

The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)

Purpose: LPC Projects and Workforce Development Committee Meeting
Location: Las Trampas Conference Room
Time: 2:00 PM – 4:00 PM

Facilitator: Carolyn Johnson, Committee Chair
Timekeeper: Mary Louise Vander Meulen
Recorder: Mary Louise Vander Meulen

*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 Local Planning and Advisory Council for Early Care and Education (LPC) will provide reasonable accommodations for persons with disabilities planning to participate in The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC) meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.*



AGENDA Tuesday, February 23, 2016

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
2:00 -2:05	Welcome/Introductions Minutes Review/Approval for 10.27.15 Agenda Review/Approval for 2.23.16	C, A	Carolyn	Approval of agenda/minutes
2:05 – 2:10 3 min. per speaker	Public Comment • Items on the agenda • Items of interest to the public 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. 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	Carolyn	Information shared
2:10 – 3:10	LPC Projects - 2015-2016 • PDP Update • Review Draft PDP MOU • Site Supervisor and Director PLC Update • Status of Contra Costa Transitional Kindergarten Stipend Project • Annual Young Children's Issues Forum – Teacher Panel	I, D	ML/Marissa	Provide updates about current year projects and incentives, next steps and future direction for 2015-16
3:10 -3:50	- Debrief Annual Member Retreat - Discuss Committee Goals and Projects for 2016	I, D	Carolyn	Information Shared/Discussion
3:50–4:00	Next meeting agenda items/follow-up steps Adjournment NEXT MEETING: April 26, 2016 2:00-4:00 PM	I	All	Define next meeting topics

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 Projects & Workforce Development 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.

**THE CONTRA COSTA
LOCAL PLANNING AND ADVISORY COUNCIL FOR EARLY CARE AND EDUCATION (LPC)
Minutes of LPC Projects and Workforce Development Committee Meeting**

10/27/2015
Las Trampas Room
2:00 p.m.-4:00 p.m.

Members: Chair Carolyn Johnson (left early), Joan Means, Silvana Mosca-Carreon, Deborah Penry, Margaret Wiegert-Jacobs (late)

Members Absent: Luis Arenas

Staff: Ruth Fernandez, Marissa Frias, Mary Louise Vander Meulen

Guests: None

Welcome/Introductions:

- Chair Carolyn Johnson welcomed everyone to the meeting at 2:13 p.m. Marissa Frias was introduced to the committee members as the new Project Specialist for the CTKS Project and QRIS Data Collection.
- *Agenda Review/Approval:* Joan Means moved to approve the agenda for 10-27-15. Silvana Mosca-Carreon seconded the motion. Motion carried.
 - AYE: Johnson, Means, Mosca-Carreon, Penry
 - NAY: None
 - ABSENT: Arenas, Wiegert-Jacobs
 - ABSTAIN: None
- *Minutes Review/Approval:* Deborah Penry moved to approve the minutes from the 8-25-15 meeting. Silvana Mosca-Carreon seconded the motion. Motion carried.
 - AYE: Johnson, Mosca-Carreon, Penry
 - NAY: None
 - ABSENT: Arenas, Wiegert-Jacobs
 - ABSTAIN: Means
- *Minutes Review/Approval:* Joan Means moved to approve the minutes from the 2-24-15 meeting. Deborah Penry seconded the motion. Motion carried.
 - AYE: Means, Penry
 - NAY: None
 - ABSENT: Arenas, Wiegert-Jacobs
 - ABSTAIN: Johnson, Mosca-Carreon

Public Comment:

- No comments on agenda or on items of interest to the public.

LPC Projects -2015-2016

- PDP Participation Updates and Budget Projections
 - First 5 forwarded to Ruth Fernandez a preliminary list of 140 PDP participants.
 - A projection was made after looking at the list of participants and the incentive ranges that each participant would receive based on their approved application. This amount came to \$153,900. Ruth is suggesting a recommended cap of \$100,000.00. Taking into consideration the retention activities: PDP for school age, Site supervisor and Director PLC, and the Annual Forum the total projected amount for AB212 Professional Development and Retention Program come to \$147,700.00. This number will be refined once the applicant list is more complete and accurate.
 - Ruth stated this is a projection only and money can be shifted.
- Review Draft PDP MOU
 - The PDP MOU with First 5 is still being worked on. Ruth Fernandez hopes to have it wrapped up by the end of November.

