



**Child Care Planning Council of Sonoma County
Executive Committee Meeting**

April 24, 2024; 9:00 am – 10:30 am

This meeting was held at Sonoma COE

at 5340 Skylane Blvd., Santa Rosa, CA 95403

**Members of the public were invited to attend in person
or virtually via Zoom.**

Meeting ID: 820 7421 7671

Approved June 10, 2024

Members present: Jessica Borland, Cathy Vaughn, Kathy Kelley

Members Absent: Renee Whitlock Hemsouvanh, Susan Langer

Staff Present: Erica Vuong, Liz DePrimo

Guests Present:

| Agenda Item | Discussion | Action/Follow-up |
|-------------------------|-------------------|---|
| 1. Call to Order** | | Co-Chair, Jessica, called the meeting to order at 9:14 AM. Present: 3 Absent: 2 |
| 2. Approval of Agenda** | | Cathy Vaughn made a motion to approve the agenda Kathy Kelley seconded the motion. The agenda was approved by unanimous consent |

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| <p>3. February 28, 2024 Executive Committee Meeting Minutes**</p> | | <p>Cathay Vaughn made a motion to approve the meeting minutes from Feb 2nd.</p> <p>Kathy Kelley seconded the motion.</p> <p>Vote: Ayes: 3 Nays: 0 Abstain: 0 Absent:1</p> |
| <p>4.Public Comment on Non-Agendized Items</p> | <p>Happy admin appreciation day! The group shared appreciation for the Program Assistant.</p> | |
| <p>5. 2023-2024 Budget Revision & 2024-2025 Budget Proposal</p> | <p>CCPC Coordinator presented the 2023-2024 budget revision and the 2024-20225 budget proposal. The group evaluated each budget. Each budget was put to a vote.</p> | <p>Jessica Borland made a motion to approve the 2023-2024 budget revision</p> <p>Kathy Kelley seconded the motion.</p> <p>Vote: Ayes: 3 Nays: 0 Abstain: 0 Absent:2</p> <p>Jessica Borland made a motion to approve the 2024-2025 budget proposal</p> <p>Cathy Vaughn seconded the motion.</p> |

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| | | <p>Vote: Ayes: 3 Nays: 0 Abstain: 0 Absent:2</p> |
| 6. Zip Code Priorities Report | CCPC Coordinator shared the current process proposal for the zip code priorities report | <p>Jessica Borland made a motion to approve the zip code priorities report Cathy Vaughn seconded the motion.</p> <p>Vote: Ayes: 3 Nays: 0 Abstain: 0 Absent:2</p> <p>A recommendation was made to include talking points for the Council</p> |
| 7. Elections | CCPC Coordinator facilitated a discussion about board positions and this upcoming election. | CCPC staff will make a request to the council in May and then do follow up. |
| 8. Previous Council Meeting Feedback | CCPC Coordinator presented previous meeting feedback. | |
| 9. Council Meeting and Retreat Planning | Elections will be a topic, as well as the zip code priorities and budget. Consultants will also be there to facilitate learning about the Council. | |
| 10. Next Executive Committee meeting is scheduled for May 22, 2024 | The group discussed the possibility of rescheduling. Looking at June dates. | CCPC will follow up. |

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| 11. Adjourn** | | An adjournment was made by unanimous consent at 10:15 am. |
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