

Attendance: [6] All Present [1] Vacant Seat

#	Members Name	Role
1.	Erica Harrell	Committee Co-chair
2.	Jennifer Cabán	Committee Co-chair
3.	Katie Honegger	Council Chair Elect
4.	LaWanda Wesley	Committee Co-chair
5.	Melanie Mueller	Council Chair
6.	Yesenia Chavez	Committee Co-chair

ECE Program Staff: Denise Turner, & Ellen Dektar

ACTION ITEMS:

- Visits with appointing agencies - Continue scheduling and follow-up w/ Appointers, Members & Candidates. – Led by Public Policy Committee - Denise
- Member Retreat: Continue to price venues and facilitators - Led by Executive Committee - Denise & Ellen

Welcome & Announcements: Melanie Mueller, Council Chair, convened the meeting at 1:05 p.m.

Recruitment Activities - Denise

Members were informed of Planning Council membership activities, by Denise Turner, LPC Coordinator, specifically:

- a. Oath of Office by Clerk of the Board of Supervisors
- b. Swear In by the Superintendent or Rep.
- c. Planning for New Member Orientation (Tentatively Scheduled based on participant availability.)

Feedback from Executive committee included the following:

- i. Last year the survey at the end only pertained to new members should be open to others
- ii. Pre-work provided the State LPC training web-based module – from California Child Care Coordinators Association (CCCCA)
- iii. Brown Act, & Bylaws BINGO, We have a jeopardy board, do a poll everywhere using phones, break it up into a team building activity.
- d. Refresh Member Buddies List and Activities
- e. Review Current Member Attendance Audit and Next Steps
 - i. Coordinator will move forward with seeking approval for Vincent C., to fulfill Rachel H., vacancy.
 - ii. Coordinator will send an attendance letter in lieu of Diana B.’s resignation in order to initiate the appointing process for the vacant seat.

Steering Committee visits with Appointing Agencies

Participants reflected on the luncheon hosted by the County Superintendent of Schools on November 21, 2019. The committee strategized potential next steps following this engagement, ideas included:

- a. Inviting her to attend the January Steering Committee meeting to “Swear In” the new members
- b. Have one of the members from the Luncheon introduce her on the agenda
- c. Send a follow up letter in alignment with the release of pending news (i.e., on the new tax measure, the State Budget, facilities and inclusion grant funding or the Master Plan)
- d. Members discussed the plan for Logistics Coordination, Talking Points & the Packet of materials for remaining visits with Miley and Chan.



Member Feedback Survey

Members provided feedback on the Steering Committee feedback survey trend-lines from the November meeting. The members agreed that the new approach shifting from survey monkey to mobile participant polls seems promising with some revisions including the following:

- a. There was a boost in feedback survey participation rates, however completion rates scaled off.
- b. Some questions need to be reframed in the survey poll to be more logical
- c. Align the new questions to the Public Policy platform and RBA
- d. Open-ended response section is missing from the mobile poll; maybe just one added question.
- e. No forced question categories, or ability to select multiple times for one answer.

Approve Agenda

The committee finalized and approved the Planning Council Steering Committee Agenda, and presentations topics on Access for: Friday, January 17, 2020

Finalize Plan for Nominating Committee for the Chair Elect Position – ALL

Katie H. Chair-Elect shared an update on the nomination sub-committee's efforts to conduct member outreach.

Approve nomination for Public Policy Committee Co-chair – ALL

Jennifer nominated Page Tomblin, for consideration.

- a. Melanie Mueller called for a motion to approve the nomination, **Katie Honegger** motioned and **Lawanda Wesley** seconded, the vote was approved by all unanimously.

Local Funding Initiative Informational Updates:

Members discussed recent benchmarks of the local sales tax measure: The Alameda County Health and Child Care Initiative. Members reviewed the document/diagram titled: First 5 Community ECE Fund Planning Process (11/2019 – 06/2020) facilitated by Ellen Dektar, Acting ECE Program Administrator. The diagram: displayed initiative topics delineating working groups for each area of interest.

- b. A member recommended that the document author consider editing the title/header so that Community appears first rather than the agency name. Ellen will share this feedback with the documents author at First 5.

Member questions included the following:

- c. Q: How are participants selected? A: All meetings will be open to the public. Some would be Brown Act compliant while others would not be.
- d. Q: How will the working groups report out for the Planning Council from some/all of the "buckets?" A: Our Community Advisory Committee (CAC) appointees will report out as a standing "Report Out" during the Community and Staff Reports agenda item bi-monthly.

Member Retreat

Members brainstormed ideas and potential coordination for the Steering Committee Retreat tentatively scheduled for May 2020. Next Steps include pricing additional venue suggestions due to cost associated with the original recommendation and follow up with the potential facilitators.

Preschool Development Grant (PDG) Activities

Coordinator provided an update regarding the recent focus groups deliverable for the grant. The California Department of Education provided an extension on reporting requirements until the end of February (no specific date confirmed as of yet). Status Report: Our planning council is on target with the deliverables of this project to date.

Adjournment

Next Steps and Action Items: Reflected on page one. The meeting adjourned at 3:00 PM by Melanie Mueller, Council Chair.