

**CONTRA COSTA COUNTY
LOCAL PLANNING AND ADVISORY COUNCIL
FOR EARLY CARE AND EDUCATION
Minutes of the Executive & Budget Committee Meeting
Wednesday, July 19, 2017
10:00 AM – 12:00 AM
Las Trampas Room**

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

Members Absent: None

Staff Present: Ruth Fernandez, Melody Yee

Call to Order – Cathy Roof

- Welcome: Chair Cathy Roof called to order the Contra Costa Local Planning and Advisory Council for Early Care and Education Executive and Budget Committee meeting at 10:01 a.m.
- Doug Rowe motioned approval of the minutes for the Executive & Budget Committee meeting held on May 8, 2017. Deborah Penry seconded the motion. Motion approved.
 - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None
- Deborah Penry motioned approval of the agenda for July 19, 2017. Doug Rowe seconded the motion. Motion approved.
 - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None

Public Comment:

- There were no public comments

Budget Review and Approval

- RMTK and Forum
- Consultant Services for AB 212
 - Committee agreed to prioritize the consultation services
- Deborah Penry motioned to accept the review of 2016-2017 and approve the 2017-2018 budgets. Eric Peterson seconded the motion. Motion approved.
 - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None

Minutes Approved: 9/19/17

Minutes Taken by: Melody Yee

End of Year Reports

- Ruth Fernandez provided a draft of the AB 212 Report for the Committee to review.

Staff Updates

- **FHS Meeting**
 - Ruth Fernandez is schedule to present at the FHS on July 31 regarding LPC activities.
- **Needs Assessment**
 - Needs Assessment Work Group Meeting is scheduled September 15, 2017 from 9:00am to 1:00pm.

Plan General Council Meeting Agenda for July 24, 2017

- The Committee reviewed a draft agenda.
 - Move the guest speaker to before the presentations
 - Correct the spelling of one of the speaker's last names

Committee Updates:

- **Advocacy:**
 - No updates at this time.
- **Projects and Workforce Development:**
 - Community Stakeholder Round Table #1 is tentatively scheduled for October 3.
 - Feedback was requested from the Committee regarding facilitator Kathleen Seabolt
- **School Readiness:**
 - Cathy Roof will take a position on the School Readiness Committee.

Action Items:

- Committee will send Ruth Fernandez any comments or feedback about Round Table facilitator.

Adjournment:

- Doug Rowe moved to adjourn. Deborah Penry seconded the motion. Motion carried. Meeting adjourned at 11:48 a.m.
 - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None
- **Next Meeting:** September 11, 2017 9:00-11:00 a.m. (Las Trampas Conference Room at CCCOE)