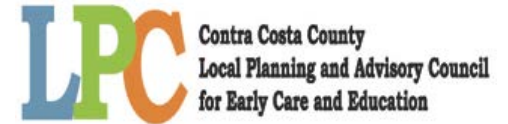




CONTRA COSTA COUNTY
Office of Education
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Karen Sakata, Superintendent of Schools
77 Santa Barbara Road, Pleasant Hill, CA 94523
(925) 942-3388
Contra Costa County Office of Education



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

Purpose: LPC Ad Hoc Facilities Committee Meeting

Location: **CCCSIG – Contra Costa Schools Insurance Group**
550 Ellinwood Way, Pleasant Hill, CA 94523

Facilitator: Luis Arenas

Timekeeper: Ruth Fernández

Recorder: TBD

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, April 21, 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 and 3.24.16 – Action Agenda Review and Approval for 4.12.16- Action	C, A	Luis	Approval of agenda and minutes
9:05 – 9:10 3 min. per speaker	Public Comment <ul style="list-style-type: none"> 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	Group debrief about San Mateo County presentation - “Addressing Facilities Needs for Child Care and Early Learning: Collaborative Efforts in San Mateo County”	I, D	Luis & Ruth	Group Discussion about lessons learned from San Mateo, ideas and strategies for local implementation in Contra Costa
9:30 – 10:50	Committee discussion about next steps moving forward – Timeline and Possible Next Steps and Recommendations to LPC Appointing Entities	I,D	Luis & Ruth	Committee discussion about sustainable strategies and short-term opportunities to address child care facilities issue in Contra Costa County. Define LPC role and timeline of next steps.
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

Thursday, March 24, 2016

9:00 –11:00 am

Las Trampas Room

Committee Members Present: Chair Luis Arenas, Deborah Penry

Committee Members Absent – Carolyn Johnson, Margaret Wiegert-Jacobs

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Guests: Kristen Anderson, *Child Care Coordinator, Parks, Recreation & Community Services and Assistant Coordinator, Child Care Partnership Council of San Mateo County*

Welcome/Introductions:

- Chair Luis Arenas welcomed everyone and called the meeting to order at 9:15 a.m.

Agenda Review/Approval:

- Deborah Penry moved to approve the agenda for March 24, 2016 with one change. The change requested was to have the presenter, Kristen Anderson, go first on the agenda. Luis Arenas seconded the motion. Motion carried with the correction.
 - AYE: Arenas, Penry
 - NAY: None
 - ABSENT: Johnson, Wiegert-Jacobs
 - ABSTAIN: None

Minute Review/Approval:

- Approval of the minutes for the January 13, 2016 meeting tabled at this time due to absent and abstaining members of the committee.

Public Comment:

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

“Addressing Facilities Needs for Child Care and Early Learning: Collaboration Efforts in San Mateo County” Guest Presenter: Kristen Anderson

- Background on San Mateo County work highlights
 - Partner in Local Investment in Child Care (LINCC) project since 1997
 - Facilities committee of the San Mateo LPC did a land use policy study in 2007
- State and local landscape for facilities work
 - State landscape
 - No infrastructure or support for facilities except for the CDE Child Care facilities revolving Loan Fund for portables and renovations and repair for Title 5 programs.
 - There is no attention to facilities quality in the QRIS movement despite research on impacts on child and staff health and behavior.

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved on: Draft

- Local landscape
 - Limited capacity for LPCs and R&Rs to provide TA or do proactive work.
 - No requirement that communities address child care
 - Local governments loss of redevelopment funds and federal funds
 - Bay Area development challenges
- Current initiatives and projects by San Mateo County
 - Early Learning facilities Needs Assessment
 - Briones Economics is doing a new supply and demand analysis
 - Countywide online survey of birth-to-five programs
 - Outreach to identify potential sites and partners
 - Assessment of 7 “opportunity sites”
 - Reports and recommendations
 - Facilities task force convened by multiple agencies
 - Highlight the facilities shortage and conditions
 - Bring nontraditional partners to the table
 - Raise awareness and consider making recommendations
 - Converting facilities quality checklist to self-assessment tool
 - Partnerships in rebuilding
 - Permit streamlining work with the San Mateo Planning Department

Summary of Past Meeting Agreements and Discussions

- No discussion on past meeting agreement due to lack of time

Staff Updates/Other Updates from Committee Members

- Updated Ad Hoc Facility Committee calendar attached to packet. Brief discussion and review of the upcoming meetings. No changes requested.
- Ruth Fernandez reported on meeting with a staff member from Assembly Member Jim Frazier’s office to discuss the closure of a site in his district. His staff member then assisted in making connections with the Village Community Resource Center. Since this meeting an appointment has been arranged for Ruth Fernandez to meet with Community Resource Center representative on April 31, 2015.

Agenda Items for Next Meeting/Next Steps

- **Next Meeting Steps:**
 - Suggestion made to request the survey of city/county requirements is done with the upcoming Needs Assessment that Contra Costa County LPC will need to conduct in the near future.
 - Lengthy conversation by LPC members on who needs to be a part of the conversation regarding the countywide facilities needs assessment, and the difficult task of developing plans for facilities, and local support for developing facilities, and the land use study.
 - Include the Board of Supervisors, Contra Costa County Office of Education, and First 5
 - Suggestion to ask for a cover letter of support from the County Supervisor to go along with the land use policy study.
 - Reach out to sites/facilities/businesses for space and include a letter of support from the Board of Supervisors

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved on: Draft

- Approach the city managers
 - Request a developers fee for child care facilities
- **Next Meeting:**
 - Date set for next meeting: Thursday, April 21, 2016 9-11 am at CCCSIG.

Adjournment:

- Deborah Penry moved to adjourn the meeting. Luis Arenas seconded the motion. Motion carried.
 - AYE: Arenas, Penry
 - NAY: None
 - ABSENT: Johnson, Wiegert-Jacobs
 - ABSTAIN: None
- Meeting dismissed at 11:05 am.

DRAFT

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