

**CONTRA COSTA COUNTY
LOCAL PLANNING AND ADVISORY COUNCIL
FOR EARLY CARE AND EDUCATION
Minutes of the Executive & Budget Committee Meeting
Tuesday, March 25, 2016
9:00 AM – 11:00 AM
Mt. Diablo Room**

Members Present: Chair Deborah Penry, Carolyn Johnson, Cathy Roof, Dan Safran

Members Absent: Luis Arenas, Crystal McClendon-Gourdine

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Call to Order – Deborah Penry

- Welcome: Chair Deborah Penry called to order the Contra Costa Local Planning and Advisory Council for Early Care and Education Executive and Budget Committee meeting at 9:15 a.m.
- Dan Safran motioned approval of the minutes for the Executive & Budget Committee meeting held on January 19, 2016. Cathy Roof seconded the motion. Motion approved.
 - AYE: Penry, Roof, Safran
 - NAY: None
 - ABSENT: Arenas, McClendon-Gourdine
 - ABSTAIN: Johnson
- Carolyn Johnson motioned approval of the agenda for March 25, 2016 with one correction. The last item on the agenda to be: review the LPC Board Meeting agenda for 3.28.16 rather than develop the agenda. Dan Safran seconded the motion. Motion approved with corrections.
 - AYE: Penry, Johnson, Roof, Safran
 - NAY: None
 - ABSENT: Arenas, McClendon-Gourdine
 - ABSTAIN: None

Public Comment:

- No public comment.

Debrief about 12th Annual Young Children’s Issues Forum:

- Discussion held regarding the good evaluations received this year. No real negative comments were made except for the temperature of the room and a few individuals not liking the food.
- It was noted that the keynote speaker, Dr. Julie Nicholson, was well received and appreciated by so many that attended. Ruth Fernandez is working on putting Dr. Nicholson’s Power Point and notes on the LPC website.
- Discussion was held that those who attended the Forum felt the two legislators that spoke at the Forum were fabulous; and the teacher panel was well received as well. There were multiple requests on the evaluations for a parent panel next year.

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- Cathy Roof suggested that a very short, concise letter be written to the governor and elected officials, calling attention to the points that were made at the Forum that were so well received by those that attended. Deborah Penry offered to help Ruth Fernandez frame the letter.
- Ruth Fernandez asked the LPC Executive Committee members to be ready to give their evaluation of the Forum at the next LPC Board Meeting, March 23, 2016.
- The budget for the 12th Annual Forum was distributed to the committee members and reviewed.
- Discussion regarding child care at the Forum was postponed until the next meeting.

Staff Updates:

- **LPC Resignations and Vacancies**
 - Ruth Fernandez shared with the committee that Estela Alvarez has resigned from the LPC. She has taken a new job and is no longer with PACE so she no longer qualifies to remain on the LPC at this time.
 - Kathy Lafferty has submitted her letter of resignation recently as well. She does not qualify to remain on the LPC Board either due to her recent retirement.
 - Kathy Lafferty will be honored for her many years of service at the next LPC Board Meeting which will be held on March 28, 2016. She will be given a framed certificate. Estela Alvarez will not be able to make it to the LPC Board meeting so Ruth is planning to meet with her for dinner in the next few weeks to present to her a framed certificate for her years of service on the LPC.
 - There are now five vacancies on the LPC Board. The two new resignations will go before the Board of Supervisors at their next meeting which should be in April 2016. A hand out was given to the LPC Members to update everyone on which seats on the LPC are vacant. Ruth Fernandez encouraged all LPC Board Members to pass on the information, and to encourage others to join, especially if they are from the health and business sectors.
 - It was mentioned that there are multiple LPC Board member term expirations coming up as well. This will need to be addressed soon.
- **AB212 State Plan 2016-17**
 - A hand out with a Summary of Retention Activities Plan 2015-16 was given to the members of the Executive Committee. Ruth Fernandez informed the members that this will change for 2016-17 significantly due to CARES Plus will no longer exist and First 5 will be rolling out IMPACT, which is heavily aligned with QRIS. The goal is to continue in collaboration with First 5 Contra Costa as a combined PDP program countywide. Ruth Fernandez is working on revising the plan for 2016-17.
 - A brief explanation of IMPACT was given by Ruth Fernandez. She noted that there will be 3 tracks:
 - **Track 1**
 - ❖ Q. I.
 - ❖ Anyone from the public
 - ❖ Family engagement piece required
 - **Track 2**
 - ❖ Q.I.S.
 - ❖ Targeted more to providers
 - ❖ Assessment etc.

