

# Executive & Budget Committee Meeting Agenda

**Monday, November 19, 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*

- Review and Approve Draft of LPC Tri-ennial Review

## **Updates** (25 minutes)

*Deborah Penry, All*

- LPC/AB 212 1<sup>st</sup> quarter budget
- Needs Assessment
- Subsidy Pilot
- Passport to Kindergarten
- AB 212 20<sup>th</sup> Anniversary
- Forum

## **Committee Updates** (20 minutes)

*All*

- Advocacy
- Project & Workforce
- School Readiness

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

**NEXT MEETING: January 15, 2019, 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.

# Minutes of the Executive & Budget Committee Meeting

Monday, September 10, 2018 | 9:00 a.m. to 11:00 a.m. | Las Trampas Conference Room

---

**Members Present:** Deborah Penry, Eric Peterson, Cathy Roof, and Doug Rowe.

**Members Absent:** Carolyn Johnson and Silvana Mosca-Carreon.

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

**Guests Present:** None.

---

## Welcome and Introductions

- Chair Deborah Penry called the meeting to order at 9:04 a.m. and welcomed everyone. Welcomes and introductions were completed.

## Minutes Review and Approval

- Cathy Roof moved to approve the minutes of the June 14, 2018. Doug Rowe seconded the motion. Motion carried with Deborah Penry abstaining.

## Agenda Review and Approval

- Deborah Penry moved to approve the agenda for the September 10, 2018 meeting. Doug Rowe seconded. Motion carried unanimously.

## Public Comment

- Eric Peterson reminded the Committee of the Cocokids 3<sup>rd</sup> Annual Champion for Children Luncheon on September 13, 2018.

## Group Discussions

- **LPC TRI-ENNIAL REVIEW:** Susan Jeong shared a previous LPC Tri-ennial Review with the Committee. The LPC is due for their Tri-ennial Review this October.
- **RETREAT GOALS:** Two alternate dates were selected with a Doodle to be sent out to the entire LPC General Council. Items for the Retreat agenda were discussed.
- **VACANT SEATS:** Current LPC seat vacancies were shared. Possible recruitments were discussed.
- **FORUM THEMES:** The Committee brainstormed about possible themes, keynote speakers, activities, and schedule. Feedback and further discussion will continue at the Retreat.

## Updates

- **LPC ALLOCATION:** Susan Jeong shared the contract has been completed and returned to the CA Department of Education (CDE); awaiting signed and executed copy from the CDE.
- **NEEDS ASSESSMENT:** Susan Jeong announced the Needs Assessment Study has been completed.
- **SUBSIDY PILOT:** Susan Jeong announced the State Plan has been completed, but it has not yet been submitted to the CDE.
- **PASSPORT TO KINDERGARTEN:** Deborah Penry announced the Passport to Kindergarten is finished and will be shared at the General Council Meeting. Announcement and posting to the LPC website ([www.plan4kids.org](http://www.plan4kids.org)) will soon follow.

## Committee Updates

- **ADVOCACY:** No current legislative updates.
- **PROJECT AND WORKFORCE:** No current updates.
- **SCHOOL READINESS:** The completion of the Passport to Kindergarten.

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

DRAFT