

**CONTRA COSTA COUNTY  
LOCAL PLANNING AND ADVISORY COUNCIL  
FOR EARLY CARE AND EDUCATION  
Minutes of the Executive & Budget Committee Meeting  
Tuesday, November 14, 2017  
3:00 PM – 5:00 PM | Board Room**

**Members Present:** Chair Cathy Roof, Carolyn Johnson, Silvana Mosca-Carreon, Deborah Penry, Eric Peterson

**Members Absent:** Doug Rowe

**Staff Present:** Pam Tyson, Melody Yee

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**Call to Order – Cathy Roof**

- Chair Cathy Roof called to order Executive and Budget Committee meeting at 3:09p.m.
- Eric Peterson moved approval of the minutes for the Executive & Budget Committee meeting held on October 23, 2017. Silvana Mosca-Carreon seconded. Motion approved.
  - AYE: Roof, Johnson, Mosca-Carreon, Peterson
  - NAY: None
  - ABSENT: Rowe
  - ABSTAIN: Penry
- Deborah Penry moved approval of the agenda for November 14, 2017 with the addition of adding the Pilot Committee in the Advocacy Committee update. Eric Peterson seconded. Motion approved.
  - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson
  - NAY: None
  - ABSENT: Rowe
  - ABSTAIN: None

**Public Comment:** None

**LPC Membership**

- Committee discussion agreed while donations by the board members is not a requirement or expectation, any donations made will go to the Forum fund account.
- The LPC Structure and Roster were reviewed, ensuring information is correct. Eric Peterson noted his title has changed and Chair Cathy Roof confirmed Phelicia Lang is now on the School Readiness Committee and Denise Clarke on the Project and Workforce Development (PWD) Committee. Chair Cathy Roof will still attend PWD Committee meetings, but will not be a voting member.

**LPC Annual Retreat**

- Committee created a working draft agenda for the upcoming LPC Annual Retreat to be held January 19, 2018 at the Fern Cottage in Kennedy Grove Recreational Area in El Sobrante.

**ACTION ITEM:** Research lunch options for the Retreat

Minutes Approved: 1/8/2018

Minutes Taken by: Melody Yee

### **Committee Updates**

- Advocacy –
  - Create Ad Hoc Committee for the Subsidy Pilot in January – named members so far are Brenda Brown, Carolyn Johnson and Judy Waggoner.
- Project and Workforce Development –
  - Planning for the Community Stakeholder Round Table 2 survey and drafting plans for the Round Table to take place at the Forum.
- School Readiness –
  - Nothing at this time.

### **Adjournment:**

- Carolyn Johnson moved to adjourn. Deborah Penry seconded. Motion carried. Meeting adjourned at 4:26 p.m.
  - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson
  - NAY: None
  - ABSENT: Rowe
  - ABSTAIN: None
- **Next Meeting:** January 8, 2018 9:00-11:00 a.m. (Las Trampas Room at CCCOE)