Materials related to an item on this agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the CCPC office at 5340 Skylane Blvd, Santa Rosa, CA, during normal business hours. For disability accommodation, please contact us at (707) 524-2658.

Child Care Planning Council of Sonoma County
Executive Committee Meeting
Monday, August 15, 2016
9:00 – 10:30am
Gravenstein - 5340 Skylane Blvd., Santa Rosa, CA 95403

The mission of the Child Care Planning Council of Sonoma County is to convene and inspire the community through collaboration, leadership and advocacy to promote and plan for quality child care and development for the benefit of all children (primarily birth to 12), their families and Sonoma County.

DRAFT AGENDA

**Action Item (Action may also be taken on any item on the agenda)

Approximate Time	Agenda Item	Objective	Process
9:00 am	1. Call to Order**		
9:02 am	2. Approval of Agenda**	Agreement on topics for meeting.	Unanimous Consent action item, unless there are changes.
9:05 am	3. Approval of June 30th Executive Committee meeting minutes**	Approve record of previous meeting.	Unanimous Consent action item, unless there are changes.
9:07 am	4. Public Comment on Non Agendized Items	Allow input from non-members on any topic related to the mission of CCPC.	Public speaks.
9:10 am	5. Hiring update/workspace	Update on program assistant position/workspace	Share information, discuss workspace
9:20 am	6. Child Care Plan Development	Board of Supervisors presentation	Discuss
9:30 am	7. CCPC Survey/16-17 Hot Topic Planning	Review survey results/Hot Topic Planning	Discuss
9:50 am	8. EC Action Plan	Review draft plan and budget - Town Hall	Discuss, next steps
10:10 am	9. Finance	Budget update	Share information

Approximate Time	Agenda Item	Objective	Process
10:15am	10. Assessor pay rate	Possibly look at increasing hourly rate	Discuss
10:20 am	11. Next Executive Committee Meeting	Review meeting schedule	Discuss
10:30 am	12. Adjourn**		Unanimous consent item.

Agenda Development and Meeting Strategies:

a. Expect people to read the agenda information ahead of time, and provide history and context at meetings before each item
b. Provide pros and cons when presenting an issue, and before voting
c. When reporting recommendations, report if there are strong dissenting opinions
d. Reduce the number of action items on the agenda; allow enough time and provide enough information
e. When presenting revisions to or new Protocols, provide a summary of context/rationale/explanation.
f. Consider small-group discussions, "Open Space" format, etc.
g. Consider switch of Co-Chair facilitator for discussion participation
h. Leave enough time for member announcements
i. Have Public Policy issues on the agenda only when needed

Ongoing Activities from Strategic Plan	
Solicit Hot Topic suggestions regularly from membership	1. Continue to solicit feedback per Meeting Feedback Forms. 2. Survey members to solicit and rank Hot Topic suggestions.
Ensure timely inclusion of broad range of critical issues in Hot Topics/Public Policy discussions, including impact on ECE of current political/economic decisions	1. Plan annual Hot Topic calendar and revise as needed. 2. Include Public Policy item on agenda for each month's CCPC meeting. 3. Coordinator reports on current political/economic decisions as needed.
Develop response to proposed budget cuts with funding priorities, and to proposed legislation	Collaborate with Public Policy Committee, and provide support as needed.
Engage with Upstream/economic policies	1. Coordinator sits on Upstream Committees and reports back as needed. 2. Monitor economic policies, and engage as opportunities arise.
Promote Child Care Plan	Collaborate with Public Relations Committee to assess accomplishments of 2010-2015 Plan, and to wrap-up. Timeline for 2015-2020 plan: • 2014-2015 – Community Relations Committee gathers community input • Create Child Care Plan Committee when CR Committee work complete, or beginning of 15-16 • July-October – create draft plan • November 2015 – draft plan to CCPC meeting • December 2015 – CCPC approves plan; plan published and disseminated
Hold regular CCPC meetings	Assess input from members, and develop strategies to address issues raised regarding: Committee reports, feedback forms, amount of content on agenda, follow-up on issues presented/discussed, meeting facilitation and diverse opinions, field trips and Hot Topics
Administer Workforce Development and Quality Improvement Programs - CARES Plus and Gateway to Quality	Receive monthly reports from Coordinator at Executive Committee meetings
Collaborate with partners to do a second ECE Workforce Survey	Coordinator will continue to participate with First 5-led effort.