

**ALAMEDA COUNTY ECE PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING
Tuesday, December 1, 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
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

Action Item Highlights:

- Ellen will reach out to Nany Strohl regarding a comparison of the Master Plan and Blue Ribbon Commission report.
- Changes will be implemented to Steering Committee meetings to increase engagement.
- Ellen will send out the calendar invites for next year's Steering Committee meetings and post the Planning Council handbook on the ECE Program website.

Notes:

I. Welcome & Announcements

- a. The State Master Plan for Early Learning and Care has been released, found [here](#).

II. Action to Approve November 3 Executive Committee Minutes

- a. The Chair called for a motion to approve the November 3 Executive Committee Minutes, Kelly motioned and Erica seconded.
 - i. The motion passed with 6 yes votes.

III. Discussion and Update on Measure C and Community Advisory Committee Process

- a. The group discussed updates on the possibility of appointing the Community Advisory Committee (CAC) and who could be eligible to serve on the Committee.
 - i. Ellen requested advice from County Counsel on potential conflicts of interest for Executive Committee members serving on the CAC and is awaiting a response.
 - ii. Unclear if the County will be able to move forward with the CAC and collecting the tax before the court cases is resolved.
- b. Updates on the Measure will be discussed during the January Executive Committee and Steering Committee meetings.

- i. This raises concerns about what will happen to families in the meantime and the impact this will have on the tax collection period.
- c. PVO may be able to play a role in educating the community on the status of the Measure and request that the County move forward.

IV. Reflection on November 20 Planning Council Meeting, Next Steps on Equity Planning, Future Presentation Possibilities (OUSD TK Offer)

- a. The group discussed the idea of moving presentations to earlier in the agenda to provide more time.
 - i. This could be done by pairing them with action items and using presentation breakout discussions to facilitate introductions, instead of doing introductions at the beginning of the meeting.
 - 1. Participants will be asked to put their name and agency into their Zoom name at the start of the meeting.
 - 2. After implementing these changes, the group will assess the need to extend meetings for an additional 30 minutes.
 - ii. Announcements will also be moved to the end of the meeting and participants can email ECE staff with additional items if needed.
 - iii. The group will consider developing a list of issues that each committee should cover so they do not need to be repeated during the Steering Committee meetings.
- b. January meeting agenda items:
 - i. Governor's budget proposal, Master Plan review (using an equity lens), Needs Assessment
 - 1. May delegate some of the Master Plan sections to different committees and then ask them to report back.
 - 2. Ellen will reach out to Nany Strohl regarding a comparison of the Master Plan and Blue Ribbon Commission report.
- c. OUSD TK speaker, Maria Sujo, will be asked to present on OUSD's TK transition work at the March meeting, instead of January.
- d. Zoom features, such as breakout rooms, will be used more frequently to make meetings more interactive and increase participation.

V. Update on Planning Council: Staffing, Membership Vacancies and Recruitment and Statewide Work

- a. ECE Program staffing updates:
 - i. Sujatha is no longer with the Alameda County ECE Program – Ellen will be taking on her role.
 - ii. Mara's role will be ending on December 31st.
 - iii. May have to restructure Planning Council committees to match staff capacity.
- b. Membership vacancy:

- i. Ellen will send official letter to member who has not attended recent meetings. If no immediate response, will begin recruitment efforts as outlined below.
- ii. Plan for publicizing possible upcoming vacancies:
 1. Application will be due December 31st to review at the January 5th Executive Committee meeting.
 2. Ellen will repost the application on the website and email out to Planning Council.
 3. Will conduct targeted outreach to South County.

VI. Steering Committee Member Appointment Update, Orientation Plan, Member Handbook

- a. Planning Councils handbook will be posted as a PDF on the ECE Program website to meet State mandate.
- b. Ellen will send out the calendar invites for next year's Steering Committee meetings.
- c. All new appointments have been approved and Ellen is in discussion with the County Clerk to confirm all paperwork.
 - i. In January, new members will be officially welcomed and Ellen will swear them in.
 - ii. A new member orientation will likely be held during the second week of January.
 - iii. Ellen and Katie will assign buddies.
- d. Planning Council members are not required to complete the County's conflict of interest training as they are not paid positions.
 - i. *Post-meeting update:* Those who may take advantage of child care reimbursements during meetings must complete the training.

VII. Next Steps and Action Items

- a. The Packard Foundation has provided funding to OSSS to create an early childhood caucus, which will focus on issues beyond child care.
 - i. The caucus will bring together the policy agendas of different collaborative groups within the County to help coordinate and identify ways to support.
 - ii. Currently doing an inventory of early childhood groups in the County - opportunity to document institutional knowledge from these different groups.

VIII. Adjournment

- a. The Chair adjourned the meeting.