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

Facilitator: Carolyn Johnson, Chair
Timekeeper: Susan K. Jeong, LPCC
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 Wednesday, May 9, 2018

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 -9:05	Welcome/Introductions <ul style="list-style-type: none"> Minutes Review/Approval for 1.10.18 Agenda Review/Approval for 5.9.18 	C, A	Carolyn	Approval of agenda/minutes
9:05 – 9:10 3 min. per speaker	<u>Public Comment</u> <ul style="list-style-type: none"> Items on the agenda Items of interest to the public <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
9:10 – 10:10	Debrief – Workforce Focus Group <ul style="list-style-type: none"> Review Summary of the notes Discussion about next steps Some ideas: <ul style="list-style-type: none"> - EdCamp - Quality Matters “Leadership Academy” - TEDx -- ECE Speaker Series 	I, D, A	Carolyn, All	Discussion, feedback, action
10:10 – 10:20	Review Alameda County 2016 Workforce Study	D, C	Carolyn, All	Discuss ideas and other thoughts
10:20 -10:30	Summarize Agreements & Next Steps	I, D,C	Carolyn	Define next meeting topics
10:30	Adjournment NEXT MEETING: TBA	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

1/10/18

Las Trampas Conference Room

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

Members: Chair Carolyn Johnson, Denise Clarke, Joan Means, Edirle Menezes, Cathy Roof, and Silvana Mosca-Carreon (appointed by Cathy Roof)

Members Absent: Edirle Menezes, Doug Rowe, Aurora Ruth

Staff: Pam Tyson, Melody Yee

Guests: Terrissa Hein – CCCOE, Nadirah Jones – CCCOE, Deborah Penry – Care Parent Network

Welcome/Introductions:

- Chair Carolyn Johnson welcomed everyone to the meeting at 9:16 a.m.
- *Agenda Review/Approval:* Silvana Mosca-Carreon moved to approve the agenda for 1/10/18 with the correction that the meeting ends at 11:00 a.m., not 12:00 p.m.. Joan Means seconded the motion. Motion carried.
 - AYE: Clarke, Johnson, Means, Mosca-Carreon, Roof
 - NAY: None
 - ABSENT: Menezes, Rowe, Ruth
 - ABSTAIN: None
- *Minutes Review/Approval:* Joan Means moved to approve the minutes for 11/8/17 with the notation that Silvana Mosca-Carreon was appointed to the Committee by Cathy Roof. Silvana Mosca-Carreon seconded the motion. Motion carried.
 - AYE: Clarke, Johnson, Means, Mosca-Carreon, Roof
 - NAY: None
 - ABSENT: Menezes, Rowe, Ruth
 - ABSTAIN: None

Public Comment:

Joan Means announced the DVC Director's Preschool Fair to be held January 20, 2018 at the Pleasant Hill Community Center from 10:00 a.m to 1:00 p.m.

Round Table #2 Discussion

- The Committee reviewed the Round Table notes from November 17, 2017 and took time to review the revised notes presented to the Committee at this meeting
- Crystal McClendon- Gourdine will be the facilitator for the Round Table portion of the Forum
- As an aside, consideration of moving meeting time to be allow for better attendance.

ACTION ITEM: Carolyn Johnson will amended the Round Table proposal and distribute to the Project and Workforce Development Committee and the Advocacy Committee.

Round Table #2 Survey Questions

- There are over 1000 potential survey recipients, with the aim for feedback from the workforce
- Need to narrow the focus as to who the target audience is for the survey
- Sent out the survey January 17, responses requested by January 26, survey closes February 10

ACTION ITEM: Terrissa Hein will forward professionalism articles to the Advocacy Committee

Adjournment

- *Adjournment:* Silvana Mosca-Carreon moved to adjourn the meeting. Joan Means seconded the motion. Motion carried.
 - AYE: Clarke, Johnson, Means, Mosca-Carreon, Roof
 - NAY: None
 - ABSENT: Menezes, Rowe, Ruth
 - ABSTAIN: None
- Meeting adjourned at 11:04 a.m.

DRAFT