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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 Executive & Budget Committee Meeting
Location: Mt. Diablo Conference Room
Time: 3:00 PM – 5:00 PM

Facilitator: Cathy Roof, Chair
Timekeeper: TBD
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, November 14, 2017

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
3:00 – 3:10	Welcome/Introductions <ul style="list-style-type: none"> Minutes Review and Approval for 10.23.17- <i>Action</i> Agenda Review and Approval for 11.14.17 - <i>Action</i> 	C, A	Cathy	Approval of minutes and agenda
3:10 – 3:15	Public Comment <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.</i> <i>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> <ul style="list-style-type: none"> Items on the agenda Items of interest to the public 	I	All	Information
3:15 – 3:25	LPC Membership <ul style="list-style-type: none"> Donation Policy Membership Review 	I, C	Doug/Cathy	Information
3:25 – 4:45	LPC Annual Retreat <ul style="list-style-type: none"> Venue Agenda Guests Program 	D, C, A	Ruth	Define location, topics, guest list, and goals for the 2017 LPC Annual Retreat
4:45 – 5:00	Committee Updates <ul style="list-style-type: none"> Advocacy – Eric Peterson Project & Workforce Development – Carolyn Johnson School Readiness – Deborah Penry 	D, C	All	Discuss LPC Committee Activities and define action steps
5:00	Adjournment – Action Next Meeting Date: January 8, 2018	A	All	Next Executive and Budget Committee Meeting Identified

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.

**CONTRA COSTA COUNTY
LOCAL PLANNING AND ADVISORY COUNCIL
FOR EARLY CARE AND EDUCATION
Minutes of the Executive & Budget Committee Meeting
Monday, October 23, 2017
2:30 PM – 3:00 PM | Board Room**

Members Present: Chair Cathy Roof, Silvana Mosca-Carreon, Doug Rowe

Members Absent: Carolyn Johnson, Deborah Penry, Eric Peterson

Staff Present: Ruth Fernandez, Melody Yee

Call to Order – Cathy Roof

- Chair Cathy Roof called to order Executive and Budget Committee meeting at 2:37p.m.
- Silvana Mosca-Carreon motioned approval of the minutes for the Executive & Budget Committee meeting held on September 15, 2017. Doug Rowe seconded. Motion approved.
 - AYE: Roof, Mosca-Carreon, Rowe
 - NAY: None
 - ABSENT: Johnson, Penry, Peterson
 - ABSTAIN: None
- Doug Rowe motioned approval of the agenda for October 23, 2017. Silvana Mosca-Carreon seconded. Motion approved.
 - AYE: Roof, Mosca-Carreon, Rowe
 - NAY: None
 - ABSENT: Johnson, Penry, Peterson
 - ABSTAIN: None

Public Comment: None

LPC Annual Self Evaluation

- Ruth Fernandez handed out copies of the LPC Annual Self Evaluation for the Committee to review. A brief discussion followed to confirm compliance. Doug Rowe motioned approval of the LPC Annual Self Evaluation. Silvana Mosca-Carreon seconded the motion. Motion carried.
 - AYE: Roof, Mosca-Carreon, Rowe
 - NAY: None
 - ABSENT: Johnson, Penry, Peterson
 - ABSTAIN: None

Adjournment:

- Silvana Mosca-Carreon moved to adjourn. Doug Rowe seconded. Motion carried. Meeting adjourned at 2:53 p.m.
 - AYE: Roof, Mosca-Carreon, Rowe
 - NAY: None
 - ABSENT: Johnson, Penry, Peterson
 - ABSTAIN: None

- **Next Meeting:** November 13, 2017 9:00-11:00 a.m. (Las Trampas Room at CCCOE)

Minutes Approved:

Minutes Taken by: Melody Yee