

Minutes of LPC Projects and Workforce Development Committee Meeting

9/19/2017

John Muir Conference Room

10:00 a.m. - 12:00 p.m.

Members: Chair Carolyn Johnson, Joan Means, Cathy Roof, Doug Rowe

Members Absent: Edirle Menezes, Aurora Ruth

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 10:01 a.m.
- *Agenda Review/Approval:* Joan Means moved to approve the agenda for 9-19-17 with the amended change to have Kathleen Seabolt lead the items: Review Survey Results and Review Proposed Agenda for Round Table. Doug Rowe seconded the motion. Motion carried.
 - AYE: Johnson, Means, Roof, Rowe
 - NAY: None
 - ABSENT: Menezes, Ruth
 - ABSTAIN: Roof
- *Minutes Review/Approval:* Doug Rowe moved to approve the minutes for 7-12-17. Carolyn Johnson seconded the motion. Motion carried.
 - AYE: Johnson, Means, Roof, Rowe
 - NAY: None
 - ABSENT: Menezes, Ruth
 - ABSTAIN: None

Public Comment:

Kathleen Seabolt announced the Call for Proposals for passion projects at Heartwork Early Care & Education. Open to teachers and teaching assistants. Submitted proposals reviewed quarterly, deadline is December 2, 2017 for 2018 projects. Kathleen will send the flyer with information to the Committee members.

Review Survey Results

- Ruth Fernandez and Terrissa Hein gave a brief oral summary and provided a handout of the current survey results to begin discussion of the upcoming Stakeholder Round Table.
- Kathleen Seabolt followed with a discussion comparing responses as well as those that stood out

Review Proposed Agenda for Round Table

- Kathleen Seabolt lead the discussion of ideas and suggestions for the Round Table agenda and flow
 - Estimate of 8 attendees per table with a Committee member assigned to facilitate
 - Kathleen provided four topics for the attendees to reflect and discuss during the Round Table - topics were assigned to four of the tables, two tables per topic.
 - A craft activity was agreed upon for the Round Table
 - The Conceptual Framework will be shared with the attendees to give focus

Adjournment

- *Adjournment:* Cathy Roof moved to adjourn the meeting. Doug Rowe seconded the motion. Motion carried.
 - AYE: Johnson, Means, Roof, Rowe
 - NAY: None
 - ABSENT: Menezes, Ruth
 - ABSTAIN: None
- Meeting adjourned at 12:03 p.m.