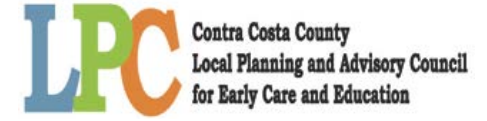




CONTRA COSTA COUNTY  
**Office of Education**  
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Karen Sakata, Superintendent of Schools  
 77 Santa Barbara Road, Pleasant Hill, CA 94523  
 (925) 942-3388



Contra Costa County Office of Education

The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)

**Purpose:** **LPC Executive & Budget Committee Meeting**  
**Location:** 77 Santa Barbara Road ~ **Mt. Diablo Conference Room**  
 Pleasant Hill, California 94523  
**Time:** **3:30 PM – 5:00 PM**

**Facilitator:** **Cathy Roof, Chair**  
**Timekeeper:** **Ruth Fernandez**  
**Recorder:** **Melody Yee**

*The projected timeline is a projection only not a limitation on the length of any agenda item, and may be revised at the meeting.  
 The Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) will provide reasonable accommodations for persons with disabilities planning to participate in Contra Costa County Local Planning and Advisory Council for Early Care and Education meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.*

**AGENDA**  
**Thursday, October 27, 2016**  
**TIME: 3:30 – 5:00 PM**

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
3:30 - 3:35	<b>Welcome/Introductions</b> Minutes Review and Approval for 9.12.16 - <b>Action</b> Agenda Review and Approval for 10.27.16 - <b>Action</b>	C, A	Cathy	Approval of minutes and agenda
3:35 – 3:40	<b>Public Comment</b>	I	All	Members of the Public may comment on items of interest or items on the agenda
3:40 - 3:50	<b>Staff Updates:</b> Update on LPC Needs Assessment 2017 LAO Visit to Contra Costa County Update on Wine Tasting Fundraiser for Forum 2017	I, D	Ruth	Staff updates related to project implementation, state funding, budget, and correspondence received
3:50 – 4:00	<b>LPC Membership Applications received:</b> Review and Discuss application received from Edirle Menezes, First 5 Contra Costa - <b>Action</b>	I,D,C	Cathy	Discuss membership application and consider recommendation to full Council for appointment recommendation to the BOS and County Superintendent of Schools
4:00 – 4:10	<b>LPC Annual Self Evaluation Report – Review, Discuss and Complete - Action</b>	I,D, A	Cathy	CDE annual Self-Evaluation Report of LPC mandates and compliance with statutory requirements
4:10 – 4:55	<b>Develop LPC Annual Member Retreat Agenda for 12.2.16</b> Outline Agenda for the Day Identify Guest Presenters Define Community Stakeholder Invitations to Retreat Meeting with Superintendent Sakata Desired Outcomes for the Day	I,D, C	Cathy	Define key topic areas for September LPC General Council Meeting
5:00	<b>Adjournment – Action</b>	A	All	Next Exec Committee Meeting Identified

D = Discussion C = Consensus A = Action I = Information

**NOTE:**

- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the LPC to a majority of members of the Executive Committee less than 96 hours prior to that meeting are available for public inspection at 77 Santa Barbara Road, Pleasant Hill, during normal business hours.
- Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

**CONTRA COSTA COUNTY  
LOCAL PLANNING AND ADVISORY COUNCIL  
FOR EARLY CARE AND EDUCATION  
Minutes of the Executive & Budget Committee Meeting  
Monday, September 12, 2016  
2:00 PM – 4:00 PM  
Las Trampas Room**

**Members Present:** Chair Cathy Roof, Carolyn Johnson, Silvana Mosca-Carreon, Eric Peterson, Doug Rowe, Dan Safran

**Members Absent:** Deborah Penry, Luis Arenas

**Staff Present:** Ruth Fernandez, Melody Yee

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**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 9:08 a.m.
- Dan Safran motioned approval of the minutes for the Executive & Budget Committee meeting held on May 9, 2016. Carolyn Johnson seconded the motion. Motion approved.
  - AYE: Roof, Safran, Johnson, Rowe, Peterson, Mosca-Carreon
  - NAY: None
  - ABSENT: Penry, Arenas
  - ABSTAIN: None
- Chair Cathy Roof motioned approval of the agenda for September 12, 2016. Dan Safran seconded the motion. Motion approved.
  - AYE: Roof, Safran, Johnson, Rowe, Peterson, Mosca-Carreon
  - NAY: None
  - ABSENT: Penry, Arenas
  - ABSTAIN: None

**Public Comment:**

- Eric Peterson gave an announcement of the Child Care Council event September 14, 2016. The event was discussed again later as part of the agenda.

