

Minutes of General Council Meeting

Monday, March 28, 2016 3:00-5:00 pm

Meeting Location:

Contra Costa County Office of Education
Las Trampas Room
77 Santa Barbara Road
Pleasant Hill, CA 94523-4201

Members Present: Luis Arenas, Carolyn Johnson, Deena Jones, Crystal McClendon-Gourdine, Silvana Mosca-Carreon, Chair Deborah Penry, Eran Perera, Janeen Rockwell-Owens, Cathy Roof, Doug Rowe, Aurora Ruth, Dan Safran

Members Absent: Cynthia Castain, Joan Means, Margaret Wiegert-Jacobs

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Guests: Jon Bell, *Lakeshore Learning Materials*; Kimberly Clay, *YWCA*; Liliana Gonzalez, *The Unity Council*; Kanwal Lachhar, *Cambridge Community Center*; Kathy Lafferty, *Retired*; Sandra D. Moore, *Contra Costa College*; Nick Tarbat, *Lakeshore Learning Materials*; Minoo Vasseghi, *Kidango*; Ann Whitehead, *The Child Day Schools, LLC*

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 3:08 p.m. and welcomed everyone. Introductions completed.
- Consider Approval of January 25, 2016 Minutes: Janeen Rockwell-Owens moved to approve the 1-25-2016 minutes. Doug Rowe seconded the motion. Motion carried.
 - AYE: Arenas, Johnson, Jones, McClendon-Gourdine, Mosca-Carreon, Penry, Perera, Rockwell-Owens, Roof, Rowe, Ruth
 - NAY: None
 - ABSENT: Castain, Means, Wiegert-Jacobs
 - ABSTAIN: Safran
- Review and Adoption of March 28, 2016 Meeting Agenda: Cathy Roof moved to approve the 3-28-2016 agenda. Dan Safran seconded the motion. Motion carried.
 - AYE: Arenas, Johnson, Jones, McClendon-Gourdine, Mosca-Carreon, Penry, Perera, Rockwell-Owens, Roof, Rowe, Ruth, Safran
 - NAY: None
 - ABSENT: Castain, Means, Wiegert-Jacobs
 - ABSTAIN: None

2.0 **Public Comment**

- Items on Agenda
 - No public comment.
- Items of Interest to the Public
 - Ruth Fernandez thanked Lakeshore Learning Materials for their continued support over the years of the Young Children's Issues Forum.

- Chair Deborah Penry thanked Kathy Lafferty for her many years of service on the LPC Board; and wished her well during her time of retirement. A framed certificate was presented to her for her ten plus years of service.
- Cathy Roof distributed information about the 37th Wine Tasting event benefitting Martinez Early Childhood Center on May 20, 2016.
- A thank you was extended to Ruth Fernandez, Deborah Penry and Mary Louise Vander Meulen for their hard work on the 12th Annual YCIF. They were given a basket with beautiful yellow and purple flowers.

3.0 **The California Mentor Teacher/Mentor Director Program**

- Presenter: Sandra D. Moore, ECE Dept. Co-Chair, Contra Costa College
 - Sandra D. Moore presented information on the California Early Childhood Mentor Program offered through Contra Costa College. Both the Director Mentor and the Mentor programs are funded by the CA Department of Education. The CDE works with 100 community colleges across California either individually or together in regional groupings, to invite early childhood leaders from their community to serve on a Mentor Program Selection Committee. Mentors for each program are selected from a variety of child care settings; including publicly and privately funded centers and large family child care programs.
 - **Mentor Program**
 - A Mentor accepts students into her or his classroom for practicum experience. The Mentor is responsible for guiding a student teacher during all of the laboratory hours required by the practicum course.
 - The Mentor receives a stipend for each student placed in her or his classroom. The amount depends on the number of hours the student teacher spends in the classroom as a requirement of her or his practicum course.
 - A fact sheet was handed to those present with more information about the Mentor Program.
 - **Director Mentor Program**
 - A Director Mentor works with less experienced Directors, Site Supervisors, Assistant Directors, or experienced Directors who are facing new challenges. They provide support, suggest resources, and encourage the Protégé Director to gain the skills and confidence needed to succeed.
 - The Director Mentor and the protégé meet in person, talk on the phone, and/or communicate via email for a total of 20 hours; which can be completed in one week, many months, or something in between, as long as the hours begin and end in the same fiscal year (August 1 – July 31).
 - Upon completion of each 20 hour contract, and approved the Director Mentor will receive a stipend of \$500. Additional hourly stipends may also be earned for short-term mentoring.

- A fact sheet was handed out with more information about the Director Mentor program.

4.0 Call for LPC Officers Ad Hoc Nominations Committee

- Deborah Penry announced that Dan Safran has agreed to chair the LPC Officers Ad Hoc Nominations Committee.
- A request for additional committee members was made by Deborah Penry. Eran Perera and Aurora Ruth agreed to be on the committee.
- An invitation to a committee meeting will be sent out in the next few days after Dan Safran meets with ML Vander Meulen to schedule a date, time and place.

