

**Marin County Child Care Commission
Executive Committee**

Agenda

Tuesday, October 17, 2017 – 10:30am to 12:30 pm

Marin County Office of Education – Room B. San Rafael, CA 94903

Members: Heidi Tomsky (Chair), Tanya Myers (Vice-Chair), Ana Andrade-Wolf (Secretary/Treasurer)

10:30 to 11 am – Interview with NJ Tam and Valeria Sasser - Applicants for the Commission

1. Check in / Agenda Review/Last Meeting Notes

1.1. Approval of notes/report from last committee meeting^{***}

2. Old Business/Updates based on Strategic Workplan⁺

Review progress made during the last year and update workplan for 2017-2018:

- 2.1. Strategy # 1 - Seek additional funds to increase Commission's capacity to implement the strategic plan
- 2.2. Strategy # 2 - Create and implement Commissioners' Capacity Building Program
- 2.3. Strategy # 3 - Implement Stipend Program

3. Commission Operations

3.1. CDE Reports (with Due Date)

Coordinator will share information about the following documents:

- 3.1.1. LPC Fiscal Plan/Yearly Budget (Sept. 20)
- 3.1.2. Quarterly & Expenditure Reports (Oct. 20th)
- 3.1.3. LPC Annual Self-Evaluation Report (Nov. 15th)
- 3.1.4. LPC Membership Certification Regarding Composition of LPC (Jan. 15th)

3.2. Membership

- 3.2.1. Potential Commissioners ^{***}
 - 3.2.1.1. NJ Tam
 - 3.2.1.2. Valeria Sasser
- 3.2.2. Applications for (Re)Appointment received from current Commissioners ^{**}
 - 3.2.2.1. Heidi Tomsky
 - 3.2.2.2. Laura Trahan
 - 3.2.2.3. Kelsey Lombardi
 - 3.2.2.4. Carol Barton
- 3.2.3. Recruitment Update and Plans

3.3. Committees' Reports

- 3.4.1. Quality & Workforce
- 3.4.2. Access & Coordination



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3.5. Planning Coordinator Evaluation⁺

3.5.1. Review Job Description, Draft Scope of Work, and Evaluation Form

4. 2018 Policy Advocacy Platform

4.1. Review 2017 Platform and Suggest Updates for 2018⁺

5. November 1st General Meeting

- Election of Officers – Slate
 - Quality & Workforce Committee Chair: Kelsey Lombardi
 - Access & Coordination Committee Chair: Ana Andrade-Wolf
 - Commission Chair: Heidi Tomsky
 - Commission Past Chair: Tanya Myers
 - Commission Vice-Chair: Ana Andrade
 - Secretary/Treasurer: Kelsey Lombardi
- Committees – Appointments by the Chair
- Location - Suggestion of potential locations

6. Adjourn

*** Action item (action may also be taken on any item on the agenda)*

+ Related document enclosed



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