

# Marin County Child Care Commission

## Quality and Workforce Committee – Meeting Agenda

Tuesday, August 22<sup>nd</sup>, 2017 - 12 to 2pm

At the Marin County Office of Education – 1111 Las Gallinas Ave. San Rafael. Foundation Room.

Members: Commissioners Tomsky\*, Myers, Johnson, Barton, Lombardi,  
Beardsley, Negussie, Trahan

### 1. Check in / Agenda Review/ Quick Business (15)

*Ms. Tomsky*

- Review and approval of [May 2017 Committee meeting minutes](#)<sup>+</sup>

### 2. Hot Topic (60)

*Ms. Erickson*

#### **Our 2017-2018 Strategic Workplan – Quality & Workforce**

- Small group discussion: Based on the [2014-2019 Master Plan](#)<sup>+</sup> and the 2016-2017 Strategic Workplan<sup>+</sup>, plan activities for 2017-2018 using the blank workplan forms<sup>+</sup>

### 3. Updates (30)

- Professional Development Programs:

*Ms. Myers*

- California Transitional Kindergarten Stipend Program (CTKS)
- AB212
- Other

- Quality Improvement Programs:

*Ms. Barton*

- Marin Quality Counts: QRIS and IMPACT
- QI Project
- PreK-3 Initiative

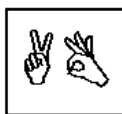
- Legislation and studies related to Quality & Workforce:

*Ms. Erickson/ALL*

- [AB 435 \(Thurmond\)](#) – Child Care Subsidy Plans
- [AB 273 \(Aguiar-Curry\)](#) – Child Care Services: Eligibility
- [AB 60 \(Santiago and Gonzalez\)](#) – Subsidized Child Care and Development Services: Eligibility Periods
- [Workforce of Today, Workforce of Tomorrow: The Business Case for High-Quality Child Care](#) – Report by the U.S. Chamber of Commerce Foundation's Center for Education and Workforce

### 4. Other Updates/Current Issues from the Field/Announcements (15)

*ALL*



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\*Commissioner Heidi Tomsky is the 2017 Committee Chair



**Marin County Child Care Commission**

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## MARIN CHILD CARE COMMISSION – QUALITY & WORKFORCE COMMITTEE MEETING DRAFT MINUTES

A regular meeting of the Marin County Child Care Commission Quality & Workforce Committee was held on **Monday, May 8<sup>th</sup>, 2017 – from 12 to 2 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 12 pm

Members present: *Lyda Beardsley, Heidi Tomsky, Kelsey Lombardi, Carol Barton.*

Guests: *Sarah Grewe*

Staff present: *Ericka Omena Erickson, Coordinator*

*Number of commissioners needed to reach a quorum: 5 (five Commissioners). Quorum was not reached. All votes on action items will be considered recommendations for the full committee at the next meeting.*

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

Agenda Review

M/s/c Lombardi/Tomsky, the matter passed 4-0 to approve and adopt the agenda as presented.

M/s/c Lombardi/Tomsky, the matter passed 4-0 to approve the minutes from the last committee meeting held in March.

### 2. Hot Topic

Committee members discussed the presentation to the Board of Supervisors scheduled for the end of the month based on Power Point slides and infographs that will be used at the site visits/job shadow.

### 3. Report from Committee members: Implementing our 2016-2017 Committee's Workplan

Committees reported on the progress of the Quarterly Workplan implementation and the document was updated accordingly. The updated Workplan is attached and considered part of the minutes.

### 4. Updates

Updates were shared regarding the *Quality Improvement Programs*, including:

- PK-3 Initiative
- Marin Quality Counts
- CTKS
- AB 212
- QI Project

Coordinator shared updates related to the following *legislation and studies*:

- AB 273 (Aguiar-Curry) - [Child care services: eligibility](#)
- AB 60 (Santiago and Gonzalez) - [Subsidized child care and](#)

[development services: eligibility periods](#)

- AB 435 (Thurmond) - [Child care subsidy plans: County of Contra Costa](#) (Senator McGuire co-sponsor it)

[Matrix of Legislation Being Considered by the California Legislature](#)

**5. Other Updates/Current Issues  
from the Field/Announcements**

Commissioners shared updates

**Adjourn** - M/s/c Beardsley/Lombardi; the matter passed 4-0 to adjourn the meeting at 1:30 pm.

*Draft minutes will be reviewed by Committee members and final version approved at the next Committee meeting in August 2017.*

# ***STRATEGIC WORKPLAN 2014 – 2019***

## **Part 3: 2016 – 2017**

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**Page 2-3: Policy & Advocacy Workplan**

