

**CONTRA COSTA COUNTY
LOCAL PLANNING AND ADVISORY COUNCIL
FOR EARLY CARE AND EDUCATION
Minutes of the Executive & Budget Committee Meeting
Monday, July 7, 2016
9:00 AM – 11:00 AM
Las Trampas Room**

Members Present: Chair Cathy Roof, Luis Arenas, Carolyn Johnson, Silvana Mosca-Carreon, Eric Peterson, Doug Rowe, Dan Safran

Members Absent: Deborah Penry

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Call to Order – Cathy Roof

- Welcome: Chair Cathy Roof called to order the Contra Costa Local Planning and Advisory Council for Early Care and Education Executive and Budget Committee meeting at 9:07 a.m.
- Dan Safran motioned approval of the minutes for the Executive & Budget Committee meeting held on May 9, 2016. Carolyn Johnson seconded the motion. Motion approved.
 - AYE: Arenas, Johnson, Roof, Safran
 - NAY: None
 - ABSENT: Penry
 - ABSTAIN: Mosca-Carreon, Peterson, Rowe
- Dan Safran motioned approval of the agenda for July 7, 2016. Silvana Mosca-Carreon seconded the motion. Motion approved.
 - AYE: Arenas, Johnson, Mosca-Carreon, Peterson, Roof, Rowe, Safran
 - NAY: None
 - ABSENT: Penry
 - ABSTAIN: None

Public Comment:

- Cathy Roof shared that U.S. Reps Mark DeSaulnier and Mike Thompson visited Martinez Early Childhood Center recently to present a \$4.5 million check to Contra Costa County. The federal grant money is to support Head Start and Early Head Start services throughout the County.

Staff Updates

- **End of Year Expenditure**
 - **AB212**
 - Ruth Fernandez reported all of the AB212 contract money was used in FY 2015-16.
 - Total stipends issued of \$95,910 were paid to 86 AB212 eligible participants.
 - Included in this amount, nine individuals received an additional bonus stipend for completing and exceeding the education allowed in PDP at \$100/unit; totaling \$7,620.00.
 - Ten applications were received from individuals to participate in the 2015-16 Professional Learning Community (PLC) project. All activities were completed

Minutes Approved: Approved

Minutes Taken by: Mary Louise Vander Meulen

by eight Site Supervisors/Directors in the PLC and were deemed eligible to receive stipends of \$1,200.00 each for a total of \$9,600.00.

- Only one individual received a stipend for lost wages totaling \$1,250.00.
- One school-age educator completed similar activities to earn a stipend.
- A Narrative report will be sent to the state in July that will include number of incentives paid per job title.

- The Countywide Professional Development Program will once again be in collaboration with First 5 Contra Costa for FY 2016-17. Ruth Fernandez, Terrissa Hein and staff from First 5 CC have been working on the new PDP guide for 2016-17 over the past few weeks with the plan to have the guide printed and distributed in early July 2016.

- Discussion held on needing a debriefing session with all involved in the PDP program to go over some of the difficulties due to a very tight timeline at the end of the year. Ruth Fernandez is planning to speak to the COE Fiscal Department to see what can be done and so everyone understands the tight timeline. Doug Rowe suggested working with college instructors with just the students that are involved in the AB212 program.

○ **Local Planning and Advisory Council for Early Care and Education (LPC)**

- The full amount of the contract was spent for LPC as well, in the amount of \$57,219.00. The Maintenance of Effort (MOE) of the contract was also met with in-kind services received from CCCOE. This includes work done by the Communications Department on the LPC website, Forum program and other services related to public services and communication.

○ **California Transitional Kindergarten Stipend Program (CTKS)**

- Report given by Ruth Fernandez regarding the changes that have occurred around the CTKS program/contract since the start.

- Extension has been given by CDE; extending from June 2016 to June 30, 2019.
- More flexibility in the reimbursement requirements:

- Expanded to anyone in a CSPP classroom for ECE and Child Development. Priority was given to TK teachers but 97 % of the TK teachers in Contra Costa County were grandfathered-in so there is little request from TK teachers for reimbursement.
- Now CSPP teachers can receive reimbursement for the cost of PDP hours, not only for college units towards their degrees.
- COE has made a change as well. There is no deadline for application and reimbursement is ongoing, not just twice a year.

- Luis Arenas brought up the challenge that many teachers cannot afford to pay up front. Discussion held regarding this challenge.

