

**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 31<sup>st</sup>.
  - 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 31<sup>st</sup> to review at the January 5<sup>th</sup> 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.