**Page 4-5: Workforce Development Workplan**

**Page 6-7: Capacity Building Workplan**

**Updated on May 31, 2017**



## **Strategic Goal #1: MC4 will advocate for access to high quality child care for all families living in Marin County**

**Objective #1: Key stakeholders will have increased knowledge of early care and education and out of school time needs in Marin County**

**Expected Outcomes (In order of priority):**

**Outcome 1.** Board of Supervisors will seek out the Commission as a key informant on community issues

**Measure 1** - As community issues impacting families are discussed, the Commission is sought out for guidance and/or position

**Outcome 2-** Stakeholders will utilize the information provided by the Commission in their own strategic decision-making

**Measure 2** - As funds become available for expansion, Commission recommendations impact allocation decisions

**Outcome 3-** The Commission will be viewed as a leader in the community on issues related to access and quality

**Measure 3** - Increase in new partnerships, increase in the number of meetings the Commission is asked to participate in

Strategies (In order of priority)	Resources Needed	Person(s) Responsible	Due Date	Date Completed	Outcomes/Notes
<p>1. Engage in ongoing information/data collection/analysis/dissemination on issues of access and quality.</p> <p>1.1. Seek out quantitative and qualitative data elements, including zip code priorities, numbers of children with special needs, feedback from providers and from partner organizations on issues identified in our Master Plan (e.g. curriculum, assessment, facilities, professional development, parent/family needs, concerns and engagement, challenges accessing care, minimum wage, Transition Kindergarten -TK).</p>	- Budget for data collection (time, subscriptions, technology needs) and analysis	Coordinator, Access and Coordination Committee Members	Zip codes: April 2017  Continuou s as needed and <i>in response to legislative priorities</i>	May 2017	Update: -Local Priorities Task Force Created (Dec 2016). -Overview webinar hosted (Oct. 2016) -Slot Survey created and disseminated. (Jan/Feb 2017) -Information collected through slot survey, AIR database, and CDE (Mar/Apr 2017) - Roundtable on the Assessment hosted (Mar 2017) - Commission approved priorities (Apr 2017) - Report to CDE send (May 2017)
2.Enhance our communication infrastructure with the launch of a website and/or e-newsletter. Include as staple elements topics such as the Marin Strong Start.	- Web tools (e.g. Wordpress, Constant Contact, Mail Chimp) - Staff and Commissioners' time	Coordinator, Access and Coordination Committee Members		April 2017	Update: New website launched in April 2017 <a href="http://www.marinchildcare.org">www.marinchildcare.org</a>

<p>3. Develop and publicize recommendations/position statements to address <u>emerging policy priorities</u> for the County. (e.g. Child care facility at Grady Ranch development, transit hubs, and housing)</p> <ul style="list-style-type: none"> <li>• Support Marin Strong Start – some activities can include: partner with Parent Voices (training, knock on doors), and host meetings about it at the Title V Centers.</li> <li>• Support/spread the word about Worthy Wages Campaign</li> <li>• Continue to monitor Grady Ranch development to include/ensure consideration of an early education facility in the project.</li> </ul>	<p>- Email distribution list of key stakeholders -Staff and Commissioners' time</p>	<p>Coordinator, Access and Coordination Committee Members</p>	<p>As needed (at least quarterly)</p>		<p>Updates (May 2017):</p> <ul style="list-style-type: none"> <li>- Supported Measure A (letters to the editor, grassroots campaign)</li> <li>- 2017 Policy Platform approved in Feb 2017</li> <li>- State bills we are tracking: AB 435, AB 60, AB 273</li> <li>- Worthy Wages event to be held with the Board of Supervisors and Superintendent (May 2017)</li> <li>- Grady Ranch project is on hold</li> </ul>
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## Strategic Goal #2: MC4 will examine the early care and education and out of school time workforce talents and needs

**Objective #2: The MC4 and community stakeholders will have improved knowledge about the early care and education and out of school time workforce, including their talents, needs and impact of training programs offered**

**Expected Outcome:**

- **Outcome 1** - Data is used and valued by stakeholders to inform policies and practices related to workforce development

**Measure 1** – Commission data and recommendations impact decisions regarding training and professional development, compensation, recruitment practices, etc.