**Staff Updates**

- **A Raising of America Screening**
  - Ruth Fernandez provided background and details about the PBS documentary and Brandman University's invitation to co-sponsor a screening of the documentary on, October 13, 2016 from 5:30 p.m.-7:30p.m. Ruth Fernandez encouraged the committee to attend the screening and encouraged panel discussion about the documentary and possibly replicating the event to garner discussion, awareness and support. Ruth was also invited to be a panel presenter following the screening. Chair Cathy Roof requested more information and plans to attend the screening.
  - **Child Care Council's 40<sup>th</sup> Anniversary Lunch & Speaker Event**

Minutes Approved: Draft

Minutes Taken by: Melody Yee

- Eric Peterson reminded the committee about the 40<sup>th</sup> Anniversary Lunch and Speaker Event to be held September 14, 2016 at the Pleasant Hill Community Center from 11:30 a.m. to 1:30 p.m., tickets are \$55 per person. Carolyn Johnson and Doug Rowe stated they plan to attend.
- **FHS Report Rescheduled for October 10, 2016**
  - Ruth Fernandez announced the FHS Report would be postponed until the Family and Human Services Committee meeting scheduled for October 10, 2016 at 1:00 p.m. at 651 Pine Street. Ruth Fernandez reminded committee members that recommendations for the 2017 Countywide Child Care Needs Assessment are included in the report and encouraged LPC members to attend the FHS meeting as members of the public.
- **2016-17 Budgets**
  - Budget discussion postponed until the next committee meeting. .
- **CCCOE ECE Projects Restructuring**
  - Ruth Fernandez announced a few staffing changes – Suzanne DiLillo accepted another position outside the CCCOE, leaving her position vacant – and there will be a part-time Administrative Assistant hired to support the QRIS program. Ruth Fernandez gave a brief announcement about her new project in creating 21 hours of LPC instruction for the Department of Education to be available on the state website. The LPC Trainings Modules project has a budget of \$250,000 and is to be unveiled at the 2017 Fall Conference of the California Child Care Coordinators Association (CCCCA).
- **LPC and AB212 State Evaluation**
  - Ruth Fernandez reported that the CDE contracted with UCLA to conduct evaluation of the impact of LPC and AB212 services. The evaluation will conclude in June of 2017. Results to be shared upon availability. LPC members across the state may be randomly chosen for a survey conducted by UCLA.
- **Quality Matters Contra Costa Consortium – QRIS Implementation Update**
  - Ruth Fernandez provided an updated chart showcasing the breakdown of the QRIS Project and the goals, vision and responsibilities of the consortium.
  - Dan Safran questioned the outreach to specific community-based groups, the need to identify those that are or may be left out and then to create plans to address those groups. Ruth Fernandez responded there are limitations and there is a need to define a macro outreach in order to find the gap areas and opportunities for new connections with the provider community. Ruth Fernandez asked the committee to write down their recommendations or ideas to be shared at an upcoming Contra Costa QRIS Consortium meeting.

### **Develop LPC Board Meeting Agenda for 9.26.16**

- Ruth Fernandez announced confirmation for the 2016 Annual LPC Member Retreat to be held on December 2, 2016 at San Damiano Retreat in Danville. Ruth Fernandez stated confirmation of the event has been received from San Damiano. A Save the Date announcement will be generated and sent out.
- The September LPC General Council meeting agenda was discussed with the suggestion of a thank you for Mary Louse Vander Meulen was recommended by the committee.

Minutes Approved: Draft

Minutes Taken by: Melody Yee

- The possibility of a wine tasting fundraiser was discussed. Doug Rowe will solicit contacts regarding wine supply. The timing needs to be discussed further and the invitation scope. Ruth to work with Eran Perera regarding this fundraising possibility.
- A discussion was held regarding number required for a quorum, enforcement of attendance responsibilities and improving advance notice of meeting cancellations. Question by all members if adoption of an attendance/prior confirmation practice be done by committee alone. It was decided each committee can.
  - Chair Cathy Roof proposed setting a new rule of one week deadline to confirm attendance for voting members.
  - Dan Safran requested a one week advance notice if the meeting is cancelled. Dan Safran questioned the enforcement of attendance to committee members suggesting a reminder of expectations as voting members then address enforcement of attendance.
- Ruth Fernandez announced her resignation from the FACT Committee. Asked if any committee members would be able to fill her vacancy on the FACT Committee. No one is able, but Dan Safran suggested contacts outside the committee, asking Ruth for a short description for those who may be interested.
- Ruth Fernandez gave a short background about Craig Cheslog and suggested he give a presentation at the next LPC Board Meeting about the newly formed Right Start Commission. It was agreed he should be invited, allowing him about 30 minutes presentation and 30 minutes Question and Answer period.
- Ruth Fernandez stated Marissa Frias is compiling a CTKS Status Report for the Board Meeting. It is to include max/min per individual, stories to gain attraction and an update to adversity. Allotment is 15-20 minutes including Q&A.

