



Executive Committee Meeting
Solano Child Care Planning Council
May 26, 2022, 1:00-2:00 p.m. via Zoom
Minutes

Attending: Sabrina Drake, Andrea Calderon, Lisa Eckhoff, Bronwyn Kennedy, Lynda Malech

1. Call to Order	The meeting was called to order by Sabrina Drake at 1:01 p.m.
2. Consent Items	Adoption of Resolution AB361 and approval of March 23, 2022 Executive Committee Minutes (Consent) SD, AC approved.
3. Approval and adoption of Agenda	Approval of May 26, 2022, Agenda (Action) SD, AC approved.
4. Coordinator Update	<p>Bronwyn Kennedy reported the following:</p> <ul style="list-style-type: none"> a. CDE Reports –July Annual Summary of Activities Report <ul style="list-style-type: none"> • Next report submitted to CDE will be in July. Bronwyn is compiling information in the next couple of weeks and the report will be ready for July. This report will contain information from the 2021-2022 school year. b. Membership- There are still two consumer positions still open and still actively recruiting for those. There will be a vacancy in the fall. Bronwyn reached out to the member to see if she would like to continue but has not gotten a response as of this meeting.
5. June 23, 2022 General Meeting	<ul style="list-style-type: none"> a. SSAN ad hoc report - System platform chosen and approved. Participants are currently signing up to be part of the pilot program. The goal is to have 1 provider trained over the summer and the rest of the 10 participants trained in August for a “Go Live” target of mid-September. Bronwyn will be reviewing applications in the next two weeks. b. Policy updates – standing agenda item. It was agreed by the Executive Committee to keep a standing agenda item related to Childcare Community updates as information is constantly changing. Also agreed upon was to have a standing agenda item on the General Meetings agenda related to LPC

	<p>Community Outreach and Promotional Activities. The expectation of this item would be to have the LPC members speak about any events/outreach to the community they have been a part of. Also suggested as an agenda item for the next General Meeting is to ask the LPC members how they can help share CORRECT information about UTK, as Sabrina suggested she has heard mis-information being given to parents about their options. Bronwyn confirmed a SCOE flyer has been created to help parents receive accurate information. This flyer is in the final stages of approval and will be share with LPC members as soon as possible.</p> <ul style="list-style-type: none">c. Officer elections – These elections will occur at the June 23, 2002 General Meeting. 2 nominations were submitted, 1 for the Chair position and 1 for the Vice-Chair position.d. Retreat agenda topics – The Executive Committee suggested the following topics: Brown Act, Roberts Rules, a more in-depth conversation regarding LPC members community outreach. Sabrina also suggested having a bonding activity to have members get to know each other better. The committee will also ask the General meeting members to suggest topics as well, which will help the Executive members create a robust agenda, as it was noted last year was more of a transitional year and this year the members would really like to get more specific with what the LPC can do to help the community.e. Pre-Kindergarten Academy presentation – First 5 has sponsored the Pre-K academy for the past 3-4 years with 2 of those years being virtual. Bronwyn suggested an agenda item be added to the next LPC General Meeting to have Juanita Morales from First 5 do a presentation to explain the Pre-K Academy, in order to have LPC members and their partners be able to spread the word to the community.
6. Adjourn	The meeting was adjourned by SB at 1:40 p.m.