Strategies and Tasks (In order of priority)	Resources Needed	Person(s) Responsible	Due Date	Date Completed	Outcomes/Notes
1. Produce a one page workforce pathways document that can be posted online and shared with partners	Staff and Commissioners' time for research and design of document	Coordinator, Quality and Workforce Committee Members		April 2017	One page informational brochure approved in April 2017
2.Ensure that local conversations (re: Strong Start) include the workforce diversity and wages. <ul style="list-style-type: none"> <li>● Learn what other local areas are doing – Re: Living wages vs. minimum wages and impact on ECE</li> <li>● Invite experts to support our efforts</li> </ul>	Staff and Commissioners' time for research and relationship building	Coordinator, Quality and Workforce Committee Members			Lyda, Carol, Laura, and Heidi working on designing an event with the Center for Child Care Employment for Fall 2017
4. Reach out to partners to identify opportunities to support trainings that meet the needs of the workforce and to disseminate information about professional development events/workshops. <p>4.1. Support the potential creation and sustainability of a Professional Development Collaborative</p>	- Web tools (e.g. Wordpress, Constant Contact, Mail Chimp, Social Media) - Documents previously developed by the Commission (e.g. MOU)	Coordinator, Quality and Workforce Committee Members		N/A Ongoing/ Feb 2017	Update: <ul style="list-style-type: none"> <li>- <i>Potential members of a Professional Development Collaborative were convened twice in Winter 2017. Potential inclusion of discussions in the Q&amp;W Committee meetings</i></li> <li>- <i>Dissemination of information through social media</i></li> </ul>

### **Strategic Goal #3: Build member capacity to carry out the mission of the Commission**

**Objective #3: Commission members will be able to understand and articulate the Commission’s vision, mission, strategic objectives, and the value of the Commission to the community**

**Expected Outcomes (listed in order of priority):**

**Outcome 1** - Improved recruitment of a diverse membership

**Measure 1** – Commission composition reflects the diversity of the ECE field in Marin

**Outcome 2** - Increased satisfaction of Commission members

**Measure 2** – The majority of commissioners finds serving on the Commission a valuable and gratifying experience

**Outcome 3** - Improved retention of Commission members

**Measure 3** – Increased number of Commissioners finishing their term and applying for a new term

Strategies and Tasks (In order of priority)	Resources Needed	Lead	Due Date	Date Completed	Outcomes/Notes
1. Seek additional funds to increase staff capacity to implement the strategic plan - Monitor local/state/federal funding opportunities that are aligned with our goals (Conduct initial research to create a list of potential sources)	Coordinator time/Time at Executive Meetings	Coordinator, Executive Committee Members	Ongoing	N/A Ongoing	Update: Executive Committee considering MarinLink as the 501c3 sponsor (as it’s done by Women’s Commission). Reaching out to the County of Marin re: support for Needs Assessment and 2020-2025 Master Plan
2. Create and implement Commissioners’ Capacity Building Program - Build the capacity of Commissioners, especially using technology tools available (e.g. gotowebinar.com and project management websites)	Online tools (e.g. Gotowebinar.com)  Staff and Commissioners’ time	Coordinator, Executive Committee Members	Ongoing	N/A Ongoing	Orientation webinar was held and recorded. It’s available online for new members. Monthly roundtables are held in the Spring and Fall on different topics related to the commission’s work (based on Policy Platform)
3. Develop guidelines for selection of new Commissioners	Staff and Commissioners’ time	Coordinator, Executive Committee members	April 2017	April 2017	Draft presented and approved by Executive Committee on 05/16/17



## QUALITY AND WORKFORCE COMMITTEE

### 2016-2017 QUARTERLY WORKPLAN

Last Update: May 8th, 2017

Committee Members: Tanya Meyers, Jayne Johnson, Carol Barton, Kelsey Lombardi, Lyda Beardsley, Heidi Tomsy, Laura Trahan, Elaini Negussie

#### STRATEGY # 1 - PRODUCE A ONE PAGE WORKFORCE PATHWAYS DOCUMENT THAT CAN BE POSTED ONLINE AND SHARED WITH PARTNERS

ACTIVITY/STEP	TIMELINE	TEAM MEMBERS	NOTES/ STATUS
Define content Create draft document	<b>September – November 2016</b>	Kelsey*, Elaine, Tanya Other partners: Peggy Dodge (College of Marin)	<ul style="list-style-type: none"> <li>The team created a draft version of document that is currently being designed by an Intern who is working with Elaini.</li> <li>The document can be distributed at job fairs</li> <li>In its online version, the graph will have links to more information about each item when appropriate.</li> <li>Next steps: Get input from Peggy</li> </ul>
Create final document	<b>December 2016 – February 2017</b>	Kelsey*, Elaine, Tanya Other partners: Peggy Dodge (College of Marin)	<ul style="list-style-type: none"> <li><a href="#">Second draft version of the document</a> was presented at the Dec. 14<sup>th</sup> Committee meeting.</li> <li>Document was approved at April General Meeting (no quorum) and the June General Meeting.</li> </ul>
Make the document available to the community (web and printed)	<b>March – May 2017</b>	Kelsey*, Elaine, Tanya Other partners: Peggy Dodge (College of Marin)	<ul style="list-style-type: none"> <li>Need to define who will receive and distribute the document</li> <li>Table was held at the MCOE job fair and document was distributed</li> <li>Next steps: Plan how to distribute the document in 2017-2018. Idea: create a short video explaining the graphic</li> </ul>

