

**CONTRA COSTA COUNTY  
LOCAL PLANNING AND ADVISORY COUNCIL  
FOR EARLY CARE AND EDUCATION  
Minutes of the Executive & Budget Committee Meeting  
Monday, July 20, 2015  
9:00 AM – 11:00 AM  
Las Trampas Room**

**Members Present:** Chair Deborah Penry, Carolyn Johnson, Cathy Roof, Dan Safran

**Members Absent:** Crystal McClendon-Gourdine

**Staff Present:** Ruth Fernandez, Mary Louise Vander Meulen

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**Call to Order – Deborah Penry**

- Welcome: Chair Deborah Penry called to order the Contra Costa Local Planning and Advisory Council for Early Care and Education Executive and Budget Committee meeting at 9:12 a.m.
- Carolyn Johnson motioned approval of the minutes for the Executive & Budget Committee meeting held on May 11, 2015. Cathy Roof seconded the motion. Motion approved.
  - AYE: Johnson, Penry, Roof, Safran
  - NAY: None
  - ABSENT: McClendon-Gourdine
  - ABSTAIN: None
- Carolyn Johnson motioned approval of the agenda for July 20, 2015. Cathy Roof seconded the motion. Motion approved.
  - AYE: Johnson, Penry, Roof
  - NAY: None
  - ABSENT: McClendon-Gourdine,
  - ABSTAIN: Safran

**Public Comment:**

- No public comment.

**Staff Updates:**

- Budget Updates
  - Brief overview of the LPC and AB212 budgets given by Ruth Fernandez. Copies of the budgets were included in the agenda packet. Ruth noted that she recently received a letter from CDE stating the LPC budget amount to be received from the state is less than first anticipated, \$57,219.00
- End of Year Reports for CDE
  - Ruth Fernandez reported that the LPC and AB212 end of the year reports were sent to CDE on Wednesday, July 15, 2015.

Minutes Approved: 9.22.15

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- Final Priorities Report
  - A revised copy of the Zip Code Priorities Report was sent to CDE on June 5, 2105. The revision now shows that Antioch is a Priority 2. Ruth Fernandez has spoken to the Board of Supervisors regarding this issue and the issue regarding facilities.
- LPC Member Orientation
  - The New Member Orientation will take place on Monday, July 27, 2015 prior to the LPC General Board Meeting. Luis Arena, Eran Perera, and Aurora Ruth will be attending. A separate time will need to be set up with Jessica Hudson due to a work emergency.
  - Ruth Fernandez invited the LPC Executive Committee members to join the training as well.
- LPC Applications Received/Expired Seats
  - A copy of Doug Rowe's application to the LPC was passed around for review. Brief discussion followed.
  - Cathy Roof motioned to recommend Doug Rowe for the Public Agency Seat 4 of the LPC if he is eligible. Dan Safran seconded the motion. Motion approved.
    - AYE: Johnson, Penry, Roof, Safran
    - NAY: None
    - ABSENT: McClendon-Gourdine
    - ABSTAIN: None
  - Deborah Penry questioned if one retires are you immediately removed from your seat or can you finish your term?
  - Ruth Fernandez stated that she will be clarifying the expiration of some of the seats, and letting individuals know if they will need to reapply.
- New LPC Website Update/County Agenda and Minutes Postings
  - It was noted that the new LPC website will be up and running the week of July 27, 2015. There may be a little lag time between the old site coming down and the new site going on line.

### **Project Updates:**

- Professional Development Program Updates
  - 2015-16 Contra Costa County PDP Guides handed out to the members of the committee. It is now one countywide program in collaboration with First 5 Contra Costa, COE, and the PDP advisors at the community colleges.
  - By October, First 5 will give COE a spreadsheet with the applicants and which program component they are eligible for. COE will be the agency to pay out the AB212 stipends.
  - Ruth Fernandez informed the members of the committee that an MOU is being processed with First 5 and should be ready by the end of August.
- Professional Learning Communities Project Updates
  - Eight individuals of the Site Supervisor/Director PLC will be presenting their projects at the LPC General Board meeting to be held on Monday, July 27, 2015.
  - The PLC surveys received over the last month did show that the individuals felt the PLC was very rewarding, and it was helpful to meet with other supervisors and directors. At the same time, some felt that too much was expected of them.

