

# Executive & Budget Committee Meeting Agenda

**Monday, September 10, 2018 | 9:00 a.m. to 10:30 a.m.**

Contra Costa County Office of Education | Las Trampas Conference Room | 77 Santa Barbara Road | Pleasant Hill, CA 94523

**CHAIR:** Deborah Penry

**TIMEKEEPER:** Susan Jeong, LPC Coordinator

**RECORDER:** Melody Yee

*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.*

## Call to Order (5 minutes)

Deborah Penry

- Welcome and Introduction
- Minutes and Agenda Review (**ACTION**)

## Public Comment (3 minutes per speaker)

Deborah Penry

*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.*

- Items on the Agenda
- Items of Interest to the Public

## Group Discussion (45 minutes)

Deborah Penry, Susan Jeong, All

- LPC Tri-ennial Review
- Retreat Goals
- Draft Forum themes
- Vacant seats and recruitment

## Updates (25 minutes)

Deborah, All

- LPC allocation for 2018-19
- Needs Assessment
- Subsidy Pilot
- Passport to Kindergarten

## Committee Updates (20 minutes)

All

- Advocacy
- Project & Workforce
- School Readiness

## Adjournment (5 minutes) (**ACTION**)

**NEXT MEETING: NOVEMBER 19, 2018, 9:00 a.m. to 11:00 a.m.**  
Contra Costa County Office of Education, Briones Conference Room

- 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  
Thursday, June 14, 2018  
1:00 PM – 2:00 PM | Mt. Diablo Conference Room**

**Members Present:** Carolyn Johnson, Eric Peterson, Cathy Roof, Doug Rowe

**Members Absent:** Silvana Mosca-Carreon, Deborah Penry

**Staff Present:** Susan Jeong, Melody Yee

**Guests:** None

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**Call to Order – Cathy Roof**

- Chair Cathy Roof called to order Executive and Budget Committee meeting at 1:05 pm.
- Eric Peterson moved approval of the minutes for the Executive & Budget Committee meeting held on Monday, May 14, 2018. Doug Rowe seconded. Motion approved.
  - AYE: Johnson, Peterson, Roof, Rowe
  - NAY: None
  - ABSENT: Mosca-Carreon, Penry
  - ABSTAIN: None
- Carolyn Johnson moved approval of the agenda for June 14, 2018. Eric Peterson seconded. Motion approved.
  - AYE: Johnson, Peterson, Roof, Rowe
  - NAY: None
  - ABSENT: Mosca-Carreon, Penry
  - ABSTAIN: None

**Public Comment:** None

**LPC Nominations**

- Nominations are as follows:
  - Deborah Penry as LPC Chair
  - Doug Rowe as 1<sup>st</sup> Vice Chair
  - Silvana Mosca-Carreon as 2<sup>nd</sup> Vice Chair

Carolyn Johnson moved approval of the nominations for 2018-2019. Eric Peterson seconded the motion. Nominations approved.

- AYE: Johnson, Peterson, Roof, Rowe
- NAY: None
- ABSENT: Mosca-Carreon, Penry
- ABSTAIN: None

Minutes Approved:

Minutes Taken by: Melody Yee

### **Pilot Plan Review**

- A draft copy of the Plan was passed out to the Committee for review.
  - Susan Jeong presented a few points for discussion and approval in the draft
- Carolyn Johnson moved to approve the Subsidy Pilot Plan. Eric Peterson seconded the motion. Motion carried.
  - AYE: Johnson, Peterson, Roof, Rowe
  - NAY: None
  - ABSENT: Mosca-Carreon, Penry
  - ABSTAIN: None

### **Other Items**

- Suggested to move the LPC Annual Retreat from November/December to October this year. More details and discussion at the next meeting.
- The July 23 General Meeting will be canceled, due to lack of quorum.

### **Adjournment:**

- Doug Rowe moved to adjourn. Eric Peterson seconded. Motion carried. Meeting adjourned at 1:53 p.m.
  - AYE: Johnson, Peterson, Roof, Rowe
  - NAY: None
  - ABSENT: Mosca-Carreon, Penry
  - ABSTAIN: None
- **Next Meeting:** September 10, 2018 9:00-11:00 a.m. (Las Trampas Room at CCCOE)