

Minutes of LPC Projects and Workforce Development Committee Meeting

7/12/2017

Board Room

9:00 a.m. - 11:00 a.m.

Members: Chair Carolyn Johnson, Joan Means, Edirle Menezes, Cathy Roof, Doug Rowe, Aurora Ruth

Members Absent: None

Staff: Ruth Fernandez, Melody Yee

Guests: Sue Handy – Diablo Valley College, Terrissa Hein – Contra Costa County Office of Education, Nadirah Jones – Contra Costa County Office of Education, Kathleen Seabolt - Heartwork

Welcome/Introductions:

- Chair Carolyn Johnson welcomed everyone to the meeting at 9:08 a.m.
- *Agenda Review/Approval:* Cathy Roof moved to approve the agenda for 7-12-17 with the amended change to remove the “Stuff That Works and Why” portion of the agenda. Joan Means seconded the motion. Motion carried.
 - AYE: Johnson, Means, Menezes, Rowe, Ruth
 - NAY: None
 - ABSENT: None
 - ABSTAIN: Roof
- *Minutes Review/Approval:* Doug Rowe moved to approve the minutes for 5-10-17. Joan Means seconded the motion. Motion carried.
 - AYE: Johnson, Means, Menezes, Roof, Rowe, Ruth
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None

Public Comment:

- None

Edirle Menezes joined the meeting at 9:22 a.m.

Review /Approve Revise Project and Workforce Development Committee Goals and Objectives

- Discussion about the revised timeline
- Discussion regarding general issue of wages for the ECE workforce and how it compares to other child caregivers (e.g. nannies)

Discuss and Approve Round Table Invitation, Guest Survey, and Guest Roster

- Handouts were provided by Ruth Fernandez and Terrissa Hein with survey questions
 - The Committee and guests discussed the various viewpoints of the questions and how that will affect who/how the survey answers maybe affected
 - Offering the recipient an option to allow others to respond for them was proposed (someone who may know the program better)
- A draft of the invitation letter was distributed for review
 - A deadline for survey completion was requested
 - It was suggested to bold the submission deadline date of the survey with the RSVP information

- The guest roster was reviewed and with the addition of other names to be researched and/or forwarded to Ruth Fernandez and Terrissa Hein prior to survey release

Stakeholder Round Table Planning

- Round Table Facilitator Kathleen Seabolt was introduced
 - General flow of the day was discussed by the group regarding grouping, interactivity, outcomes, agenda, role of the facilitator – the discussion will continue prior to the Round Table date
- The Stakeholder Round Table will be rescheduled from September to October, depending on room availability
- The survey will be distributed by July 31, 2017

Next Meeting Agenda Items/Follow-up Steps

- Finalize the flow and plans for the Stakeholder Round Table
- Finalize the date of the Round Table

Adjournment:

- *Adjournment:* Cathy Roof moved to adjourn the meeting. Aurora Ruth seconded the motion. Motion carried.
 - AYE: Johnson, Means, Menezes, Roof, Rowe, Ruth
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None
- Meeting adjourned at 11:20 a.m.