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- **Track 3**
 - ❖ QRIS
 - ❖ Would like to be rated and comply with requirements
 - ❖ To include family child care and private entities
- Main key to this is systems coordination but there are items of concern; as there is not money for trainings. First 5 will be using reserve money to pay AB212
- So what does this mean for the LPC?
 - First 5 Contra Costa would like to use local money and AB212 money to keep:
 - ❖ Reflective practice seminars at the colleges
 - ❖ Course work at the colleges
 - ❖ Educational milestones
 - ❖ Foreign transcript
- Deborah Penry suggested that these changes may work to continue the PLC but with a different emphasis; maybe to give a stipend to get director permit?
- **2015-16 PDP/PLC/CTKS Updates**
 - **PDP**
 - There are 97 applicants for AB212 stipends this year. CCCOE just received the applications from First 5 Contra Costa and are reviewing the applications. Ruth Fernandez reported that after reviewing the applications a solid number will be determined by mid-April so that budget projections can be made.
 - **PLC**
 - There are 9 applicants that are participating in the Director and Site Supervisor Professional Learning Community (PLC) at this time. One applicant had to drop out due to an illness.
 - The PLC will be going out to visit a few child care centers in San Jose on April 5, 2016. Carolyn Johnson requested to participate in this event. Ruth Fernandez assured her arrangements will be made for her to join the group.
 - **CTKS**
 - Discussion held regarding some of the confusion regarding who qualifies for the CTKS reimbursement project. The language in the scope of work is very vague and can be interpreted different ways. Ruth Fernandez will be talking with CDE soon to clarify some of this confusion. This has urgency as the state is requiring that if 80% of the money is not spent by June 2016 it will need to be returned to the state. So far Contra Costa County has spent 20% (around \$20,000). Most of this money has been to CSPP teachers and associate teachers.
 - Ruth Fernandez and Marissa Frias are making plans to hold a TK conference soon. They are meeting with CPIN to work out the details. More to follow.
- **2016 LPC Presentations**
 - Brief review of the Budget Reports for LPC, AB212 and CTKS that were handed out by Ruth Fernandez.
 - Ruth Fernandez handed out a General LPC Board Meeting Calendar listing presentations to be made at the upcoming LPC Board meetings for the remainder of 2016.

LPC Committee Reports and Updates:

- **Advocacy Committee (Cathy Roof)**
 - Next meeting to be held Tuesday, April 12, 2016 from 3-5 pm in Las Trampas.

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- 12th Annual Young Children's Issues Forum report given earlier in current meeting.
- **Projects & Workforce Development (Carolyn Johnson)**
 - Next meeting to be held Tuesday, April 26, 2016 from 2-4 pm in the Mt. Diablo Room.
 - AB212 PDP and PLC updates reported earlier in the meeting.
 - Brief discussion held on the need to have a Special Executive Committee meeting before the next regularly scheduled Executive Committee Meeting to approve the new AB212 plan for 2016-17. It was agreed by all members of the Executive Committee attending meeting on March 25, 2016 to meet on Tuesday, April 12, 2016 from 1:30 – 2:30 pm to discuss and approve AB212 Program recommendation for 2016-17 State Plan.
- **School Readiness (Dan Safran)**
 - Next meeting to be held on Thursday, April 14, 2016 from 10 am – 12 noon in Las Trampas.
 - Dan Safran shared with the committee Catherine Oliver from the Contra Costa County Public Library will join the committee at the next meeting to learn more about what the committee is doing and how the public library may be able to assist with some of projects of the committee.
- **Child Care Facilities Ad Hoc Committee (Luis Arenas and Ruth Fernandez)**
 - A brief report was given by Ruth Fernandez and Deborah Penry regarding the last meeting that was held on March 24, 2016 due to the absence of Luis Arenas.
 - Kristen Anderson, Child Care Coordinator of the Parks, Recreation & Community Services and Assistant Coordinator, Child Care Partnership Council of San Mateo County was the guest speaker for the meeting. The meeting was very informative.
 - Kristen Anderson shared the background on San Mateo County's work for the past 20 years; and current facility projects and initiatives in San Mateo County.
 - There is urgency for making the case now in Contra Costa County with what is going on in the state and local landscape and how it may affect facility work and projects.
- **Nomination Committee – New LPC Officers**
 - Dan Safran agreed to chair the Nominations Committee and will solicit 2-3 other LPC members to join the committee.
 - Ruth Fernandez reminded Dan Safran the need to hold at least one meeting with the committee. Dan Safran to work with Mary Louise Vander Meulen in setting a date for the meeting and finding a room.

LPC Activities:

- **Review LPC Board Meeting Agenda for 3.28.2016**
 - A presentation will be made by Sandra D. Moore, from Contra Costa College, about The California Mentor Teacher/Mentor Director Program.
 - A call for LPC Officers Ad Hoc Nominations Committee will be made.
 - LPC Committee reports will be made by each committee chair.
 - At the end of the meeting it will be opened up to any LPC Council member to share information on any meetings they may have attended on behalf of LPC.
- **Other updates**
 - ECE Leadership Group (Ruth Fernandez)
 - The committee members to this committee are: Sean Casey (First 5), Pam Comfort (COE), Ruth Fernandez (LPC), John Jones (Resource & Referral), Cally Martin (First 5), Camilla Rand (CSB)

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- The group is currently working on putting together a public platform. A draft should be coming out soon.
- There is hope that during the Week of the Young Child on April 12, 2016 the group will be able to present a resolution to the Board of Supervisors.
- Assembly member Jim Frazier
 - The ECE Leadership Group will be meeting with Jim Frazier on Friday, April 22, 2016
 - Ruth Fernandez will be meeting with Kristen Rigsby from the Village Community Resources on March 31, 2016. Deborah Penry stated she will try to attend that meeting with Ruth Fernandez.

Adjournment:

- Dan Safran moved to adjourn the meeting. Deborah Penry seconded the motion. Motion carried. Meeting adjourned at 11:09 a.m.
 - AYE: Penry, Johnson, Roof, Safran
 - NAY: None
 - ABSENT: Arenas, McClendon-Gourdine
 - ABSTAIN: None

Next Meeting:

- Special Executive Committee Meeting – Tuesday, April 12, 2016 from 1:30 – 2:30 pm in Las Trampas
- Executive Committee Meeting – Monday, May 9, 2016 from 9-11 am in Las Trampas