee.</p> <p>Staff will review the document to refine and make parallel the language of each the five goals,</p>

Agenda Item	Discussion	Action/Follow-up
	<p>paragraphs about where we've been to include in the final plan for distribution.</p> <ul style="list-style-type: none"> <li>• Is QIRS not included in the goals/plan?</li> <li>• Keynote speaker Graham Dobson should speak for no longer than 40 minutes.</li> </ul> <p>Walk-through for the February 5 agenda elicited discussion and decisions:</p> <ul style="list-style-type: none"> <li>• Room set-up includes 5 tables (one for each goal) with 6-8 chairs each. Participants may self-select within reason.</li> <li>• Have constituents propose realistic desired outcomes/results and what strategies/actions should be used</li> <li>• Gary would like to be put in touch with keynote speaker Graham Dobson regarding the interactive/Q&amp;A part of his presentation.</li> <li>• How can we use technology to enhance or make the retreat more efficient?</li> </ul> <p>Lunch questions/Feedback questions proposed:</p> <ul style="list-style-type: none"> <li>• How can we make this plan usable?</li> <li>• How do we keep this plan alive? Feedback questions sheet at lunch:</li> <li>• How do you see yourself?</li> <li>• Did you learn something from the speaker?</li> <li>• What was a new idea?</li> <li>• How do you make this working plan a reality?</li> </ul> <p>Notes brought forth from December's Executive Committee discussion:</p> <ul style="list-style-type: none"> <li>• Ensure that "The Plan" is achievable, in your control, and have the data to back up</li> <li>• Address the Role of the Council and the Uncertain Future of the Council upfront.</li> </ul>	<p>aiming for condensed paragraphs of 6-10 lines.</p> <p>Gary Hochman suggested that Revise One be sent out for meeting participants in advance of the February 5 Retreat. Ask participants to review and be prepared to discuss the goals. What actions would you propose to achieve outcomes?</p> <p>New agenda time line:</p> <p>8:00-8:30 Coffee and Networking  8:30 Hard start time  12:30-1:00 Lunch</p> <p>The next planning meeting is on January 27. Gary needs a final draft of the goals by February 3.</p> <p>Items and/or links to be sent to February 5 participants:</p> <ul style="list-style-type: none"> <li>• Charts of survey results</li> <li>• Goals</li> <li>• Links to sites or documents that will inform their participation</li> </ul> <p>Next steps</p> <ul style="list-style-type: none"> <li>• Review draft in May</li> <li>• Final draft in August</li> </ul>

Agenda Item	Discussion	Action/Follow-up
6. Catering options for February meeting	Marjorie Lear presented 3 possible catering options including costs for the February 5 meeting: Chloe's, Ulia's, and Panera	<p>On motion by Debbie Blanton and second by Jason Riggs, Ulia's was unanimously approved as the caterer.</p> <p>Participants in the February 5 meeting will be asked their choice of sandwich (turkey, roast beef, or vegetarian) as they RSVP.</p>
7. Follow up from last Council meeting	<p>What worked ... and what follow-up is needed?</p> <p>Positive feedback:</p> <ul style="list-style-type: none"> <li>• Agenda timing was good.</li> <li>• Hot Topic facilities panel with multiple perspectives</li> <li>• Good facilitation by Kathy</li> <li>• Good flow and member participation</li> </ul> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>• Hot Topic panel presentation around ACEs</li> <li>• Hot Topic: nutrition including a gardening element, early education and/or afterschool. Teri Clark and Allison Goodwin Healthy Eating Act (HEAL) <ul style="list-style-type: none"> <li>○ Include more that state preschools: SSU childcare center, representatives from Cal-Fresh and WIC, Petaluma innovative food programs (Melita Love)</li> </ul> </li> <li>• Bring in more providers and voices to the table</li> </ul> <p>Bring in more providers and new voices to the table</p> <p>Discussion concerning where to agendize various comments/concerns/announcements categories (provider/consumer/member) Is there a need for a</p>	<p>Comment: Some email addresses were inadvertently omitted. The error has been corrected. Follow-up with Michelle Fox that she's welcome to attend; Susy will add her to email list.</p> <p>Next Executive Committee meeting: look at giving direction with guided questions</p>