## QUALITY AND WORKFORCE COMMITTEE

### 2016-2017 QUARTERLY WORKPLAN

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#### STRATEGY # 2 - ENSURE THAT LOCAL CONVERSATIONS HIGHLIGHT ISSUES RELATED TO WORKFORCE WAGES AND DIVERSITY

##### 2.1. Learn what other local areas are doing regarding living wages vs. minimum wages and the impact on ECE

Task Force: Lyda, Elaini\*, Carol, Heidi

ACTIVITY/STEP	TIMELINE	TEAM MEMBERS	NOTES
Write an Op. Ed/Letter to Editor for a news outlet – Topic: Measure A	September - November 2016	Heidi	<ul style="list-style-type: none"> <li>• Work with Kathy Tabor</li> <li>• Commissioner Andrade wrote a letter to the editor that was published</li> <li>• In October, Kathy Tabor shared: “While I appreciate the request, what we need are people signing up to walk and call. (...) We have lots of letters and Marin Voice in the hopper so not sure that's the best use of time”</li> </ul>
Invite Marci (Center for Study on Childcare Employment – CSCE) to an event		Lyda, Carol, Heidi, Laura	<ul style="list-style-type: none"> <li>• Event to be held in Spring 2017</li> <li>• Consider hosting the event as Region 1 &amp; 4, including the following counties: Del Norte, Napa, Solano, Sonoma, Marin, Mendocino, Humboldt, Lake County.</li> <li>• Idea: have a combination of event + online, perhaps build on our Annual Community Meeting</li> <li>• 2 steps/phases: education + action</li> </ul>
Advancing plans for event with CSCE	December 2016 – February 2017	Lyda, Carol, Heidi	<ul style="list-style-type: none"> <li>• No progress reported at the Dec. 8<sup>th</sup> Committee meeting</li> </ul>
Write an Op. Ed/Letter to Editor for a news outlet		Heidi	<ul style="list-style-type: none"> <li>• Heidi and Ana will be working together on writing articles/op ed pieces on child care workforce and related topics.</li> </ul>
Host the event with Center for Study on Childcare Employment	March – May 2017	Lyda, Carol, Heidi	<ul style="list-style-type: none"> <li>• Lyda and Carol will be attending the workshop <i>Teachers’ voices: Strategies for creating work environments that support adult learning</i> at the NAEYC Conference and will report back on potential topic/theme for the event, which will be held in the Fall 2017.</li> </ul>
Write an Op. Ed/Letter to Editor for a news outlet		Heidi	

## QUALITY AND WORKFORCE COMMITTEE

### 2016-2017 QUARTERLY WORKPLAN

Last Update: May 8th, 2017

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### STRATEGY # 3 - REACH OUT TO PARTNERS TO IDENTIFY OPPORTUNITIES TO SUPPORT TRAININGS THAT MEET THE NEEDS OF THE WORKFORCE AND TO DISSEMINATE INFORMATION ABOUT PROFESSIONAL DEVELOPMENT EVENTS/WORKSHOPS. SUPPORT THE CREATION AND SUSTAINABILITY OF A PROFESSIONAL DEVELOPMENT COLLABORATIVE.

