



## MARIN CHILD CARE COMMISSION - EXECUTIVE COMMITTEE MEETING MINUTES

A regular meeting of the Marin County Child Care Commission Executive Committee was held on **Wednesday, March 14, 2016 – from 10:30 to 12:30 pm** at the Marin County Office of Education – 1111 Las Gallinas Ave. Room B. San Rafael.

### Call to order

Meeting was called to order at 10:30 am  
Roll Call. Members present at roll call: *Ana Andrade-Wolf and Heidi Tomsky*  
Staff present: Ericka Omena Erickson, Coordinator

### 1. Check In/ Agenda Review/ Last Meeting Notes

#### Agenda Review

M/s/c Andrade-Wolf/ Tomsky, the matter passed 2-0 to approve and adopt the agenda with the following amendments:

- 2.4. New Website and Project Management Website
  - 2.4.1. Consider recommending adoption of the new website by the Commission\*
  - 2.4.2. Project management website
    - *Basecamp Overview*
- 3.5. Membership
  - 3.5.1 Updates
  - 3.5.2. New Applicant : Sarah Grewe\*\*
- 5. Other Business
  - 5.1. Updates

M/s/c Andrade-Wolf/Tomsky, the matter passed 2-0 to approve the minutes from the last committee meeting held on December 14, 2016.

### 2. Old Business/Updates

2.1. *Selection Criteria for New Commissioners* – Committee members brainstormed ideas for selection criteria to be used together with the interview questionnaire. Coordinator will create draft version and present at the next Committee meeting on May 16<sup>th</sup>, 2017.

2.2. *Update on identification of potential resources* - Committee asked Coordinator to bring the Fiscal Sponsorship forms from Marin Link to the next Committee meeting for consideration. The proposal of having a 501c3 Fiscal Sponsor will be included in the

June 2017 Commission's General Meeting agenda.

2.3. *Stipend Program* – Committee members recommended the creation of the following documents related to the program: Application Form, Receipt. The budget allocation for stipend will be planned according to the applications received by the June meeting of every year.

2.4. New Website and Project Management Website

2.4.1. M/s/c Tomsky/ Andrade-Wolf the matter passed 2-0 to approve the new website [www.marinchildcare.org](http://www.marinchildcare.org)

2.4.2. Committee members recommended exploring <http://rallyhood.com/> as a project management option and making a decision at the next committee meeting and with the Commission at the retreat.

### 3. Commission Operations

3.1. CDE Reports – Reports being submitted on time. Coordinator will share 3.1.2. and 3.1.3. at the next meeting.

3.2. Membership

3.2.1. Sandy Jacklin resignation letter received (attached)

3.2.2. M/s/c Andrade-Wolf/ Tomsky the matter passed 2-0 to recommend the appointment of applicant Sarah Grewe to the Commission (Discretionary Seat).

3.2.3. Chairwoman Tomsky nominates Elaini Negussie to serve on the Executive Committee.

3.3. Committee's Updates – Committee members exchanged updates on committees' work and brainstormed the creation of a calendar highlighting the commemorative dates related to child care and early education (e.g. March – Women's History Month; April – Affordable Housing Month) to inspire and guide the theme of Commission's work and advocacy.

### **4. Agenda for April 4<sup>th</sup> General Meeting**

Committee members agreed with the proposed meeting format that includes elected officials representatives as speakers at the meeting, which will be held at Bahia Vista Elementary School (flyer attached)

### **5. Other Business**

5.1. June 2017 Commission Retreat Location - Committee members agreed with the proposal by the Coordinator to use the same location as last year: Santa Sabina Center.

**Adjourn** - M/s/c Tomsky/Andrade-Wolf; the matter passed 2-0 to adjourn the meeting at 12:45 pm.  
*Minutes were approved by Committee members on May 16<sup>th</sup>, 2017*