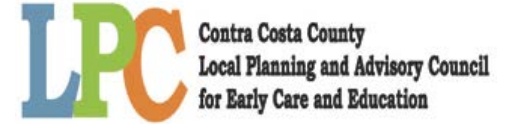




CONTRA COSTA COUNTY
Office of Education
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Contra Costa County Office of Education



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

Purpose: LPC Ad Hoc Facilities Committee Meeting
Location: CCCOE – Las Trampas Conference Room

Facilitator: Luis Arenas
Timekeeper: Ruth Fernández
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 & 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 meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.



AGENDA
Thursday, March 24, 2016
9:00 –11:00 AM

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:05	Welcome/Introductions Minutes Review and Approval for 1.13.16 – Action Agenda Review and Approval for 3.24.16- Action	C, A	Luis	Approval of agenda and minutes
9:05 – 9:10 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	Luis	Information shared
9:10 – 9:30	Summary of past meeting agreements and discussions Staff Updates/Other Updates from Committee Members	I, D	Luis & Ruth	Notes from Round Table Discussion Shared Group Discussion
9:30 – 10:50	“Addressing Facilities Needs for Child Care and Early Learning: Collaborative Efforts in San Mateo County” Guest Presenter: Kristen Anderson, Child Care Coordinator, Parks, Recreation & Community Services and Assistant Coordinator, Child Care Partnership Council of San Mateo County	I,D	All	Share background on San Mateo County work, urgency for making the case now, the state and local landscape for facilities work, and current facility projects and initiatives in SMC.
10:50 – 11:00	Agenda Items for Next Meeting/Next Steps/Adjournment	I,D,C	All	Group Discussion to set meeting agenda and date

D=Discussion C=Consensus A=Action I=Information

NOTE:

- 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 LPC Ad Hoc Facilities 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.

Minutes of Ad Hoc Facilities Committee Meeting

Wednesday, January 13, 2016

9:00 –11:00 am

Las Trampas Room

Committee Members Present: Chair Luis Arenas, Carolyn Johnson, Margaret Wiegert-Jacobs
Committee Members Absent –Kathy Lafferty

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Guests: Shaunesy Behrens, *Contra Costa Housing Authority*; Lia Bristol, *Office of Supervisor Mitchoff*; Sean Casey, *First 5 Contra Costa*; John Hild, *Contra Costa County Office of Education, General Services*; Kristine Solseng, *CCC Department of Conservation & Development*

Welcome/Introductions:

- Chair Luis Arenas welcomed everyone to the meeting and called the discussion to order at 9:03 a.m.

Agenda Review/Approval:

- Carolyn Johnson moved to approve the agenda for January 13, 2016. Margaret Wiegert-Jacobs seconded the motion. Motion carried.
 - AYE: Arenas, Johnson, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Lafferty
 - ABSTAIN: None

Minute Review/Approval:

- Margaret Wiegert-Jacobs moved to approve the November 10, 2015 minutes. Carolyn Johnson seconded the motion. Motion carried.
 - AYE: Arenas, Johnson, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Lafferty
 - ABSTAIN: None

Public Comment:

- No public comment received on items on the agenda
- No items of interest to the public.

Debrief on Child Care Facilities Round Table Meeting on 11.23.15

- Brief overview given by Ruth Fernandez of the lack child care facilities issue facing Contra Costa County as was discussed at the Round Table on November 23, 2016. She noted that our county is unprepared for the expansion of state preschool slots due, in great part, to the absence of adequate facilities. This came to the forefront recently due to the closing of a facility in Antioch. It is essential to bring this topic forward and make everyone aware of the issue, especially our Board of Supervisors.
- Carolyn Johnson stressed this committee should work on showing what needs to be done if someone decides to open a center and what the time frame would look like. Short-term and long-term outcomes need to be worked up.

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved on: Draft

- Ruth Fernandez reviewed the intended outcomes of the committee as found on the handout included in the packet.

Group Discussion About Next Steps

- Group discussion lead to these conclusions:
 - Gather existing: Tip sheets, trainings related to licensing from Resource & Referral Agency
 - Identify specific issues with cities to collect a sample of 'real' issues and opportunities/needs for additional resources.
 - Consider approaching city council members
 - It appears to be a two level situation:
 - Level 1: Collective vision and buy-in to take action on specific facility issues for child care
 - Level 2: Technical challenges, provider training and additional resources
 - Steps for preparation that need to be taken:
 - Develop survey for cities
 - Collection of city needs for data
 - Develop map of Contra Costa child care infrastructure
 - Work with staff from Board of Supervisors on these

Agenda Items for Next Meeting/Next Steps

- **Next Meeting Steps:**
 - Update about graduate Intern possibilities
 - Identify possible consultants or CBO that is knowledgeable of child care
 - Collect examples of city surveys to review with committee
 - Send PowerPoint presentation and Child Care Handbook link to committee
 - Secure presenters for next meeting
 - Roster of attendees
- **Next Meeting:**
 - Tentative date set for next meeting: Thursday, February 25, 2016 3-5 pm.

Adjournment:

- Margaret Wiegert-Jacobs moved to adjourn the meeting. Carolyn Johnson seconded the motion. Motion carried.
 - AYE: Johnson, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Lafferty
 - ABSTAIN: None
- Meeting dismissed at 10:33 am.

Ad Hoc Facilities Committee Meeting Calendar 2015 – 2016

MEETING	DATE	TIME	LOCATION
LPC Ad Hoc Facilities	August 24, 2015	3:00-5:00 PM	CCCOE Briones Room
LPC Ad Hoc Facilities	September 30, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Ad Hoc Facilities	October 22, 2015	3:00-5:00 PM	CCCOE Briones Room
LPC Ad Hoc Facilities	November 10, 2015	10:00-11:00 AM	CCCOE Briones Room
LPC Ad Hoc Facilities	December 18, 2015	3:00-5:00 PM	CCCOE Las Trampas
LPC Ad Hoc Facilities	January 13, 2016	9:00-11:00 AM	CCCOE Las Trampas
LPC Ad Hoc Facilities	March 24, 2016	9:00-11:00 AM	CCCOE Las Trampas
LPC Ad Hoc Facilities	April 21, 2016	9:00-11:00 AM	CCCSIG
LPC Ad Hoc Facilities	May 19, 2016	9:00-11:00 AM	CCCOE Las Trampas
LPC Ad Hoc Facilities	June 30, 2016	9:00-11:00 AM	CCCOE Las Trampas