

**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: May 14, 2018

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)