



**Executive Committee Meeting  
Solano Child Care Planning Council  
July 20, 2023, 1:00-2:00 p.m.**

**Minutes**

**Attending: Susan Smith, Anna Mansker, Sabrina Drake, Juanita Morales, Lisa Eckhoff, Brenda Hernandez**

<p><b>1. Call to Order</b></p>	<p>The meeting was called to order by Susan Smith at 1:05pm.</p>
<p><b>2. Approval of July 20, 2023, Agenda (Action Item)</b></p>	<p>Approval of the July 20, 2023, Executive Committee Agenda with the change in the date for the August Retreat. Sabrina Drake moved for approval.</p>
<p><b>3. Approval of May 25, 2023, Minutes (Action Item)</b></p>	<p>Approval of May 25, 2023, Minutes Sabrina Drake moved for approval.</p>
<p><b>4. Coordinator Update</b>              <b>a. Membership Update</b>              <b>b. Annual Summary of Activities Report-Survey 6002</b></p>	<p>a. Juanita reported that both Akon Walker and Lilibeth Pinpin’s membership will end in August, the LPC did receive 3 Consumers and 1 Discretionary, since the last General Meeting, that have applied as new members. They will be sworn in at the August 28 retreat. There are currently 2 community representatives open.</p> <p>b. The Annual Summary of Activities report was for the 22/23 fiscal year and has been submitted and once returned Juanita will bring back to the committee for review.</p>
<p><b>5. August 28, 2023, LPC Retreat &amp; General Meeting Agenda Planning</b></p>	<p>Proposed topics for the August 28 Retreat and General Meeting were discussed and decided as follow:</p> <ul style="list-style-type: none"> <li>• Welcome and Intro</li> <li>• Brown Act Training</li> <li>• Roberts rules</li> <li>• Road show PowerPoint</li> <li>• Outreach</li> <li>• By laws review</li> <li>• Swearing in new members</li> <li>• Welcome and Intro</li> <li>• SFCS-Child Care mapping/ Childcare data presentations</li> <li>• Community Presentations</li> <li>• Member spotlight</li> <li>• Activities for intro to new members</li> <li>• UPK Mixed Delivery workgroup</li> <li>• What is your role in the LPC?</li> </ul>
<p><b>6. Adjournment</b></p>	<p>The meeting was adjourned at 1:49 p.m.</p>