Agenda Item	Discussion	Action/Follow-up
	guided/open-ended questions to direct the comments?	
8. Hot topic planning – March and April	<p>March Hot Topic will include an Adverse Childhood Experience (ACEs) panel.</p> <p>April Hot Topic is ECE nutrition panel.</p>	<p>The March agenda will provide time to reflect on January’s facilities Hot Topic, the February retreat, and the budget. Are there any actions that the council needs to take?</p> <p>Reserve time on April agenda for reflections on ACEs Hot Topic.</p>
9. Finance	Missy reported that the budget transition has been difficult. She presented the CCPC budget to SCOE on December 22, 2015.	<p>Current issues include how to make an accurate budget and invoicing to match for auditors. Lee Ann Reeder, the new staff person in Business Services, will be working on this project.</p> <p>Regarding a department move, things are still in flux.</p>
10. Next Executive Committee Meeting		The next executive committee meeting was confirmed for February 22, 2016 from 1:00-3:00pm at 4Cs.
11. Adjourn**		The meeting was adjourned at 11:19 am



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**February 22, 2016; 1:00 – 3:00pm**  
**4Cs Conference Room**  
**131 Stony Circle, Ste 300, Santa Rosa**



**Minutes approved on March 14, 2016**

Members Present: Debbie Blanton, Melanie Dodson, Kathy Kelley, Jason Riggs, Margie Vondrak  
 Staff Present: Susy Marrón, Marjorie Lear, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Melanie Dodson called the meeting to order at 1:11pm
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of January 14, 2016 Executive Committee meeting minutes**		January 14, 2016 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment		No public comment was heard.
5. Child Care Plan Development Process	Missy has reportedly been in contact with Joel Gordon to write the plan. LFA was suggested for both writing and graphics. We've already gotten a quote for graphics from Susan Schreiner: \$1,100 (\$21 for each additional photo). Margie said we have about \$8,000 that can be allocated to this project.	Follow-up steps: contact LFA, further contact with Joel Gordon.
6. Follow up from last Council meeting	The group agreed to have a report from the Public Policy Committee as a separate Council agenda item in addition to consumer input/member announcements. Survey responses from the February 5 meeting were read aloud and discussed. Positive feedback. The word "access" in both Goals 1 and 2 was confusing to a participant.	Next Council agenda will reflect this. The word "access" will be deleted from Goals 1 and 2 in the Child Care Plan 2016-2021. Susy and Marjorie will review Goal summaries and pare down.

7. "Partnership for Children" name	First 5 has requested the name "Partnership for Children" for their campaign. Discussion followed concerning how the Child Care Planning Council came to be involved in this now-defunct group. There was no objection to releasing the name to First 5.	Melanie will report to the Council under the Executive Committee report.
8. Needs Assessment Revisions	<p>Discussion resulted in questions:</p> <ul style="list-style-type: none"> <li>• Need to acknowledge Mendocino County</li> <li>• Why is Butte County listed?</li> <li>• Should CCPC be listed instead of an individual as an author or support?</li> <li>• Remove #6???</li> <li>• Should the Needs Assessment with collaboration of personnel from 4Cs, First 5, HeadStart at the table (add "Community collaboration involved in the next Needs Assessment) particularly preschool subsidies need</li> <li>• Subsidies need is overstated for purposes of State</li> </ul>	<p>Bring revision of updates back to Executive Committee next meeting.</p> <p>No vote was taken because the Exec Cte had questions and revisions.</p> <p>How to share with our members? Report during Exec Cte report</p>
9. Hot topic planning – March and April	<p>March Hot Topic will include an After School Education and Safety Program (ASES) panel.</p> <p>April Hot Topic is ECE nutrition panel</p> <p>Council agendas for March, April, and May are pretty full already.</p>	<p>The March agenda will provide time to reflect on January's facilities Hot Topic, the February retreat, and the budget. Are there any actions that the council needs to take?</p> <p>Reserve time on April agenda for reflections on ASES Hot Topic.</p> <p>The Workforce Survey could be added to the May agenda.</p>
10. Finance & Staffing	<p>Margie reported that we have a budget dated 2/22/2016 which has been reviewed by Margie and Missy. Since Finance Committee will not meet 2/25, the Executive Committee will vote to recommend approval of the budget revision and approval of the \$4000 for laptops.</p>	<p>Motion by Debbie Blanton; 2nd by Jason Riggs. Unanimous vote. Melanie's report to the council will include a cover sheet, the previous format of the budget, and the new "Escape" format.</p>