- Site Supervisor and Director PLC Updates – Activity Timeline
 - A brief overview of the Site Supervisor and Director PLC for 2015-16 was given by Ruth Fernandez. Application materials will be available on November 3, 2015. The deadline for submitting the application is November 16, 2015. Reviewing the applications and issuance of acceptance will take place in December 2015.
 - A mandatory 2 day PLC Academy will be expected of the participants. This will take place in January 2016. LPC/COE will cover travel and lodging for the two days.
 - Five *Networking and Sharing Seminars* will take place February through May 2016 with the expectation of the participants to complete a capstone project in May.
 - Margaret Wiegert-Jacobs suggested that an emphasis be put on the PLC to show more leadership skills in the community. Silvana Mosca-Carreon voiced high support of the PLC and the advantages she has seen in the past for the supervisors and directors.
- Status of Contra Costa Transitional Kindergarten Stipend Project
 - At the CCCCA Fall 2015 Conference, Ruth Fernandez was on a panel with a few other counties to discuss the Transitional Kindergarten Stipend Project progression and development. Many counties are struggling on multiple issues, and many are still developing their process. She felt that Contra Costa County is doing well with the progress made in carrying out the project and the number of applicants that have been received so far. Ruth noted that there will be a meeting with CDE in Sacramento in November. The LPC Coordinators will be talking to CDE about the issues and struggles that have come up along the way.
 - Marissa Frias gave a thorough overview of how the CTKS project is going in Contra Costa County. She informed the committee that there are 16 completed applicants so far out of the 89 TK teachers; with a few incomplete applications from CSPP teachers. Marissa handed out copies of additional forms and letters that she has created for the project; the letter of acceptance and the request for reimbursement form.
 - It has come to light that teachers are declining to apply for the reimbursement because they would like a guarantee that they will receive the reimbursement which Marissa cannot give. The participants must complete the class with a 'C' or higher. Also, the TK teachers do not have the money up front to pay for classes and wait for reimbursement; this is just not an option for many.
 - Marissa Frias shared that very few TK teachers are requesting retroactive reimbursement due to various reasons: lost receipts, not able to get a copy of receipts, or they received financial aid to attend school or training. She will be making an effort soon to follow up with last year's participants that were in AB212 and may qualify for retroactive reimbursement.
- Higher Education Collaborative Meetings – Calendar Shared/Next Meeting/Agenda Items
 - The next meeting to be held on December 3, 2015.
 - Discussion held regarding the Higher Education Collaborative Meetings and the purpose of the committee.
 - The committee agreed that there may not be a need for the committee meetings, and for Ruth Fernandez to send an email with closure to the committee at this time.
 - Suggestion was made that since we have the list of members COE could offer to send information out from time to time if needed.

Annual Member Retreat-Review Strategic Plan Goals related to Workforce and Professional Development

- The flier for the Child Care Facilities Round Table was handed to the committee members by Ruth Fernandez. A review of who has been invited to the Round Table was discussed, along with confirmation of a few of the guests. A few suggestions were made regarding the flier content.
- The proposed agenda for the Local Planning Council Annual Member Retreat to be held on Monday, November 23, 2015 was reviewed by the committee. The need to have a time of 'Who's Who in the LPC' was widely accepted by the committee.

- The committee members agreed the items that they would like to see discussed at the Member Retreat for the Project and Workforce Development would be the possibility to include private child care centers and care givers in the LPC work, as well as school age care.

12th Annual Young Children's Issues Forum

- Not discussed due to time constraints.

Other Trainings

- Not discussed due to time constraints.

Next Meeting Agenda Items/Follow-up Steps

- The next meeting will be held on Tuesday, December 15, 2015 from 2-4:00 pm.

Adjournment:

- *Adjournment:* Silvana Mosca-Carreon moved to adjourn the meeting. Deborah Penry seconded the motion. Motion carried.
 - AYE: Mosca-Carreon, Penry, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Johnson
 - ABSTAIN: None
- Meeting adjourned at 4:03 pm.

DRAFT

Projects and Workforce Development Committee Meeting Calendar 2015 – 2016

4th Tuesday every other month

MEETING	DATE	TIME	LOCATION
LPC Projects & Workforce Development	August 25, 2015	9:00-11:00 AM	CCCOE Briones Room
LPC Projects & Workforce Development	October 27, 2015	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	December 15, 2015 *3 rd Tuesday due to the holidays CANCELED	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	February 23, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	April 26, 2016	2:00-4:00 PM	CCCOE Mt. Diablo Room
LPC Projects & Workforce Development	June 28, 2016	2:00-4:00 PM	CCCOE Las Trampas Room