

**CONTRA COSTA COUNTY
LOCAL PLANNING AND ADVISORY COUNCIL
FOR EARLY CARE AND EDUCATION
Minutes of the Executive & Budget Committee Meeting
Monday, January 8, 2017
9:00 AM – 11:00 AM | Board Room**

Members Present: Chair Cathy Roof, Carolyn Johnson, Silvana Mosca-Carreon, Deborah Penry, Eric Peterson, Doug Rowe

Members Absent: Eric Peterson

Staff Present: Pam Tyson, Melody Yee

Guests: Ruth Fernandez, Judy Waggoner

Call to Order – Cathy Roof

- Chair Cathy Roof called to order Executive and Budget Committee meeting at 9:12 a.m.
- Deborah Penry moved approval of the minutes for the Executive & Budget Committee meeting held on Tuesday, November 14, 2017 with the change of motioned to moved. Cathy Roof seconded. Motion approved.
 - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None
- Silvana Mosca-Carreon moved approval of the agenda for January 8, 2018 with the time corrections, and the addition of the Subsidy Pilot to the agenda with Leaders Ruth Fernandez and Judy Waggoner. Eric Peterson seconded. Motion approved.
 - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson
 - NAY: None
 - ABSENT: None
 - ABSTAIN: Rowe

Public Comment: None

LPC Announcements and Updates

- Pam Tyson introduced Susan Jeong as the new LPC Coordinator, replacing Ruth Fernandez. Susan Jeong followed with a short overview of her past work experience and involvement in Early Care and Education.
- Cathy Roof announced that seven members have expiring terms in April. Cathy asked that the members fill out their applications for renewal and return the completed applications at the Retreat, scheduled for January 19, 2018 at the Fern Cottage in El Sobrante, CA.

ACTION ITEM: Send out PDF of application to Cathy Roof who will forward to the members with expiring terms.

Needs Assessment

- Ruth Fernandez gave an update on the status of Needs Assessment Study, including a synopsis of the feedback from the October meeting.
- Ruth Fernandez will reach out for input from other LPC Coordinators regarding the range and demand factor.
- Ruth Fernandez will send data to the Committee by January 10, 2018.
- An Ad Hoc Committee was asked to be formed to consist of Deborah Penry, Cathy Roof, Carolyn Johnson, Ruth Fernandez, Pam Tyson, and Susan Jeong. A tentative date for was set for January 17, 2018 in Ruth Fernandez's office.

Pilot Subsidy Updates

- If the Pilot is to start in the new fiscal year, the plan needs to be submitted to the CDE by May.
- The Alameda County Program Handbook was shared with the attendees.
- Planning of the Contra Costa Pilot will need to be addressed soon to meeting the deadline for approval and submission to the CDE.

LPC Retreat

- Scheduled for January 19, 2018
- Lorita Riga will attend and be available to answer questions regarding the Alameda Pilot.

Committee Updates

- Advocacy –
 - Budget to be released on January 10, 2018 with the Governor planning a realignment.
 - Forum planning will continue at the Retreat.**ACTION ITEM:** Send draft of agenda to Eric Peterson to review.
- Project and Workforce Development –
 - Round Table #2 will take place in the afternoon following a shortened Forum format.
 - Terrissa Hein will send out draft questions to the Committee.
 - The PWD Committee will continue to be invited to the Advocacy Meetings and the Advocacy Committee will continue to attend the PWD Committee Meetings.
- School Readiness –
 - The creation of the Learning Passport as a companion activity book to the A Road Map to Kindergarten®.
 - Waiting for the proof from the CCCOE Communications Department.

Adjournment:

- Eric Peterson moved to adjourn. Carolyn Johnson seconded. Motion carried. Meeting adjourned at 11:13 a.m.
 - AYE: Roof, Johnson, Mosca-Carreon, Penry, Peterson, Rowe
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None
- **Next Meeting:** March 12,, 2018 9:00-11:00 a.m. (Las Trampas Room at CCCOE)

Minutes Approved: March 12, 2018

Minutes Taken by: Melody Yee