

**ALAMEDA COUNTY ECE PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING  
Tuesday, January 5, 2021 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 caban	Committee Co-Chair
LaWanda Wesley	Committee Co-Chair
Erica Harrell	Committee Co-Chair

ECE Program/GSA Staff: Ellen Dektar, Angela Cabrera

**Notes:**

**I. Welcome & Announcements**

- a. Mara Goby, former ECE Program staff, is no longer with the ECE program as her contract was not extended or renewed.

**II. Action to Approve December 1, 2020 Executive Committee Minutes**

- a. LaWanda Wesley motioned to approve the minutes, Erica Harrell seconded. In favor: Katie Honegger, Kym Johnson, Erica Harrell, LaWanda Wesley. Abstained: Jennifer Caban.

**III. Update on Planning Council: Staffing and Structure**

- a. Ellen updated the committee on the ECE program staffing and structure:
  - i. ECE program staff have been reduced in the last year or so from 5 to 2 with Lorita remaining as staff under the LPC umbrella. Staff/positions not represented by a union have not had contracts renewed and open positions have not been refilled.
  - ii. ECE program (Ellen, Angela, LPC and Lorita) officially moves from GSA to the SSA policy department (currently a staff of 4 at SSA) beginning Monday, January 10, 2021. They will be physically housed at the San Pablo SSA offices.
- b. Exec Comm members discussed concern about tremendous work for the field that ECE program has done that will not be able to continue with reduced staff and uncertain support. Ellen has been assured that SSA will support with ECE admin and accounting tasks but this will take time to train new staff. Committee members also hope to connect with the new Policy Director that will oversee ECE Program (including LPC) when they are hired (current timeline: interviews for position will be done in late January – may know by March’s Exec meeting).
  - i. A more in-depth conversation about structure, LPC mandates, and additional work by the ECE program staff that need supports to continue will be discussed in Feb. 2021 Exec. Comm. Meeting.
  - ii. Jennifer Caban’s position as SSA staff person and LPC member was addressed as presenting potential conflict of interest. Jennifer is checking in

with SSA supervisor to clarify. Jennifer will let Ellen know by Friday, January 8<sup>th</sup> if she will be resigning effective February 1<sup>st</sup>. If so, then applications for new ACECEPC members will open following the January steering committee meeting for one month. Jennifer's departure will open up a spot for a Public Agency Rep and co-chair of the Public Policy Committee.

**IV. Discussion and Action to Approve January 15<sup>th</sup> Steering Committee Agenda**

- a. January 15<sup>th</sup> Steering Committee agenda was finalized with the following updates/changes from prior meetings:
  - i. Introductions will focus on welcoming/introducing new members. All others in the meeting will be asked to introduce themselves in chat.
  - ii. Discussion of Master Plan and budget will come before action items to ensure time for robust conversation
  - iii. Ellen and Angela will seek out Master Plan presenter and Angela will facilitate the break out sessions based on member's preferred Master Plan sections of focus.

**V. Discussion on Planned ECE Master Plan Feedback Process and Substantive Feedback**

- a. Master Plan feedback will be discussed in every committee (if not yet already discussed) and will be brought to the January 15<sup>th</sup> Steering Committee Meeting as part of discussion and talking points for proposed letter to the Governor.

**VI. Discussion and Update on Community and Legal Action Regarding Measure C and Community Advisory Committee Process**

- a. It was shared that the LPC seating of the CAC is still on hold due to current hold up of Measure C in the courts – more information will be shared as in becomes available.

**VII. Steering Committee Member Orientation Plan, Member Handbook, Superintendent Monroe Meeting with Appointees on January 15<sup>th</sup>**

- a. New Steering Committee member orientation to take place at 5pm on January 6<sup>th</sup>. Ellen will be conducting orientation and Katie will join for first few minutes to welcome staff and ask them to introduce themselves at the January 15<sup>th</sup> Steering Committee Meeting
- b. A digital member handbook is being compiled and will be available as soon as possible to all current and new steering committee members. This replaces the previous physical binders with information about the LPC provided to new members.
- c. LPC appointees, with the support of ECE program staff, will be meeting with Superintendent of Alameda Public Schools on January 15<sup>th</sup>. Many topics are on the agenda, however additional topics to include suggested by Exec Comm members includes: Information about the Master Plan and specifically the role of expansion of TK has on the ECE field, inquiry about utilization of child care sites on school property especially during the summer while schools remain close but families are in need of care, and to make sure Superintendent Monroe is informed of the relocation of the LPC to SSA.

**VIII. Next Steps and Action Items**

- a. ECE staff will line up Master Plan presenter for Steering Committee meeting (preferably LPC member – maybe Neva or Lorita)
- b. Katie will attend new member orientation and prepare them for the upcoming steering committee meeting introduction
- c. Jennifer will inform ECE program staff about position as an LPC member
- d. Note: Ellen and Angela may experience disruption in email/phone access with the relocation

**IX. Adjournment**

Next Executive Committee Meeting: February 2, 1:30 pm -3 pm