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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: TBD
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 8, 2018

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 11.14.17- Action Agenda Review and Approval for 1.8.18 - Action 	C, A	Cathy	Approval of minutes and agenda
9:10 – 9:15	Public Comment <i>If you wish to speak on a matter on the agenda, please give your name and identify any group or organization you represent, for the record prior to your presentation.</i> <i>If you wish to speak on a matter NOT on the agenda, please wait until the Chair calls for public comment on items of interest to the public. The Council shall only take action related to items listed on the current agenda.</i> <ul style="list-style-type: none"> Items on the agenda Items of interest to the public 	I	All	Information
9:15 – 9:25	LPC Announcements/Updates <ul style="list-style-type: none"> New Coordinator Needs Assessment Membership Expirations 	I, C	Cathy	Information
3:25 – 4:45	LPC Annual Retreat – Review/Discuss <ul style="list-style-type: none"> Venue Agenda Guests Program 	D, C, A	Ruth	Define location, topics, guest list, and goals for the 2017 LPC Annual Retreat
4:45 – 5:00	Committee Updates <ul style="list-style-type: none"> Advocacy – Eric Peterson Project & Workforce Development – Carolyn Johnson School Readiness – Deborah Penry 	D, C	All	Discuss LPC Committee Activities and define action steps
5:00	Adjournment – Action Next Meeting Date: March 12, 2018	A	All	Next Executive and Budget Committee Meeting Identified

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
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

Call to Order – Cathy Roof

- Chair Cathy Roof called to order Executive and Budget Committee meeting at 3:09p.m.
- Eric Peterson motioned 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 motioned 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:

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)

Minutes Approved:

Minutes Taken by: Melody Yee