#### Task Force: Communication Task Force / Access & Coordination Committee

ACTIVITY/STEP	TIMELINE	TEAM MEMBERS	NOTES
Promote opportunities using our website and social media account (Ongoing/Ericka)	<b>September – November 2016</b>	Ericka (post) ALL (send information to Ericka)	<ul style="list-style-type: none"> <li>Opportunities that are sent to Ericka are posted on the Commission’s website and social media account(s).</li> </ul>
Support the creation and sustainability of a Professional Development Collaborative.		Lyda, Carol and Laura	<ul style="list-style-type: none"> <li>Refer to documents from 2010/2011 (<a href="#">click here for docs</a>), but modify the purpose of the “Collaborative” to the current environment/initiatives (e.g. QI, Marin Quality Counts).</li> <li>Look at other models – e.g. Contra Costa</li> <li>Collaborative was the main theme of the December Committee meeting</li> </ul>
Create a page on the Commission’s website with links to organizations offering training opportunities	<b>December 2016 – February 2017</b>	Ericka (post) ALL (send information to Ericka)	<ul style="list-style-type: none"> <li>Page created on the beta version of the new website - <a href="https://marinchildcare.org/resources/professional-development-organizations/">https://marinchildcare.org/resources/professional-development-organizations/</a></li> </ul>
Revisit the idea of the Collaborative at a committee meeting (to revisit the purpose outlined and see if there is still a need to address some of the needs identified).		Ericka/Lyda/ All	<ul style="list-style-type: none"> <li>The goals outlined in 2011 were revised and no major changes were proposed (<a href="#">Click here for updated Training Collaborative Overview document</a>). Meetings with Professional Development Stakeholders to share updates and to further revisit the group’s purpose were held in January and February 2017. Representatives from the following organizations attended the meetings: MCOE (ECE &amp; PK3, Services); MC3; COM, Ethel Seidermann Institute for Excellence in Early Education; MAEYC; Headstart. More information available at: <a href="https://marinchildcare.org/our-work/local-collaborations/">https://marinchildcare.org/our-work/local-collaborations/</a></li> <li>Some outcomes from the two meetings held: Collaboration between: Seiderman Institute and MAEYC; Headstart and MC3.</li> </ul>

## QUALITY AND WORKFORCE COMMITTEE

### 2016-2017 QUARTERLY WORKPLAN

Last Update: May 8th, 2017

Committee Members: Tanya Meyers, Jayne Johnson, Carol Barton, Kelsey Lombardi, Lyda Beardsley, Heidi Tomsy, Laura Trahan, Elaini Negussie

			<ul style="list-style-type: none"><li>Next meeting will be held in May and will be focused on the needs of the workforce. Tanya Myers will be invited to participate as a special guest/speaker.</li></ul>
Promote opportunities using our website and social media account (Ongoing/Ericka)	<b>March – May 2017</b>	Ericka (post) ALL (send information to Ericka)	
Host quarterly meeting of the Professional Development Collaborative		Ericka	

# ***STRATEGIC WORKPLAN 2014 – 2019***

## **Part 4: 2017 – 2018**

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**Page 3: Quality & Workforce Workplan**

**Page 4: Executive Committee Workplan**



**Strategic Goal #1: MC4 will advocate for access to high quality child care for all families living in Marin County**

**ACCESS & COORDINATION COMMITTEE**

**Objective #1: Key stakeholders will have increased knowledge of early care and education and out of school time needs in Marin County**

**Expected Outcomes (In order of priority):**

**Outcome 1.** Board of Supervisors will seek out the Commission as a key informant on community issues

**Measure 1** - As community issues impacting families are discussed, the Commission is sought out for guidance and/or position

**Outcome 2-** Stakeholders will utilize the information provided by the Commission in their own strategic decision-making

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Strategies (In order of priority)	Resources Needed	Person(s) Responsible	Due Date	Date Completed	Outcomes/Notes

**Strategic Goal #2: MC4 will examine the early care and education and out of school time workforce talents and needs**

**QUALITY & WORKFORCE COMMITTEE**

**Objective #2: The MC4 and community stakeholders will have improved knowledge about the early care and education and out of school time workforce, including their talents, needs and impact of training programs offered**

**Expected Outcome:**

- **Outcome 1** - Data is used and valued by stakeholders to inform policies and practices related to workforce development  
**Measure 1** – Commission data and recommendations impact decisions regarding training and professional development, compensation, recruitment practices, etc.

Strategies and Tasks (In order of priority)	Resources Needed	Person(s) Responsible	Due Date	Date Completed	Outcomes/Notes
					-

**Strategic Goal #3: Build member capacity to carry out the mission of the Commission**

**EXECUTIVE COMMITTEE**

<p><b>Objective #3: Commission members will be able to understand and articulate the Commission’s vision, mission, strategic objectives, and the value of the Commission to the community</b></p> <p><b>Expected Outcomes (listed in order of priority):</b></p> <p><b>Outcome 1</b> - Improved recruitment of a diverse membership              <b>Measure 1</b> – Commission composition reflects the diversity of the ECE field in Marin</p> <p><b>Outcome 2</b> - Increased satisfaction of Commission members              <b>Measure 2</b> – The majority of commissioners finds serving on the Commission a valuable and gratifying experience</p> <p><b>Outcome 3</b> - Improved retention of Commission members              <b>Measure 3</b> – Increased number of Commissioners finishing their term and applying for a new term</p>					
Strategies and Tasks (In order of priority)	Resources Needed	Lead	Due Date	Date Completed	Outcomes/Notes