- As of March 2016, Ruth Fernandez reported that eight (8) TK teachers have been reimbursed for education; and six (6) CSPP teachers.

• **Family and Human Services (FHS) Reporting**

- Ruth Fernandez will be attending a FHS Committee meeting for activity reporting: i.e. approval of zip code priorities, and other reports, on September 12, 2016 at 1 pm in Martinez. An open invitation was given to the Executive Committee members to join her.

Minutes Approved: Approved

Minutes Taken by: Mary Louise Vander Meulen

- **Staff Changes**
 - Announcement was made to the committee members that Administrative Assistant Mary Louise Vander Meulen will be transferring to a new program at CCCOE on August 1, 2016.
 - The position has been posted and interviews will be held the first week of August. Ruth requested a volunteer to assist with the interviews. Cathy Roof will try to attend but she is not available on Monday and Wednesday of the week.
- **2016-17 Projects and Contracts**
 - The contract from CDE for LPC 2016-17 has been received. It is for the same amount as last year.
 - The AB212 contract has not been received yet. It usually comes in late summer.
 - Ruth Fernandez will be receiving an amended contract from CDE for the CTKS project with the extension dates.

Review and Adopt 2016-17 Committee Structure and Calendars

- Lengthy discussion held on the structure of the LPC Committees, calendars and challenges faced this year; i.e. lack of quorum, cancellation of meetings, Ruth's limited time, and a large number of committee meetings. Suggestions made to reorganize committees and lessen the number of meetings for some of the committees.
- Dan Safran suggested the School Readiness Committee meet quarterly. He will contact Mary Louise VM to go over possible dates.
- Suggestion made by Eric Peterson that the Advocacy Committee could meet less frequently. Dates discussed with other committee members and chosen. Mary Louise will reserve conference rooms, revise the calendar and send out the revised calendar to all LPC Board members and guests.
- Make-up of the committees not discussed due to time constraints.

Identify Date and Time for 2016 Annual Member Retreat

- Discussion held regarding a date and place for the LPC Annual Member Retreat. Friday, December 2, 2016 seemed to be the best date for a full day retreat, from 9 am – 3 pm.
- Discussion was held to have the retreat at San Damiano Retreat in Danville. A reservation request will be made on-line this week.

LPC Committee Reports & Updates

- **Ad Hoc Facilities Committee**
 - Brief history given by Ruth Fernandez of the start of the committee nine months ago. At that time a concept paper was developed regarding the issue of lack of adequate facilities for child care in Contra Costa County. Roundtable discussion was organized to make other stakeholders aware of the issue. A meeting was held with San Mateo County to present on their land use study.
 - At the last meeting a request was made to get a quote from Briones and Associates to add a land use study to the LPC Needs Assessment that will need to be done this FY. The quote ranged from \$100,000 - \$200,000 for this study. The LPC would need to find the funds but first a proposal will need to be drawn up to present to the Board of Supervisors.
 - Discussion held regarding a letter received from the Child Care Law Center.

Minutes Approved: Approved

Minutes Taken by: Mary Louise Vander Meulen

- **Advocacy – Cathy Roof**
 - No report given due to time constraints.
- **Projects & Workforce Development – Carolyn Johnson**
 - Many aspects of the committee covered in staff updates regarding the stipends earned for 2016-17.
 - No additional report given due to time constraints.
- **School Readiness – Dan Safran**
 - No report given due to time constraints.

LPC Activities

- **Develop LPC Board Meeting Agenda for 7.25.16**
 - Very brief discussion held regarding the next LPC Board Meeting agenda. The main content of the agenda will be the presentations by the PLC members. If time allows committee reports to be given.
- **Other updates**
 - Executive Committee members confirmed for the 7.25.16 LPC Board Meeting:
 - Luis Arenas, Carolyn Johnson, Silvana Mosca-Carreon, Eric Peterson, Cathy Roof, Doug Rowe, Dan Safran

Adjournment:

- Silvana Mosca-Carreon moved to adjourn the meeting. Doug Rowe seconded the motion. Motion carried. Meeting adjourned at 11:13 a.m.
 - AYE: Arenas, Johnson, Mosca-Carreon, Peterson, Roof, Rowe
 - NAY: None
 - ABSENT: Penry, Safran
 - ABSTAIN: None
- **Next Meeting:** September 12, 2016 9-11 am (Las Trampas)

Minutes Approved: Approved

Minutes Taken by: Mary Louise Vander Meulen