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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: Las Trampas Conference Room
Time: 9:00 AM – 11:00 AM

Facilitator: Cathy Roof, Chair
Timekeeper: Susan Jeong (LPC)
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 Monday, May 14, 2018

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 – 9:10	Welcome/Introductions <ul style="list-style-type: none"> Minutes Review and Approval for 01.08.18- Action Agenda Review and Approval for 05.14.18 - Action 	C, A	Cathy	Approval of minutes and agenda
9:10 – 9:15	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
9:15 – 9:30	LPC Announcements/Updates <ul style="list-style-type: none"> Chair assignments for 2018-2019 	I, C	Cathy/Carolyn	Review of recommendation
9:30 – 10:00	Pilot Program Needs Assessment, May 24 First 5 event	I, D	Susan	Updates on AB 435 and the 2017-2018 Needs Assessment
10:00 – 10:30	June 4 General Meeting Agenda - Review/Discuss <ul style="list-style-type: none"> Presentation by Tandem Review and Approval of Pilot Plan Review and Approval of Needs Assessment 	D, C, A	Cathy	
10:30 – 11:00	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: July 9, 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, March 12, 2017
10:00 AM – 11:00 AM | Las Trampas**

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

Members Absent: Eric Peterson

Staff Present: Susan K. Jeong, Melody Yee

Guests: Eran Perera – LPC, Aurora Ruth – LPC

Call to Order – Cathy Roof

- Chair Cathy Roof called to order Executive and Budget Committee meeting at 10:03 a.m.
- Silvana Mosca-Carreon moved approval of the minutes for the Executive & Budget Committee meeting held on Monday, January 8, 2018. Deborah Penry seconded. Motion approved.
 - AYE: Johnson, Mosca-Carreon, Penry, Roof, Rowe
 - NAY: None
 - ABSENT: Peterson
 - ABSTAIN: None
- Deborah Penry moved approval of the agenda for March 12, 2018. Carolyn Johnson seconded. Motion approved.
 - AYE: Johnson, Mosca-Carreon, Penry, Roof, Rowe
 - NAY: None
 - ABSENT: Peterson
 - ABSTAIN: None

Public Comment:

- Chair Cathy Roof announced the MECC 39th Annual Wine Tasting Fundraiser. The event will take place Friday, May 11, 2018 from 5:00pm to 9:00pm at the Pleasant Hill Community Center, 320 Civic Drive, Pleasant Hill, CA 94523.

LPC Announcements and Updates

- Six LPC Board Members are due for renewals: Carolyn Johnson, Edirle Menezes, Cindy Molander, Cathy Roof, Stacie Roundtree. Eran Perera has opted to not renew.
- Deborah Penry moved to approve the six member renewals. Doug Rowe seconded. Motion approved.
 - AYE: Johnson, Mosca-Carreon, Penry, Roof, Rowe
 - NAY: None
 - ABSENT: Peterson
 - ABSTAIN: None
- A call was made for Nominating Committee volunteers. Carolyn Johnson and Aurora Ruth volunteered to be on the Nominating Committee.

Minutes Approved:

Minutes Taken by: Melody Yee

Pilot Subsidy Updates

- Mission Analytics has been secured to assist in revising a plan for Contra Costa County – adding rates, updating data, etc.
- The cost for Mission Analytics will be funded by First 5 Contra Costa.
- The Plan submission to the CDE has been postponed until June 1, 2018.

Needs Assessment Updates

- The Stakeholder Survey has a slight delay.
- The Provider Survey is on track.
- A 50% demand factor was agreed upon with Brion Economics, Inc. for use in the study.

AB 212 Plan

- A preliminary draft was shared with the Committee.
- It was proposed to bring back the PLC, which has been put on hiatus last year.
- Committee feedback about the AB 212 Plan draft and/or thoughts regarding the reinstatement of the PLC are back by March 16, 2018.

Budget Review

- Susan K. Jeong presented the Board with printouts of the year-to-date budgets for LPC, AB 212 and CTKS. The LPC will regain the remainder of the facilitator contract not used, AB 212 is on track to spend out, and CTKS is slightly underspent.

Committee Updates

- Advocacy –
 - A copy of the Facilitator's Guide to be used at the Forum was shared with the Committee for review and feedback.
 - A draft copy of the Forum program was shared with the Committee for review and feedback.

Adjournment:

- Deborah Penry moved to adjourn. Carolyn Johnson seconded. Motion carried. Meeting adjourned at 10:55 a.m.
 - AYE: Johnson, Mosca-Carreon, Penry, Roof, Rowe
 - NAY: None
 - ABSENT: Peterson
 - ABSTAIN: None
- **Next Meeting:** May 14, 2018 9:00-11:00 a.m. (Las Trampas Room at CCCOE)

Minutes Approved:

Minutes Taken by: Melody Yee