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- Ruth Fernandez shared the new logo for the PLC project for next year which represents teamwork. The idea is to have the new PLC project for next year up on the website by mid-August. Ruth would like to see this program becoming sustainable by having peer facilitators for each region.
- Carolyn Johnson offered to help with venues for PLC meetings.
- Contra Costa TK Stipend Project Updates
  - Ruth Fernandez shared that the TK Stipend Project launched 3 weeks ago. Information about the project and the necessary literature and forms are available on the website. Copies were handed out to the members present.
  - Suggestion was made to use the district newsletters to announce the start of the project and where to find the information and forms. This would be a good way to reach the TK teachers.
  - Some discussion held on the topic of information sessions and if they were necessary. This may be something the Project Specialist may want to do.
  - It was noted as a reminder that CSPP teachers could also apply for a stipend through this grant.
- Higher Education Collaborative Updates
  - This collaborative first met due to the TK Stipend Project and they decided that they would like to continue. They have met three times so far. The next meeting which is September 3, 2015 will focus on the purpose of the group.
- State Funded Program Administrator Network Updates
  - The importance of the SFPA Network has become more evident after the QRIS Block Grant was awarded. COE is the lead fiscal agency on this grant and will be working with First 5 CC to carry out the contract.
  - Ruth Fernandez shared that MOU's will need to be drawn up with each state funded program, along with guidelines.
  - A QRIS Orientation for the sites will be done and it looks like it will be in late August or early September. Ruth and Suzanne Di Lillo are working out the details along with First 5 CC.
- QRIS Updates
  - Very brief discussion held on the possibility of having a presentation on QRIS in September.

### **LPC Activities:**

- Develop LPC Board Meeting Agenda for 7.27.15
  - PLC Presentations will go first, about eight individuals will present.
  - LPC and AB212 end of the year reports as information.
  - Facilities Ad Hoc Committee formation
  - Committee updates
    - Executive Committee will inform the members of the new committee members, revised LPC structure.
    - Advocacy Committee will share the upcoming work on the goals of the committee. This will take place on July 28, 2015 at 1:30 pm.

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- Discuss Revisions to Committee Structure
  - Ruth Fernandez informed the members that several committees were having trouble meeting quorum for their meetings due to vacant seats on the committees. Several individuals have stepped up to fill those seats.
  - Silvana Mosca-Carreon has agreed to be on the Project & Workforce Development Committee. Dan Safran has agreed to be on the Advocacy Committee, and Carolyn Johnson has agreed to sit on the School Readiness Committee.
- Child Care Facilities Planning and Development Ad hoc Committee
  - Discussion held on the formation of an ad hoc Facilities Committee, who would like to be the chair and who the other committee members might be. Margaret Weigert-Jacobs and Kathy Lafferty have offered to be on the committee.
  - It was suggested that an August date be identified to meet to gather information and then provide information for other members of the LPC Board.
- Facilities Forum in the Fall 2015
  - Deborah Penry noted that the first step was to form the committee, let them gather information and then to start thinking about putting on a Facilities Forum.

**Adjournment:**

- Carolyn Johnson moved to adjourn the meeting. Cathy Roof seconded the motion. Motion carried. Meeting adjourned at 11:27 a.m.
  - AYE: Johnson, Penry, Roof, Safran
  - NAY: None
  - ABSENT: McClendon-Gourdine
  - ABSTAIN: None

**Next Meeting:** September 14, 2015 from 9 – 11 am in the Las Trampas Room at CCCOE.