11. Next Executive Committee Meeting		The next executive committee meeting was confirmed for March 10, 2016 at SCOE, 9-11am
12. Adjourn**		The meeting was adjourned at 3:08pm





**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**March 14, 2016; 2:30 – 4:00pm**  
**SCTA Room, First 5**  
**490 Mendocino Avenue, Santa Rosa CA 95401**



**Meeting Notes – Approved on April 11, 2016**

Members Present: Melanie Dodson, Kathy Kelley, Margie Vondrak  
 Staff Present: Missy Denneberg, Susy Marrón, Marjorie Lear, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Kathy Kelley called the meeting to order at 2:44pm
2. Approval of Agenda**		Agenda approved by unanimous consent.
3. Minutes: Approval of February 22, 2016 Executive Committee meeting minutes**		February 22, 2016 Executive Committee meeting minutes approved by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Child Care Plan Development Process	<p>Missy reported on her meeting with Joel Gordon who “cleaned up” the Desired Outcomes and Proposed Actions tying the actions to the goals and trying to ensure that the goals are both measurable and achievable.</p> <p>Discussion about what exactly we want in the plan: brief history; process; needs assessment; names of current members, their organizations, and staff; “Report Card” from Children Now. Suggest looking at the Santa Cruz plan. Include language and links: Portrait of Sonoma County. Joel is available for further work, if needed (\$100/hr).</p>	<p>Follow-up steps: Missy suggested that each of the committee take one of the goals and compare the Outcomes and Actions to the raw data to be sure that the sum and substance has been captured.</p> <p>Goal #1: Kathy; Goal #2: Jason; Goal #3: Missy; Goal #4: Melanie; Goal #5: Margie. Target date for completing this piece of the process is March 21.</p>

6. Follow up from last Council meeting	Survey responses from the February 5 meeting were read aloud and discussed. Positive feedback about Jennifer Silverstein and her ACES presentation. Suggested break-out groups when emotionally charged topics are presented. Suggested having Jennifer as presenter or keynote speaker in the future. Encouraged “nature-based school” as an upcoming hot topic.	Consensus was that CCPC’s role is <i>presenting</i> topics. We should inform that the County has money for training. Finance: break out what’s been spent and what’s expected to be spent. Meeting was well attended.
7. Needs Assessment Revisions	<p>The wrong document was presented last month. Missy presented the correct supplement document.</p> <p>Discussion about including up-to-date local data and new school-age data in the next Needs Assessment ... and reflect <i>real</i> needs.</p> <p>Statewide methodology overstates the subsidy needs ... not considering %age of parents who need subsidies.</p>	On motion by Kathy Kelley and second by Melanie Dodson, the Needs Assessment document was approved.
8. ZIP Code Priorities Update	<p>ZIP Code Priorities are based on a different set of data from the Needs Assessment.</p> <p>Don’t have Head Start and County data. ZIP code does not reflect where the child lives, but where child <i>receives care</i>.</p> <p>Data Committee reviews data in Spring. There is a lengthy process to determine parameters for #1, #2, etc.</p> <p>A public hearing is required.</p>	<p>We’ll keep last year’s report. CCTR and Infant ...</p> <p>We <i>must</i> do a ZIP Code Priorities this next year, beginning in September? How to get data? What is the process after the data comes to us?</p>
9. Hot topic planning – April and May Retreat	<p>Discussion about the very full April and May agendas.</p> <p>April:</p> <ul style="list-style-type: none"> <li>• Nominations for Chair-elect and Treasurer (voting in May),</li> <li>• ZIP Codes</li> <li>• Recommendation on staffing</li> </ul>	Decision to defer the ECE nutrition panel Hot Topic from April, but reserve time for reflections on ACES Hot Topic.

