



The Santa Cruz County Child Care Planning Council
El Consejo de Planeación de Cuidado Infantil del Condado de Santa Cruz
www.childcareplanning.org

Executive Committee
Tuesday August 12, 2008
Santa Cruz Community Credit Union

Members:

Ellen Murtha (Chair, ChildCare Ventures)
Larry Drury (Co-vice-chair, Go Kids Inc.)
Ellen Ortiz (Co-vice-chair, Child Care Consultant)
Carole Mulford (Child Development Programs Manager)

Facilitator: Diane Oyler, Child Care Planning Council Coordinator

Minutes

I. Welcome

Ellen welcomed all members

II. Review CCPC/Preschool Planning Schedule

- Committee members reviewed the schedule and the preschool transition period.
- Preschool timeline will conclude in June at CCPC retreat which will include a morning focus on preschool planning completion and celebration. The afternoon will focus on CCPC planning for the new year.
- Committee members discussed the invitation process for Preschool Planning Advisory Council.
- Advisory Council meeting details and timeline need to be manageable for all involved.
- Carole built in a safety net into the preschool plan taking into consideration that the data and conceptual development of preschool plan by March 2009.

III. Discuss CCPC Monthly Meeting Logistics

- Format of monthly meeting was discussed, Ellen presented a draft agenda for future meetings, which included changing to consent agenda format, which will be presented to Council members for approval.
- Ellen O. suggested that the Chair explain the change to consent agenda format. Council members will need support in transitioning to a consent agenda.
- Ellen M. will present the consent agenda to Council members and explain via handout what a consent agenda is.
- Carole, suggested that Diane will offer extra support prior to the monthly meetings.

- Ellen M. will suggest that Council members call Diane for additional support.
- Ellen will prepare two weeks before the meeting and request items to be posted.
- Two standing committees remain, ECE Conference and Subsidized Programs Consortium.
- Consent Agenda discussion:
 - 1) Consent agenda protocol such as, how to pull an item off the consent agenda and put on the regular agenda.
 - 2) What if a Council member has questions about consent agenda issues.
 - 3) What's the process if Council members have a concern? Chair will suggest that Council members call Diane in advance before the monthly meeting.
 - 4) Written guidelines are necessary for Council members.

IV. Finalize Monthly Meeting Agenda

- Committee members agreed to present consent agenda.
- Ellen will send Diane consent agenda information to email Council members.
- Location of August meeting was reviewed.
- Invitations to Friends of CCPC, and community based organizations will be sent via post and email.

V. Discuss Roles and Responsibilities of Chairs & Co-Vice Chairs

- Participation in preschool plan work groups amongst the Executive Committee members is as follows:
 - 1) CCPC Chair: Ellen M. - Parent and Families
 - 2) CCPC Co-Vice Chair: Larry D. - Finance and Facilities
 - 3) CCPC Co- Vice Chair: Ellen O. Data and Priorities for Expansion
 - 4) CDP Manager: Carole M. Articulation and Transition from ECE to K-3
 - 5) CCPC Coordinator: Diane O. Articulation and Transition from ECE – K-3
- Work group chair roles and responsibilities will be developed and shared with Preschool Planning Steering Committee.

VI. Set the Future Executive Meetings Schedule

- Ellen M. proposed the Executive Committee meet before the Preschool Steering Committee meetings.
 - It was agreed the next meeting will be one hour before the Preschool Steering Committee meetings at SCCOE. Carole will set up the dates and send dates and times.
 - Future Executive meetings will be 8:30 two weeks before the next monthly Council meeting.
 - Diane will send Preschool Planning Minutes to the Executive Committee members.
-

- Carole will check with Michael on changing the next Steering committee meeting.

VII. Agenda Items for Next Meeting

- Preschool Planning Work Group preparation.
- Develop a presentation for Master Plan to present to City Council members and County Board of Supervisors.
- State Budget and how surrounding First 5 organizations are supporting state funded childcare centers.

VIII. Adjournment at 10:30 am

Next Meeting: September 28, 2008 from 9:00-10:00 am. SCCOE, 400 Encinal St. Santa Cruz, CA 95060.
