

**Attendance: [5]**

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

**ECE Program Staff:** Denise Turner, & Ellen Dektar

**ACTION ITEMS:**

- Continue scheduling and follow-up for Committee Member & Candidate visits with appointing agencies. – Led by Public Policy Committee - Denise
- Member Retreat: price venues and facilitators - Led by Executive Committee - Denise & Ellen

**Welcome & Announcements:** Melanie Mueller, Council Chair, convened the meeting at 1:10 PM.

**Members reviewed and voted to approve the following agenda items:**

- a. LPC State Reporting: Annual Self-evaluation Report FY 2018-2019
- b. Proposed steering committee meeting location changes to finalize public calendar posting.
- c. Recommendation for County sponsorship of 2020 legislation to remove the sunset from AB 833 Alameda County Child Care Pilot.

**Local Funding Initiative Informational Updates:**

Members discussed recent benchmarks of the local sales tax measure following the conclusion of signature gathering efforts and the delivery of signature to the registrar of voters.

**Preschool Development Grant (PDG) Activities**

Members were informed by Denise, of new grant deliverables for the Planning Council for the PDG grant. Specifically, to convene Focus Groups w/ three target audiences:

- 1) Parents
- 2) LEA’s specifically, feeder schools
- 3) Culturally and linguistically diverse populations and Tribal Groups, if applicable.

**Reporting Requirements:**

1. Online Planning Survey – Due and completed by October 16, 2019
2. Narrative of Findings - Due mid- December 2019 Template to be provided by CDE.
  - a. Narrative:
    - i. Use of the updated Needs Assessment tools
    - ii. Findings from community conversations
    - iii. Suggestions in how to address raised issues
3. Fiscal Report - Due mid- December 2019
  - b. Fiscal:
    - i. Additional staff time
    - ii. Facilities rental, etc.
    - iii. Travel, etc.
    - iv. Incentives (Restrictions: No gifts of public funds (i.e., gift cards), or refreshments)



### **Recruitment Activities - Denise**

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

- a. The committee reviewed the BOS/Commissioners Packet for approval of candidates seeking appointment during November BOS meetings in November 2019
- b. Planned for the Nominating Committee for Chair Elect Seat July 2020
- c. Planned for potential nominees for Public Policy Committee Co-chair
- d. Planned for recognition of outgoing Steering Committee members during the November meeting
- e. Tentative date for New Member Orientation was shared: January 2020 possibly following the Steering Committee meeting.

### **Steering Committee visits with Appointing Agencies**

Members discussed the plan for Logistics Coordination, Talking Points & the Packet of materials.

### **Member Feedback Survey**

Members discussed the Steering Committee feedback survey trend-lines: January through September 2019. The members agreed upon a new strategy to boost feedback survey completion rates, which remain very low. Executive and Steering Committee participation is needed in order to produce insightful data. The November meeting will utilize a simple phone poll that was successfully piloted during the inclusion presentation of the July 2019 Steering Committee meeting.

### **Member Retreat**

Members brainstormed ideas and potential coordination for the Steering Committee Retreat tentatively scheduled for May 2020. Next Step include price venues and facilitators.

### **Approve Agenda**

The committee finalized and approved the Planning Council Steering Committee Agenda, presentations topics on Quality, and supporting materials for: Friday, November 15, 2019

### **Adjournment**

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