5.0 LPC Committee Reports

- Executive Committee – Deborah Penry
 - Form 700 Forms Completed – Conflict of Interest
 - Form 700 completed by the members of the LPC Board that were present and gathered by Mary Louise Vander Meulen.
 - LPC Resignations/Current Vacancies
 - There are now five vacancies on the LPC Board. Estela Alvarez is resigning due to a new job which makes her no longer qualified to continue on the LPC. There is a list of the vacant seats and description of the vacancies included in the packet today.
 - Public Hearing for LPC Local Funding Zip Codes Priorities on May 23, 2016
 - Reminder was given to the members of the LPC, by Ruth Fernandez, that at the May 23, 2016 Board meeting the LPC Local Funding Zip Code Priorities will be presented and voted on. This will be a public hearing.
 - LPC Calendar of Presentations 2016
 - Upcoming presentations to be made at the LPC General Board meetings are included on the calendar in the packet from today as noted by Deborah Penry.
- Advocacy Committee – Cathy Roof
 - Debrief on 12th Annual Young Children’s Issues Forum
 - CCTV Airing dates
 - A handout with the CCTV airing dates of the 12th Annual Forum was handed out to those attending.
 - Fundraising and Expenditure Report
 - A quick review and brief discussion about the income and expenses of the Forum was held.
 - Thank you cards to volunteers and sponsors
 - LPC Board Members signed the many cards of thank you to the volunteers and the donors. The cards will be mailed this week.
 - Save the date for 2017 13th Annual Young Children’s Issues Forum.
 - Ruth Fernandez announced that the 13th Annual Forum will be held on Saturday, March 18, 2017. The Pleasant Hill Community Center is in the process of being reserved for the event.
- Child Care Facilities Ad Hoc Committee - Luis Arenas

Minutes Submitted by: Mary Louise Vander Meulen

Minutes Approved on: **5.23.16**

- Chair Luis Arenas reported on the March 24, 2016 meeting, at which special guest Kristen Anderson from San Mateo County presented on the work that county has been doing over the past 20 years regarding the Child Care Facilities issues. It was a very informative meeting that was encouraging to the members yet overwhelming. He noted that the template for the land use policy survey San Mateo completed several years ago will be very helpful for Contra Costa County.
- Adding this land use policy survey to the next Needs Assessment study that the Contra Costa LPC will need to complete soon was suggested.
- Ruth Fernandez added that at the next meeting scheduled for Thursday, April 24, 2016 the discussion will focus on the action plan and recommendations the committee feels is necessary in Contra Costa County. Recommendations will then be presented to Family & Human Services Committee.
- School Readiness Committee -Dan Safran
 - Chair Dan Safran shared a little on the discussions that have been a part of the committee regarding the Road Map to Kindergarten and how this product can be used to encourage families to prepare for school at an early age. The committee is researching and discussing what would be the best way to get this information out to families.
 - Catherine Oliver from the public library will be joining the discussion at the next meeting, April 24, 2016; and how the public library may be able to help.
- Projects and Workforce Development Committee – Carolyn Johnson
 - A brief report was given by Chair Carolyn Johnson on the California Transitional Kindergarten Stipend (CTKS) project. There are several issues regarding reimbursement that Ruth Fernandez is working with CDE to clarify.
 - Ruth Fernandez shared that 97 applicants have applied for AB212 stipends this year through the Countywide PDP program with First 5 Contra Costa.
 - The AB212 Professional Learning Community (PLC) for Directors and Site Supervisors continues to meet this year; and is made up of 9 individuals. An overnight retreat was held at San Damiano Retreat Center in Danville, CA in February. The group has been working on an online course with the McCormick Center; and will meet five more times. On April 5, 2016 the group will be going to San Jose area to visit 2 child care centers; one at Google and the EduCare Center. The PLC will be making presentations to the LPC General Board in July 2016.
 - Chair Carolyn Johnson noted that a special Executive Committee meeting will be held on April 12, 2016 to discuss and approve the AB212 program recommendations of the 2016-17 Staff Retention Plan.

6.0 Council Member Reports on Meetings attended on behalf of LPC

- Cathy Roof reminded everyone about Bay Area Coalition’s stance on inadequate state reimbursement rates. This coalition was formed in April 2015 to confront this issue. She invited LPC members to attend the next meeting.
- Ruth Fernandez shared information about the ECE Leadership Group she has been attending. It is a volunteer group made up of individuals from multiple

agencies that meet to talk about aligning their efforts for early childhood education. This group is planning to present a resolution to the Board of Supervisors on April 12, 2106 which is during the Week of the Young Child. A public policy platform is being drafted by this group as well.

- Dan Safran shared information regarding legislation written by Assembly Member Frazier regarding Form 990.

7.0 Adjournment

- Chair Deborah Penry asked for a motion to adjourn the meeting. Dan Safran moved to adjourn the LPC General Council meeting. Crystal McClendon-Gourdine seconded the motion. Motion carried. Meeting adjourned at 4:32 p.m.
 - AYE: Arenas, Johnson, Jones, McClendon-Gourdine, Mosca-Carreon, Penry, Perera, Rockwell-Owens, Roof, Rowe, Ruth, Safran
 - NAY: None
 - ABSENT: Castain, Means, Wiegert-Jacobs
 - ABSTAIN: None

Next Meeting: Monday, May 23, 2016 in the Board Room at CCCOE.