



## MARIN CHILD CARE COMMISSION - EXECUTIVE COMMITTEE MEETING MINUTES

A regular meeting of the Marin County Child Care Commission Executive Committee was held on **Tuesday, May 16, 2017 – from 10:30 to 12:30 pm** at the Marin County Office of Education – 1111 Las Gallinas Ave. San Rafael.

### Call to order

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

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

#### Agenda Review

M/s/c Myers/ Tomsky, the matter passed 3-0 to approve and adopt the agenda as presented.

M/s/c Andrade-Wolf/Myers, the matter passed 3-0 to approve the minutes from the last committee meeting held on March 14, 2017.

### 2. Old Business/Updates

2.1. *Selection Criteria for New Commissioners* – M/s/c Myers/Andrade-Wolf, the matter passed 3-0 to approve the Selection Criteria presented with the following edits:

Replace the categories under “additional aspects” with the following:

- Organization that applicant represents (Commission shouldn't have more than 2 commissioners representing the same organization)
- Equity
- Geography (residence/work)
- Other: \_\_\_\_\_

2.2. *Update on identification of potential resources:* Marin Link as a potential 501c3 fiscal sponsor - M/s/c Tomsky/Andrade-Wolf, the matter was tabled to future committee meeting after discussion with the full Commission during planning retreat

2.3. Stipend Program: Review draft application form – Form+\* 2.3. *Stipend Program* – M/s/c Myers/Tomsky, the matter was tabled to future committee meeting after consultation with MCOE fiscal department. Commissioner Myers will share the forms she uses for stipends to be used as templates.

2.4. Program Management Website - Rallyhood Overview: Consider recommendation of adoption by the full commission - M/s/c Tomsky/Andrade-Wolf, the matter was approved to be discussed by the full Commission at the planning retreat.

### **3. Commission Operations**

3.1. CDE Reports – Coordinator reported on the submission of Local Priorities Report. Report to be submitted before the deadline. Priorities from 2016 (originally from 2013) will be repeated.

3.2. Membership – Potential Commissioners

3.2.1. M/s/c Myers/Andrade-Wolf the matter passed 3-0 to recommend the appointment of applicants Leelee Thomas (Discretionary Seat).

3.2.2. M/s/c Myers/Andrade-Wolf the matter passed 3-0 to recommend the appointment of applicant Arleen Uryu (Discretionary Seat).

3.3. Commission's Budget 2017-2018 - M/s/c Tomsky/Andrade-Wolf the matter passed 3-0 to recommend the approval of the proposed budget as presented with the inclusion of an additional version based on a potential match by the County (to be reviewed by the Committee prior to the General Meeting).

3.4. Committees' Updates – Committees' Chairs shared updates related to the implementation of the strategic workplan by the committees based on notes from committee meetings.

3.5. Coordinator Update – Coordinator shared updates based on the strategic workplan. Notes on the strategic workplan document attached.

### **4. Agenda for June 6<sup>th</sup> General Meeting/Annual Retreat**

Committee members agreed with the proposed meeting format that includes business items, presentation by San Francisco LPC on their Needs Assessment and Master Plan, and planning session on the 2017-2018 Strategic Workplan. A survey about commission's operations will be designed to get feedback from commissioners before the meeting. The calendar of meetings for 2017-2018 will also be included.

### **5. Annual Presentation to the Board of Supervisors**

5.1. M/s/c Tomsky/Myers – Slides to be used in the presentation - the matter passed 3-0 to approve the slides with the condition of consulting MC3 Executive Director about the State Reimbursement Rate slide.

**Adjourn** - M/s/c Andrade-Wolf/Myers; the matter passed 3-0 to adjourn the meeting at 12:30 pm. *Draft minutes will be reviewed by Committee members and final version approved at the next Committee meeting.*