

# Minutes of the LPC General Council Meeting

Monday, September 24, 2018 | 3:00 p.m. to 5:00 p.m. | CCCOE Board Room

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**Members Present:** Brenda Brown, Denise Clarke, Carolyn Johnson, Crystal McClendon-Gourdine, Joan Means, Edirle Menezes, Cindy Molander, Silvana Mosca-Carreon, Deborah Penry, Eric Peterson, Cathy Roof

**Members Absent:** Phelicia Lang, Stacie Roundtree, Doug Rowe

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

**Guests Present:** None.

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## Welcome and Introductions

- Chair Deborah Penry called the meeting to order at 3:02 p.m. and welcomed everyone. Welcomes and introductions were completed.

## Minutes Review and Approval

- Brenda Brown moved to approve the minutes of the March 22, 2018 minutes. Eric Peterson seconded the motion. Motion unanimously carried.

## Agenda Review and Approval

- Carolyn Johnson moved to approve the agenda for the September 24, 2018 meeting with the correction of the meeting date. Joan Means seconded. Motion carried unanimously.

## Public Comment

- Cathy Roof shared the “Turn It Off” a pledge to not idle your car campaign and the flyer with facts about idling.
- Joan Means announced the Annual Diablo Valley Preschool Fair would take place January 19, 2019 from 9:00 a.m. to 12:00 p.m. and for those interested, they may contact her for vendor table information.
- Cathy Roof suggested inviting Bobby Rose back from the CA Child Care Health Program to share results found from the Martinez Early Childhood Center environmental hazard analysis.
- Brenda Brown shared the Early Education and Support Division (EESD) has officially changed their name to the Early Learning and Care Division. They have also posted their five year plan and Brenda will provide the link to the General Council.
- Susan Jeong announced the Bay Area Early Care & Education (ECE) Legislative Forum to be held Friday, October 19, 2018 from 9:00 a.m. to 12:00 p.m. at the Santa Clara County Office of Education, 1290 Ridder Park Drive, San Jose, CA 95131. Susan will share the registration link when available.

## Group Discussion: Needs Assessment

- Susan Jeong announced the 2017 Needs Assessment is complete and she is currently considering design options for the final report summary. The General Council discussed release/teaser ideas. The Executive and Budget Committee will determine what data will be pulled for the report summary.
- The complete final report will be sent to the General Council by Susan Jeong and an email sent to the General Council once the complete final report is posted on the LPC website.

## Group Discussion: Forum Theme

- A few preliminary ideas were shared with the General Council without a final selection.
- Deborah Penry called for a Forum Workgroup to be formed to finalize the 2019 Forum theme and agenda.

## Group Discussion: Vacant Seats and Recruitment

- The General Council discussed possible agencies and individuals for recruitment.
- Members were asked to provide any additional recommendations to Deborah Penry or Susan Jeong.
- It was suggested to notify the Board of Supervisors to assist in publicizing the current vacancies.

## Group Discussion: Passport to Kindergarten

- Deborah Penry announced the Passport to Kindergarten is complete and now available on the LPC website.
- Susan Jeong shared the Passport debuted at the September 22, 2018 A Road Map to Kindergarten® Seminar to positive reviews.
- Cathy Roof announced Cassandra Campbell of Martinez Early Childhood Center (MECC) will share the Passport at the next MECC parent-teacher meeting.
- The General Council discussed various ways to promote the Passport.
- It was suggested to translate the Passport into Spanish – Deborah Penry said it was one of the next steps.

## Updates

- **TRI-ENNIAL REVIEW:** Susan Jeong announced to the General Council the LPC is due for their tri-ennial review.
- **SUBSIDY PILOT:** Susan Jeong announced Judy Waggoner would be contracted to complete the Contra Costa County Subsidy Pilot Plan for submission to the California Department of Education.
- **LPC ANNUAL MEMBER RETREAT:** Deborah Penry announced the LPC Annual Member Retreat is scheduled for Friday, November 9, 2018 (location is yet to be determined) and will be in lieu of the scheduled November 26 General Council Meeting.

## Adjournment

- Crystal McClendon-Gourdine left the meeting at 4:21 p.m. – quorum was no longer met. The General Council meeting was adjourned.

**NEXT MEETING: NOVEMBER 9, 2018, 9:00 a.m. to 4:00 p.m.**  
LPC Annual Member Retreat – Location: TBD