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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: John Muir Conference Room
Time: 1:00 PM – 3:00 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 Friday, September 15, 2017

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
12:00 – 12:10	Welcome/Introductions <ul style="list-style-type: none"> Minutes Review and Approval for 7.19.17- Action Agenda Review and Approval for 9.19.17 - Action 	C, A	Cathy	Approval of minutes and agenda
12:10 – 12:15	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
12:15 – 12:35	Staff Updates: <ul style="list-style-type: none"> Countywide Needs Assessment & Facilities Study LPC Training Modules Project Annual Member Retreat CocoKids Luncheon Sponsorship October 11th Town Hall Meeting AB 435 Update 	I, D, C	Ruth	Staff updates about ongoing LPC projects and activities
12:35 – 1:00	Review and Approval of LPC Membership Applications Received: <ul style="list-style-type: none"> Phelicia Lang Denise Clarke 	I, D, A	All	Review applications, discussion and vote for recommendation to full LPC body
1:00 – 1:25	General LPC Meeting – Agenda Planning & Discussion for September 25th: <ul style="list-style-type: none"> Presentations Forum Planning Retreat Planning 	D, C	All	Plan for General Council Meeting
1:30	Adjournment – Action Next Meeting Date: November 13, 2017	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
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:

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)

Minutes Approved:

Minutes Taken by: Melody Yee