### **LPC Committee Reports & Updates**

- **Ad Hoc Facilities Committee**
  - Ruth Fernandez began a discussion about funds to pay for a study by Brion Economics, Inc. (BEI) to pinpoint indicators in the county's child care needs assessment. The study would be able to look deeper, city by city, as opposed to just countywide.
    - Dan Safran questioned if the study would address care needs or space needs. Ruth Fernandez responded it would focus on both needs, the focus of the study would be two-fold in that once demand and supply for child care was known, then facility access and space needs (coupled with availability) could be addressed.
    - Ruth Fernandez suggested not all 5 Phases of the proposed study be financed, as some of the study results were not under LPC scope, but by conducting part of the proposed study momentum may be built for another entity to complete the study. Ruth Fernandez suggested the committee determine which portions would be most beneficial and would include a copy of the bid in the activity report for the Ad Hoc Facilities Committee Meeting submitted to the Board of Supervisors.
  - Ruth Fernandez reported the Ad Hoc Facilities Committee would meet once more, between the end of September and October 10, 2016 to wrap things up.

- **Advocacy – Cathy Roof**
  - No report given due to time constraints.
- **Projects & Workforce Development – Carolyn Johnson**
  - Carolyn Johnson stated no major announcements at this time but more information would be coming in the future.
- **School Readiness – Dan Safran**
  - Dan Safran mentioned about a guest presenter: Coire Reilly, Healthy Communities Manager, Contra Costa Health Services. He presented an overview of the Healthy and Livable Pittsburg Collaborative. The committee recommended that the same presentation was given at a future LPC General Council meeting.

### **Discuss Intended Outcomes and Agenda for Annual LPC Member Retreat**

- **Draft for Annual Retreat**
  - Chair Cathy Roof and Ruth Fernandez will collaborate on a draft agenda for the Annual LPC Member Retreat.
    - Due to time constraints, an interim meeting was set for October 27, 2016 for the whole Committee to meet to discuss more specifics about the agenda.
- **Other updates**
  - Executive Committee members agreed to a one week prior reminder for LPC members for all committee and general council meetings and a 24-hour limit for attendance confirmation. If responses do not meet the quorum requirement, a cancellation notice will be sent to all Committee members.

### **Adjournment:**

- Silvana Mosca-Carreon moved to adjourn the meeting. Dan Safran seconded the motion. Motion carried. Meeting adjourned at 4:04 p.m.
  - AYE: Johnson, Mosca-Carreon, Peterson, Roof, Rowe, Safran
  - NAY: None
  - ABSENT: Penry, Arenas
  - ABSTAIN: None
- **Next Meeting:** October 27, 2016 2:00-4:00 p.m. (Mt. Diablo Room)

## Executive & Budget Committee Meeting 2016-2017 Calendar

2<sup>nd</sup> Monday of July, September, November, January, March, May

MEETING	DATE	TIME	LOCATION
LPC Executive & Budget Committee	July 7, 2016 <i>*New date</i>	9:00-11:00 AM	CCCOE Las Trampas Room
LPC Executive & Budget Committee	September 12, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Executive & Budget Committee	October 27, 2016 <i>*Added Meeting</i>	2:00-4:00 PM	CCCOE Mt. Diablo Room
LPC Executive & Budget Committee	November 14, 2016 <i>*Changed to Advocacy Meeting</i>	9:00-11:00 AM	CCCOE Las Trampas Room
LPC Executive & Budget Committee	January 9, 2017	9:00-11:00 AM	CCCOE Las Trampas Room
LPC Executive & Budget Committee	March 13, 2017	9:00-11:00 AM	CCCOE Las Trampas Room
LPC Executive & Budget Committee	May 8, 2017	9:00-11:00 AM	CCCOE Las Trampas Room