	<ul style="list-style-type: none"> <li>• Next year's budget</li> <li>• Child Care Plan Draft (How to present the Child Care Plan Draft to the large group?)</li> </ul> <p>May Retreat:</p> <ul style="list-style-type: none"> <li>• Election</li> <li>• Child Care Plan 2016-21 Vote</li> </ul>	<p>Send Child Care Plan Draft out with the message: "Please read, review, and bring feedback to the meeting" At the meeting, remind Council what the process was.</p> <p>Separate emails regarding election and the Child Care Plan Draft.</p> <p>The Workforce Survey could be added to the May agenda.</p>
10. Finance & Staffing	Missy presented the proposed 2016-17 budget, explaining that the first 3 columns are certain. Felt that only 2 staff positions can be justified. Salary to be determined by SCOE.	Send to the Finance Committee for its March 31 meeting.
11. Project Director Job Description	Discussion about the newly created "Project Director" position and job description. It will be presented to Personnel Commission for approval before the position can be posted (hoping for April, with hiring in May).... more general that previous position Post in April, hire by May Discuss revisions to the job description	On motion by Melanie Dodson and second by Margie Vondrak, the Project Director job description was approved to recommend to the full Council at its April 1 meeting.
12. Next Executive Committee Meeting	Schedule future meetings of the Executive Committee	The next meeting was set for April 11, 2:30 – 4:00pm, in the SCTA Room, First 5 Sonoma, 490 Mendocino Avenue, Santa Rosa
13. Adjourn**		The meeting was adjourned at 4:03pm



**Child Care Planning Council of Sonoma County**  
**Executive Committee Meeting**  
**April 11, 2016; 2:30 – 4:00pm**  
**SCTA Room, First 5**  
**490 Mendocino Avenue, Santa Rosa CA 95401**



**Meeting Notes Approved on 5/25/2016**

Members Present: Melanie Dodson, Kathy Kelley, Margie Vondrak  
 Staff Present: Missy Denneberg, Susy Marrón, Patty Bernstein

Agenda Item	Discussion	Action/Follow-up
1. Call to Order**		Co-Chair Kathy Kelley called the meeting to order at 2:39pm
2. Approval of Agenda**		Corrected agenda approved by unanimous consent.
3. Minutes: Approval of March 14, 2016 Executive Committee meeting minutes**		March 14, 2016 Executive Committee meeting minutes were approved as corrected by unanimous consent.
4. Public Comment on Non-Agendized Items		No public comment was heard.
5. Child Care Plan Development Process	Missy presented the draft. The group decided on the title "A Countywide Plan for Child Care and Education: Birth through Twelve Years." Discussion followed regarding Acknowledgments, Table of Contents, Developing the Plan, Background, Summary of Goals, Desired Outcomes and Proposed Actions, using current data and the 2016 Report Card, creating an internal document of measurement tools to be used by CCPC for evaluation, being certain that all references used are included, explaining the term Care and Education Professionals.	Make changes throughout the document to indicate birth through 12 years rather than birth through 18 years. "Wordsmith" to make parallel and consistent.

6. Follow up from last Council meeting	Survey responses from the March 14 meeting were read aloud and discussed. Positive feedback. Suggested having other presentations from very active non-profits on one of our goal topics, i.e. a panel on Parent Engagement that includes CPI, Head Start, and 4Cs	.
7. May 6 <sup>th</sup> Retreat Planning	Icebreaker/introductions/"cocktail party" Business Meeting: election, 2016-17 budget, and the Child Care Plan (send out ahead of time) Recognitions Committee reports: Successes and accomplishments; Suggest Gary Hochman facilitating discussion about where do you see the Council going, given the plan? the changing landscape? change in finances? Where do we fit within SCOE? Why do you come to these meetings? What was your best meeting? What is the purpose/role of the Council? Changing landscapes (both Care and Education in the County <b>and</b> CCPC) and next year's goals. What are the appropriate outcomes of the 2016-2021 goals that the <i>Council</i> owns? Where do we go? (Pick 1-2 particular outcomes: what specific activities/what committees do we need to accomplish these goals? Reconvene committees for action plans during box-lunch lunchtime	Missy and Susy will talk with Gary Hochman about facilitating the "Changing Landscapes" conversations  Placeholder recognition: Silver anniversary 25 <sup>th</sup>
8. Membership	Debbie Blanton was unable to attend this meeting to report.	This item is forwarded to the next Executive Committee meeting
9. Finance	Still a work in progress.	Missy will invite Katie Sanchez to the meeting on Monday, April 18
10. Staffing	The Personnel Commission must approve the new job description before advertising it. There was consensus that CCPC would like to give input regarding the hiring.	Missy will present to the Personnel Commission on Monday, April 18
11. Next Executive Committee Meeting	Schedule future meetings of the Executive Committee	The next meeting was set for May 10, 12noon-2pm at 4Cs – 131 Stony Circle, Ste 300, Santa Rosa
12. Adjourn**		The meeting was adjourned at 4:29pm