

## Minutes of General Council Meeting

Monday, July 25, 2016 3:00-5:00 pm

Meeting Location:

Contra Costa County Office of Education

Board Room

77 Santa Barbara Road

Pleasant Hill, CA 94523-4201

**Members Present:** Luis Arenas, Brenda Brown, Carolyn Johnson, Crystal McClendon-Gourdine, Silvana Mosca-Carreon, Deborah Penry, Eran Perera, , Eric Peterson, Janeen Rockwell-Owens, Chair Cathy Roof, Doug Rowe, Aurora Ruth, and Dan Safran

**Members Absent:** Deena Jones, Joan Means

**Staff Present:** Suzanne, Di Lillo, Ruth Fernandez, Marissa Frias, and Terrissa Hein

**Guests:** *Entesar Ebeid, Vicky Carr-Lee, Kelly Chun, Teresa Cordero, Teresa Gockzy, Ambreen Khawaja, Cathy Lucero, Katharine Mason, Division Manager, Contra Costa County Employment & Human Services Department, Edirle Menezes, ECE Officer, First 5 Contra Costa, Jael Myrick, Children Now, and Minoo Vasseghi*

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### 1.0 **Call to Order: Cathy Roof, LPC Chair**

- Welcome / Introductions: Chair Cathy Roof called to order the Contra Costa County Local Planning and Advisory Council for Early Care and Education General Council meeting at 3:05 p.m. and welcomed everyone. Introductions completed.
- Consider Approval of May 23, 2016 Minutes: Doug Rowe moved to approve the 5-23-2016 minutes. Brenda Brown seconded the motion. Silvana Mosca-Carreon abstained. Motion carried.
  - AYE: Luis Arenas, Brenda Brown, Carolyn Johnson, Crystal McClendon-Gourdine, Deborah Penry, Eran Perera, Eric Peterson, Janeen Rockwell-Owens, Chair Cathy Roof, Doug Rowe, Aurora Ruth, and Dan Safran
  - NAY: None
  - ABSENT: Deena Jones, Joan Means
  - ABSTAIN: Silvana Mosca-Carreon
- Review and Adoption of July 25, 2016 Meeting Agenda: Agenda was revised to move item #5 AB212 Site Supervisor and Director Professional Learning Community Project (PLC) – Capstone Presentations to be last on the agenda. Carolyn Johnson moved to approve the revised 7-25-2016 agenda. Silvana Mosca-Carreon seconded the motion. Motion carried.
  - AYE: Luis Arenas, Brenda Brown, Carolyn Johnson, Crystal McClendon-Gourdine, Silvana Mosca-Carreon, Deborah Penry, Eran Perera, , Eric Peterson, Janeen Rockwell-Owens, Chair Cathy Roof, Doug Rowe, Aurora Ruth, and Dan Safran
  - NAY: None
  - ABSENT: Deena Jones, Joan Means
  - ABSTAIN: None

### 2.0 **Public Comment**

- Items on Agenda
  - No public comment.

Minutes Submitted by: Ruth Fernandez

Minutes Approved on: **09/26/2016**

- Items of Interest to the Public
  - No public comment

### **3.0 Accept End of Year LPC and AB212 Activity Reports from Staff**

- A detailed written report was included in the meeting packet. Ruth Fernandez presented a brief overview of the information included in the report and briefly reviewed aggregate data outlined on pages 1-4 of the AB212 Professional Development Program Annual Activities report for 2015-16. There were no questions about the report; Chair Roof complemented the staff for their hard work and for such developing a comprehensive report.
- LPC Member Dan Safran moved to accept the End of Year LPC and AB212 Activity Reports. LPC Member Crystal McClendon-Gourdine seconded the motion. Motion carried.
  - AYE: Luis Arenas, Brenda Brown, Carolyn Johnson, Crystal McClendon-Gourdine, Silvana Mosca-Carreon, Deborah Penry, Eran Perera, , Eric Peterson, Janeen Rockwell-Owens, Chair Cathy Roof, Doug Rowe, Aurora Ruth, and Dan Safran
  - NAY: None
  - ABSENT: Deena Jones, Joan Means
  - ABSTAIN: None

### **4.0 LPC Coordinator Updates – Ruth Fernandez**

- Ruth Fernandez, LPC Coordinator reported that the LPC was scheduled to present at the upcoming Family and Human Services Committee Meeting scheduled for August 8<sup>th</sup>, 2016 to provide an overview of the LPC’s annual activities and accomplishments during 2015-16.
- Ruth Fernandez, LPC Coordinator announced that Mary Louise Vander Meulen had resigned from the LPC Administrative Assistant position to accept another administrative support position within the CCCOE. Posting for the vacant position is in progress.

### **5.0 Council Member Reports on Meetings attended on behalf of the LPC**

LPC Member Brenda Brown continues to attend meetings with the statewide California Child Development Administrators Association (CCDAA). A series of technical assistance trainings are currently offered by CCDAA for all state-funded administrators about family eligibility and enrollment. LPC Coordinator, Ruth Fernandez will forward training announcement to the LPC member list serve for distribution to all community partners.  
No additional reports from LPC members provided.

### **6.0 AB212 Site Supervisor and Director Professional Learning Community Project (PLC) – Capstone Presentations**

- A total of eight participants shared learnings from their participation in the Site Supervisor and Director Professional Learning Community (PLC) Project 2015-16. Areas of focus and goals for participants included:
  - Increasing leadership skills and competencies, professionalism, support for staff professional development, and communication.

- Mentoring and creating healthy climate in the workplace,
- Deepening leader and staff ability to reflect, re-focus, and ensure organizational policies and procedures are understood,
- Strengthening family involvement.
- Questions were answered following the presentations, as well as comments were given. The LPC Board thanked the participants of the PLC for coming and sharing their knowledge and learnings with them.

### **Adjournment**

- Chair Cathy Roof asked for a motion to adjourn the meeting. Carolyn Johnson moved to adjourn the LPC General Council meeting. Dan Safran seconded the motion. Motion carried. Meeting adjourned at 5:30 p.m.
  - AYE: Luis Arenas, Brenda Brown, Carolyn Johnson, Crystal McClendon-Gourdine, Silvana Mosca-Carreon, Deborah Penry, Eran Perera, , Eric Peterson, Janeen Rockwell-Owens, Chair Cathy Roof, Doug Rowe, Aurora Ruth, and Dan Safran
  - NAY: None
  - ABSENT: Deena Jones, Joan Means
  - ABSTAIN: None

**Next Meeting: Monday, September 26, 2016 in the Board Room at CCCOE.**