

## Minutes of General Council Meeting

Monday, July 27, 2015 3-5 pm

Meeting Location:

Contra Costa County Office of Education

Board Room

77 Santa Barbara Road

Pleasant Hill, CA 94523-4201

**Members Present:** Luis Arenas, Carolyn Johnson, Kathy Lafferty, Joan Means, Silvana Mosca-Carreon, Deborah Penry, Eran Perera, Janeen Rockwell-Owens, Cathy Roof, Aurora Ruth, Dan Safran, Margaret Wiegert-Jacobs

**Members Absent:** Estela Alvarez, Sharon Bernhus, Cynthia Castain, Jessica Hudson, Crystal McClendon-Gourdine

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

**Guests:** Ramona Acosta, *First Baptist Head Start*; Brenda Battle, *First Baptist Head Start*; Kelly Chun, *CSB-Balboa*; Terrissa Hein, *CCCOE*; Ambreen Khawaja, *CSB-George Miller III*; Cathy Lucero, *CSB-Balboa*; Cathy McKeever, *CSB-Ambrose*; Janissa Rowley, *CSB*; Carol Weadon, *CSB-Bayo Vista*

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### 1.0 **Call to Order: Deborah Penry, LPC Chair**

- Welcome / Introductions: Chair Deborah Penry called to order the Contra Costa County Local Planning and Advisory Council for Early Care and Education General Council meeting at 3:15 p.m. and welcomed everyone. Introductions completed.
- Consider Approval of May 18, 2015 Minutes: Dan Safran moved to approve the May 18, 2015 minutes. Cathy Roof seconded the motion. Motion carried.
  - AYE: Arenas, Mosca-Carreon, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran
  - NAY: None
  - ABSENT: Alvarez, Bernhus, Castain, Hudson, Lafferty, McClendon-Gourdine, Means
  - ABSTAIN: Johnson, Wiegert-Jacobs
- Review and Adoption of July 27, 2015 Meeting Agenda: Margaret Wiegert-Jacobs moved to approve the July 27, 2015 agenda. Dan Safran seconded the motion. Motion carried.
  - AYE: Arenas, Johnson, Mosca-Carreon, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
  - NAY: None
  - ABSENT: Alvarez, Bernhus, Castain, Hudson, Lafferty, McClendon-Gourdine, Means
  - ABSTAIN: None

### 2.0 **Public Comment**

- Items on Agenda
  - LPC Coordinator Ruth Fernandez commented on Item 5, LPC activities. She shared that the LPC website will be down for one day, July 28, 2015, to transfer over information to the new website.

Minutes Submitted by: Mary Louise Vander Meulen

Minutes Approved on: 9.28.2015

- Items of Interest to the Public
  - LPC Member Luis Arenas shared that there have been changes made to the Head Start guide and regulations which include new requirements. He noted that individuals can enter comments and feedback about these changes on the Head Start website. He encouraged everyone to give feedback so that when the final decisions are made they can be based on valuable information gathered. Luis will forward the website link to Ruth Fernandez to distribute.

### **3.0 Capstone Project Presentations:**

- Participants shared learnings from their Site Supervisor and Director Professional Learning Community (PLC) Project. Communication seemed to be the broad topic that everyone wanted to learn about and improve on.
  - Cathy Lucero and Kelly Chun from the CSB-Balboa site shared information they gathered regarding managing and working with adults to become an effective leader.
  - First Baptist Head Start Brenda Battle and Ramona Acosta presented information on effective communication.
  - CSB-Ambrose site supervisor Cathy McKeever informed the committee about her findings on ways to improve communication.
  - Increasing communication with parents to improve involvement by the parents was the topic that Carol Weadon from CSB Bayo Vista shared. She shared how she found this can really make a difference.
  - Ambreen Khawaja from CSB George Miller III's presentation touched on communicating with difficult people.
- Questions were answered following the presentations, as well as comments were given. The LPC Board thanked the participants of the PLC for coming and sharing their knowledge that they learned.

### **4.0 Call for Council Members to Participate in LPC's Ad Hoc Committee to Discuss Child Care Facility Development and Planning in Contra Costa County**

- Chair Deborah Penry gave a brief history on the issue of the lack of child care facilities in Contra Costa County that has come to the forefront recently. One response to the ongoing concerns related to facilities availability and development, the LPC Executive Committee has decided to form an "Ad Hoc Facilities Planning and Development Committee."
- The intended outcomes for this ad hoc committee are to:
  - develop projections of the potential 'need for child care facilities within the next five-seven years
  - identify key stakeholders to be involved in this effort
  - assess potential facility renovation/conversions and opportunities for development of new facilities.
- LPC Chair Penry identified Luis Arenas as the chair of the Ad Hoc facilities committee. She asked for two (2) additional LPC members to be a part of the

committee. Kathy Lafferty and Margaret Wiegert-Jacobs agreed to join the committee.

- Ruth Fernandez and Mary Louise Vander Meulen will help in setting up a date for the first meeting to be held at CCCOE.

#### **5.0 Share End of Year Activity Reports for LPC Projects Submitted to the CDE**

- LPC Coordinator Ruth Fernandez gave a brief overview of the narrative reports included in the meeting packet for LPC Annual Activities and AB212 Professional Development and Retention programs. She also touched on the LPC and AB212 Expenditure Reports.

#### **6.0 Committee Reports**

- **Executive and Budget Committee** – Deborah Penry, chair
  - Chair Deborah Penry shared the revised Committee Structure with the group, and provided a copy of the structure. She noted that it is necessary to send in your availability promptly so plans can be made if quorum is not met.
  - All new Fiscal Year 2015-16 committee calendars shared.
  - Deborah Penry noted that there will be an overview of the Contra Costa County QRIS Initiative at the next LPC General Council Meeting that will be held on Monday, September 28, 2015.
- **Advocacy Committee** – Cathy Roof, chair
  - Chair Cathy Roof shared that the next meeting is planned for August 11, 2015. The plan is to have Alice Burton speak about the state reimbursement rate (SRR); what it will take and the ramifications this may cause.
  - Chair Roof reported that revision of the Advocacy committee goals will take place on July 28, 2015 from 1:30 – 2:30 pm.

#### **7.0 Council Member Reports on Meetings attended on behalf of LPC**

- No reports were shared.

#### **8.0 Adjournment**

- Chair Deborah Penry asked for a motion to adjourn the meeting. Cathy Roof moved to adjourn the LPC General Council meeting. Silvana Mosca-Carreon seconded the motion. Motion carried. Meeting adjourned at 4:50 p.m.
  - AYE: Arenas, Johnson, Lafferty, Mosca-Carreon, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
  - NAY: None
  - ABSENT: Alvarez, Bernhus, Castain, Hudson, McClendon-Gourdine, Means
  - ABSTAIN: None

**Next Meeting: Monday, September 28, 2015 3:00 – 5:00 pm in the Board Room at CCCOE**