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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 Projects and Workforce Development Committee Meeting  
**Location:** John Muir Conference Room  
**Time:** 10:00 AM – 12:00 PM

**Facilitator:** Carolyn Johnson, Chair  
**Timekeeper:** Ruth Fernandez  
**Recorder:** Melody Yee

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 County Local Planning and Advisory Council for Early Care and Education (LPC) will provide reasonable accommodations for persons with disabilities planning to participate in Contra Costa County 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 Tuesday, September 19, 2017

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
10:00 -10:05	<b>Welcome/Introductions</b> <ul style="list-style-type: none"> <li>Minutes Review/Approval for 7.12.17</li> <li>Agenda Review/Approval for 9.17.17</li> </ul>	C, A	Carolyn	Approval of agenda/minutes
10:05 – 10:15 3 min. per speaker	<u>Public Comment</u> <ul style="list-style-type: none"> <li>Items on the agenda</li> <li>Items of interest to the public</li> </ul> <p><i>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></p>	I	Carolyn	Information shared
10:15 – 10:45	<b>Review Survey Results</b> <ul style="list-style-type: none"> <li>Discuss Format for Roundtable</li> </ul>	I, D	Ruth & Carolyn	Informational, use as a tool for discussion
10:45 – 11:50	<b>Review Proposed Agenda for Round Table</b> <ul style="list-style-type: none"> <li>Discuss format</li> <li>Activities</li> <li>Outcomes</li> <li>Handouts</li> </ul>	D, A	Ruth Carolyn Kathleen	Discuss ideas and other thoughts
11:50 -12:00	<b>Summarize Agreements &amp; Next Steps</b>	I, D,C	Carolyn	Define next meeting topics
12:00	<b>Adjournment</b> <b>NEXT MEETING: November 8, 2017</b>	I	All	

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

- 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 Executive 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 LPC Projects and Workforce Development Committee Meeting**

7/12/2017

Board Room

9:00 a.m. - 11:00 a.m.

**Members:** Chair Carolyn Johnson, Joan Means, Edirle Menezes, Cathy Roof, Doug Rowe, Aurora Ruth

**Members Absent:** None

**Staff:** Ruth Fernandez, Melody Yee

**Guests:** Sue Handy – Diablo Valley College, Terrissa Hein – Contra Costa County Office of Education, Nadirah Jones – Contra Costa County Office of Education, Kathleen Seabolt - Heartwork

### **Welcome/Introductions:**

- Chair Carolyn Johnson welcomed everyone to the meeting at 9:08 a.m.
- *Agenda Review/Approval:* Cathy Roof moved to approve the agenda for 7-12-17 with the amended change to remove the “Stuff That Works and Why” portion of the agenda. Joan Means seconded the motion. Motion carried.
  - AYE: Johnson, Means, Menezes, Rowe, Ruth
  - NAY: None
  - ABSENT: None
  - ABSTAIN: Roof
- *Minutes Review/Approval:* Doug Rowe moved to approve the minutes for 5-10-17. Joan Means seconded the motion. Motion carried.
  - AYE: Johnson, Means, Menezes, Roof, Rowe, Ruth
  - NAY: None
  - ABSENT: None
  - ABSTAIN: None

### **Public Comment:**

- None

Edirle Menezes joined the meeting at 9:22 a.m.

### **Review /Approve Revise Project and Workforce Development Committee Goals and Objectives**

- Discussion about the revised timeline
- Discussion regarding general issue of wages for the ECE workforce and how it compares to other child caregivers (e.g. nannies)

### **Discuss and Approve Round Table Invitation, Guest Survey, and Guest Roster**

- Handouts were provided by Ruth Fernandez and Terrissa Hein with survey questions
  - The Committee and guests discussed the various viewpoints of the questions and how that will affect who/how the survey answers maybe affected
  - Offering the recipient an option to allow others to respond for them was proposed (someone who may know the program better)
- A draft of the invitation letter was distributed for review
  - A deadline for survey completion was requested
  - It was suggested to bold the submission deadline date of the survey with the RSVP information

- The guest roster was reviewed and with the addition of other names to be researched and/or forwarded to Ruth Fernandez and Terrissa Hein prior to survey release

### **Stakeholder Round Table Planning**

- Round Table Facilitator Kathleen Seabolt was introduced
  - General flow of the day was discussed by the group regarding grouping, interactivity, outcomes, agenda, role of the facilitator – the discussion will continue prior to the Round Table date
- The Stakeholder Round Table will be rescheduled from September to October, depending on room availability
- The survey will be distributed by July 31, 2017

### **Next Meeting Agenda Items/Follow-up Steps**

- Finalize the flow and plans for the Stakeholder Round Table
- Finalize the date of the Round Table

### **Adjournment:**

- *Adjournment:* Cathy Roof moved to adjourn the meeting. Aurora Ruth seconded the motion. Motion carried.
  - AYE: Johnson, Means, Menezes, Roof, Rowe, Ruth
  - NAY: None
  - ABSENT: None
  - ABSTAIN: None
- Meeting adjourned at 11:20 a.m.