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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: Las Trampas Conference Room
Time: 9:00 AM – 11:00 AM

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 Monday, January 9, 2017

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 – 9:10	Welcome/Introductions <ul style="list-style-type: none"> Minutes Review and Approval for 10.27.16 - Action Agenda Review and Approval for 1.9.17 - Action 	C, A	Cathy	Approval of minutes and agenda
9:10 – 9:25	Public Comment	I	All	Members of the Public may comment on items of interest or items on the agenda
9:25 – 9:45	Staff Updates: <ul style="list-style-type: none"> Update on Thurmond Meeting 2017 Children's Forum Needs Assessment Funding FHS Decision on Menezes and Roundtree 	I, D	Ruth	Staff updates related to project implementation, state funding, budget, and correspondence received
9:45 – 10:00	Debrief on 2016 Annual Retreat: <ul style="list-style-type: none"> Feedback Follow-up Items 	I,D,C	Cathy	Key points, highlights, improvements and any action items
10:00 – 10:10	Approval of LPC Membership Certification	D, C, A	Ruth	
10:10 – 10:45	Committee Updates <ul style="list-style-type: none"> Advocacy – Eric Peterson Project & Workforce Development – Carolyn Johnson School Readiness – Daniel Safran Ad Hoc – Luis Arenas 	I,D, C	Cathy	Define key topic areas for January LPC General Council Meeting
10:45 – 11:00	Develop LPC General Council Agenda for 1.23.17 <ul style="list-style-type: none"> Outline Agenda for the Day Define Presentation Topics for 2017 Desired Outcomes for the Day 			Plan for General Council Meeting
11:00	Adjournment – Action	A	All	

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

- 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
Thursday, October 27, 2016
3:00 PM – 5:00 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

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 3:42p.m.
- Dan Safran motioned approval of the minutes for the Executive & Budget Committee meeting held on September 12, 2016. Doug Rowe seconded the motion. Motion approved.
 - AYE: Roof, Safran, Johnson, Rowe, Peterson, Mosca-Carreon
 - NAY: None
 - ABSENT: Penry, Arenas
 - ABSTAIN: None
- Dan Safran motioned approval of the agenda for October 27, 2016 with items adjusted for Ruth Fernandez who was delayed. Carolyn Johnson seconded the motion. Motion approved.
 - AYE: Roof, Safran, Johnson, Rowe, Peterson, Mosca-Carreon
 - NAY: None
 - ABSENT: Penry, Arenas
 - ABSTAIN: None

Public Comment:

- There was no public comment.

LPC Annual Self-Evaluation Report – Review, Discuss and Complete

- Chair Cathy Roof began the discussion of the LPC Annual Self-Evaluation Report.
- Members reviewed all items in the report, with a brief discussion assuring compliance, Eric Peterson called for a motion to approve the Self-Evaluation Report; Dan Safran seconded. Motion approved.
 - AYE: Roof, Safran, Johnson, Rowe, Peterson, Mosca-Carreon
 - NAY: None
 - ABSENT: Penry, Arenas
 - ABSTAIN: None

Minutes Approved: Draft

Minutes Taken by: Melody Yee

Staff Updates

• Update on Needs Assessment 2017

- The committee read and reviewed the provided Brion Economics, Inc. information. A brief discussion followed.
- Eric Peterson discussed grant funding possibilities.
- Ruth Fernandez joined the meeting 4:07.

LPC Membership Application – Edirle Menezes, First 5 Contra Costa

- Ruth Fernandez asked the Committee if they had any questions or concerns, pro/cons. The Committee had a discussion. Dan Safran moved to approve the application. Eric Peterson seconded. Application approved.
 - AYE: Roof, Safran, Johnson, Rowe, Peterson, Mosca-Carreon
 - NAY: None
 - ABSENT: Penry, Arenas
 - ABSTAIN: None

Staff Updates Resumed

• Further Discussion of Brion Economics, Inc. – Needs Assessment Study

- Doug Rowe noted the backgrounds of those who will participate from Brion Economics, Inc.
- Ruth Fernandez opened a discussion for funding options.
- Dan Safran asked the cost and timeframe for remaining phases 3-5. Ruth Fernandez stated it would be about a three year period for all phases to be completed.
- Dan Safran motioned to approve Phases 1 and 2 of the Needs Assessment Study. Doug Rowe seconded. Motion approved.
 - AYE: Roof, Safran, Johnson, Rowe, Peterson, Mosca-Carreon
 - NAY: None
 - ABSENT: Penry, Arenas
 - ABSTAIN: None

• LAO Visit to Contra Costa County

- Ruth Fernandez gave a brief summary of the LAO visit from 10/17/16. Eight people from the LAO visited three (a small, medium, large) counties to look at QRIS programs. Two sites in Contra Costa County were looked at, Marie Murphy and Bayview. The Committee had a brief discussion about the visit and how, if any, follow up will be available.

• Update on Wine Tasting Fundraiser for Forum 2017

- Chair Cathy Roof announced the Wine Tasting Fundraiser will be held at the Pleasant Hill Community Center, tentatively planned for January 26, 2017 from 4:00pm-7:00pm.
- ACTION: The Wine Tasting Fundraiser is to be put on the Advocacy Agenda for the November 14, 2016 meeting.
- Dan Safran and Doug Rowe will pursue resources.

Develop LPC Annual Member Retreat Agenda for 12.2.16

- Committee will invite Karen Sakata, Federal Glover, and Candace Anderson.
- Edirle Menezes and Stacie Roundtree, LPC Committee applicants, will also be invited to the Annual Retreat.
- The Committee discussed desired goals, outcomes and topics for the Retreat Agenda.
- ACTION ITEM: Ruth Fernandez to send out draft of agenda to committee members by Wednesday, November 2, 2016 for feedback and suggestions.

Adjournment:

- Dan Safran moved to adjourn. Silvana Mosca-Carreon seconded the motion. Motion carried. Meeting adjourned at 5:05 p.m.
 - AYE: Johnson, Mosca-Carreon, Peterson, Roof, Rowe, Safran
 - NAY: None
 - ABSENT: Penry, Arenas
 - ABSTAIN: None
- **Next Meeting:** December 2, 2016 9:00-2:30 p.m. (San Damiano Retreat)

DRAFT