

**Action Plan for Master Plan Review and Update:
Phase 1 (Review and Updating the Plan)**

Review - Steps	Study	Edit Content and Organized into Meaningful Units	Reformat	Introduction	Putting it all together
Notes	<p>All members to read and familiarize themselves with the Master Plan.</p> <p>Each member to take on a one of the three key documents (Needs Assessment, Workforce Development Position Statement, Master Plan mandates Review) to become familiar with in preparation for incorporation into the new Master Plan.</p> <p>Wilma = WFD Paper Sandy = Mandates Review Carole/Hiranya = Needs Assessment</p>	<p>Integrate recommendations from Workforce Development Position Statement, Needs Assessment and CCPC Mandates Review.</p> <p>Consider intention for this to be a document which puts child care on the agenda, helps us align our annual goals and will provide a community action plan.</p>	<p>Design new streamlined and easily accessible format for the plan.</p>	<p>Develop an introduction statement that spells out the state mandated reasons for developing a County Master Plan and clarifies the countywide nature of the document (that it is not meant to be a Planning Council plan alone).</p>	<p>Create a draft product including Executive Summary and revised principles/goals and separate section with strategies.</p> <p>Include:</p> <ul style="list-style-type: none"> • Table of Contents • Acknowledgements • Introduction (rather than Executive Summary) • Development of Master Plan Update - how we did it • Assessments page • Summary/Consolidated version of principles and goals • Strategies listed afterwards.
Timeline	----- Fall, 2006 -----				
Mtg Date	August 24, , 1:00-5:00	September 29, 1:00-5:00	October 20, 1:00-5:00	November 17, 1:00-5:00	December 15, 1:00-5:00

Steps	Design instrument for receiving feedback	Present to Council and Community Partners.	Create an Assessment Page	Present to BOS/SOS for approval.
<p>Notes</p>	<p>Steps for Receiving Feedback:</p> <p>Send Master Plan ahead and request people come prepared to share (in sections or whole). Distribute input form to participants (email or hard copy).</p> <p>At meeting: take feedback by projecting master plan on wall and documenting suggested edits which the Master Plan Committee will review. Input can be encouraged via conference calls, face-to-face meetings, etc.</p> <p>For additional suggestions, please email Hiranya with Principle, Goal and Strategy identified by number.</p> <p>Throughout year, people can “petition” the Master Plan Committee to amend the plan.</p>	<p>Present to the Council for review at the annual retreat.</p> <ul style="list-style-type: none"> • Ask CCPC members if there’s anyone else that should be included? • Incorporate feedback of Council and present to community partners in September, 2007 for review/feedback. <ol style="list-style-type: none"> 1. Hold Master Plan Committee meeting to review suggestions from the Planning Council and review/discuss/edit language- specifically for categories. 2. Develop Toolkit for presenting and receiving feedback. 3. Host meeting with Child Care Planning Council Alumni 4. Host series of structured focus groups with partners, each aligned with goal areas in plan. <p>What are our goals for hosting community meetings?</p> <ul style="list-style-type: none"> - visibility/knowledge of plan - create community ownership of plan - fostering appreciation for early learning - How can Master Plan be offered as a support to agencies (database, collaborations, sense of being part of a larger context). Need to market the plan. - Do some work ahead to “pre-align” goals with potential partners. - Talk to Marcia about community meeting - Develop toolkit for presenting Master Plan. <p>Other ideas:</p> <ul style="list-style-type: none"> • In what areas do we need to get additional information? • Anybody else we should talk with in the community? • Check out “Moment-in-time” software/set-up to receive feedback on the plan. Each person at a computer typing in feedback for all to see and discuss. • Create a chart to take in, review and report back on everyone’s feedback (with columns for Input, Analysis and Action Items). <p>See below for focus group ideas.</p> <p>5. Design instrument for finding out what community groups are doing that fulfill goals of the Master Plan.</p> <p>See Sonoma County’s form for gathering data and database re: services offered by community partners. This could be done at same time as focus groups for feedback on plan itself.</p> <ul style="list-style-type: none"> • To identify partners • To provide resource document for community? • To enter into database of services being offered. 	<p>Develop a section to be included in the updated Master Plan that indicates how we are doing in meeting the goals of the Master Plan (ie. what are we and other organizations doing that is fulfilling the goals of the Plan and what might we be able to do better).</p>	<p>Hold a Public Hearing to present plan. Invite everyone who has been involved along the way.</p> <p>Make presentation to BOS and SOS for approval.</p>
Timeline	----- Spring thru Fall, 2007 -----			
Mtg Date		Beginning w/ June retreat	To Be Determined	To Be Determined

Phase 2 (Getting input from Council, Key Partners and Community)

Next Steps:

- Council members agree to take ownership and have familiarity with the plan. Each member asked to take it back to their agencies and present it to their boards once per year.
- Master Plan becomes standing agenda at every Council meeting.
- Master Plan Committee every year does outreach in the form of presentations to community organizations, service organizations, elected officials, chambers, etc.. All Council members are expected to find agencies in community that they feel might be willing to participate in accomplishing any part of the plan. Then committee brings just that part of the plan to the agencies to present it to them and get their buy-in.
- “Incoming” function of Master Plan committee to find out what agencies in the community are already doing. Held focus groups on areas of plan where there was not a lot of action or areas which the council members didn’t know enough about and asked agencies the following questions: what are you doing already? What else should we be thinking about that we haven’t included in the plan? What else are you willing to do to address this area?
- Created a form for agencies to assist them in finding themselves in the plan (i.e. identifying goals that relate to their work). Agencies were asked to fill out and return the forms to the CCPC. Information from these forms was then entered into the database.
- Each year the CCPC chooses one or two areas of the plan not being implemented to focus on for the year. CCPC picked specific strategies to carry out.
- Before each focus group, CCPC runs reports from database showing what’s happening for each goal area in the county.
- CCPC conducts a mid-plan (2.5 years into it) narrative report based on data reports from database.
- Sonoma’s CCPC has held 10-12 presentations on their Master Plan this year (about 15-20 minute presentations followed by questions and answers).

Focus groups:

Ask CCPC if there are other people/groups that should be added

1. People to review whole plan (a friendly audience to test this on): Marcia Meyer, Erric Hoffman, David Foster, Irene Freiberg, Jim Marshall, Marilyn Moore, Ann Wise, Jim Hopper, Ellen Ortiz, Elaine Henning.
2. Other key stakeholders: Susan True, Shebreh Kalantari, Cecilia Espinola, Mary Lou Goeke, Lance Lenares. See past CCPC minutes for more names.
3. Business
4. Government
5. Parents
6. Child Care Providers
7. Media
8. Child Care/Child Welfare Advocacy Agencies
9. K-16 Education
10. Foundations/investors