

**ALAMEDA COUNTY ECE PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING  
Tuesday, November 3, 2020 1:30 p.m. to 3:00 p.m.  
Zoom Teleconference  
MINUTES**

**Attendance:**

Member Name	Role
Katie Honegger	Council Chair
Kym Johnson	Council Chair-Elect
Jennifer Cabán	Committee Co-Chair
Yesenia Chavez	Committee Co-Chair
LaWanda Wesley	Committee Co-Chair
Erica Harrell	Committee Co-Chair
Kelly O’Lague Dulka	Committee Co-Chair

ECE Program/GSA Staff: Ellen Dektar, Mara Goby, Angela Cabrera

**Action Item Highlights:**

- ECE Program staff will revise the letter on family fees and send it to the County’s PAL Committee for approval.
- LaWanda Wesley and Angela Cabrera will prepare a presentation on equity tools for the upcoming Steering Committee meeting.
- ECE Program staff will revise the LPC Calendar for 2021.
- ECE Program staff will revise the Annual Review.
- Ellen will revise the Measure C CAC application.

**Notes:**

**II. Welcome & Announcements**

- Katie Honegger began the meeting at 1:35 pm.

**III. Action to Approve October Executive Committee Minutes**

- Kym Johnson made a motion to approve the October Executive Committee minutes and Erica Harrell seconded: 6 members voted to approve.

**IV. Discussion and Possible Action to Review and Approve Letter to State Policy Makers Regarding State Assumption of Family Fees from Public Policy and State Contractor’s Committees**

- The group made a suggested edit to the second paragraph of the letter to add information about the benefits of continuity of care for children.
- Kelly O’Lague Dulka motioned to approve the letter with the recommended edit and Kym Johnson seconded: 5 members voted to approve and Jenn Cabán abstained.

**V. Discussion and Possible Action to Move Forward with Measure C Community Advisory Committee Process**

- Kym Johnson shared an update on Measure C, including that stakeholder groups would like to move forward with appointing the CAC.
  - CAC is responsible for developing a strategic plan that is then approved by First 5 and sent to the Board of Supervisors.

- First 5, the R&Rs, and others will be meeting on November 10<sup>th</sup> to discuss the possibility of starting this process.
  - The group discussed the importance of having a uniform nomination process and ensuring that possible conflicts of interest for potential members are addressed.
    - Ellen Dektar will discuss possible conflicts of interest for the ECE Program and SSA with County Counsel.
  - The group determined that the CAC application will closely mirror the LPC application, added a request for a letter of recommendation, and will include clear information on the time commitment.
  - Group agreed to make edits to the application cover letter and complete a draft application to discuss and approve during the next Executive Committee meeting.
- VI. Discussion and Action to Approve November 20, 2020 Steering Committee Agenda**
- Group discussed the November Steering Committee agenda, including the plan to approve the Needs Assessment LPC Template.
  - Group discussed continuing the work on equity and structural racism and agreed that LaWanda Wesley and Angela Cabrera will develop a 30-minute presentation on equity tools.
    - Participants will be asked to think about the tools that they are currently using before the meeting to prepare.
  - An overview of the election results and other policy updates will also be included.
  - Approval: Jenn Cabán motioned to approve the revised agenda and LaWanda seconded: 5 members voted to approve.
- VII. Review and Discussion of 2021 Planning Calendar for Steering Committee Review**
- Katie Honegger shared that members did not express interest in holding evening meetings.
  - The group made suggested edits to the calendar, including ensuring that the RBA section aligns with language from the Public Policy Platform and moving the member visits to earlier in the year.
- VIII. Discussion and Possible Action to Formalize Structure of Facilities and Business Technical Assistance Committee**
- Members shared their interest in continuing the group as ad hoc.
  - The structure will be reevaluated once the ECE Program transitions to SSA or if a significant need arises.
- IX. Approval of Needs Assessment Template**
- Ellen Dektar provided an overview of the template.
  - Kym Johnson motioned to approve the template and Jenn Cabán seconded: 6 members voted to approve.
- X. Discussion and Possible Action to Approve California Department of Education Annual Review of Activity (Form(s) 2934 and 2935)**
- Ellen Dektar provided an overview of the Annual Review.
  - Kym Johnson recommended making more clear that the Planning Council has met its mandates.
- XI. Steering Committee Member Appointment Update and Orientation Plan**

- Members who have not been active were contacted — 1 member will be staying and 1 has not responded so they will be excused if they do not attend the next Steering Committee meeting.
- New members will be educated about the requirements and the possible member opening will be discussed at the next Executive Committee meeting.

**XII. Next Steps and Action Items**

- The group discussed plans to thank outgoing members.

**XIII. Adjournment- Chair**

- The Chair adjourned the meeting.
- Next Executive Committee Meeting: 12/1, 1:30 – 3pm

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