



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 15th, 2018 – 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: *Heidi Tomsky, Kelsey Lombardi, Laura Trahan, and Jason Lau*
Staff present: *Ericka Omena Erickson, Coordinator*

Interview

The Committee interviewed applicants Maricruz Aldana and NJ Han.

1. Check In/ Agenda Review/ Last Meeting Notes

M/s/c Lombardi/Tomsky, the matter passed 4-0 to approve the agenda for today with the following amendment and the minutes from the last committee meeting as presented:

Change the item **3.2.4. LPC Annual Summary of Activities Report** to a non-action item.

2. Old Business/Updates base do the Strategic Workplan

- 2.1. *and* 2.3. Re.: Coordinator's Report and Updates based on Strategic Plan - Coordinator shared updates about the various projects, especially the Pilot Plan design. The Plan was approved by the Board of Supervisors in April and submitted to CDE on May 1st, 2018. According to the legislation, CDE has 30 days from the date of submission to approve the plan. Our workplan for 2018-2019 will be focused on the creation of our 2018 Needs Assessment, the 2020-2025 Master Plan, and the Strategic Plan.
- 2.2. Re: Annual Staff Evaluation – Coordinator – Commissioner Trahan asked to table this item to the next meeting.

3. Commission Operations

- 3.1. Budget Allocation
 - 3.1.1. M/s/c Lombardi/Lau, the matter passed 4-0 to approve the allocation of budget balance to cover expenses related to Annual Retreat.
 - 3.1.2. Commissioner Trahan asked to table this item in order to gather additional data to inform the decision.

3.2. CDE Reports

3.2.3. M/s/c Tomsy/Lau, the matter passed 4-0 to approve the Local Funding Priorities Report as presented. No changes were made in the priorities from last year.

The other reports were discussed. AB 212 Salary and Retention Plan and the Quarterly Expenditure Report were shared with Committee members.

3.2.3. M/s/c Tomsy/Lau, the matter passed 4-0 to approve the Local Funding Priorities Report as presented. No changes were made in the priorities from last year.

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3.1.2. Commissioner Trahan asked to table this item in order to gather additional data to inform the decision.

3.3. Membership

3.3.1. Re.: Maricruz Aldana and NJ Han – M/s/c Trahan/Tomsy, the matter passed 4-0 to approve the recommendation of appointment of both applicants with the condition of a second interview by phone by Commissioner Tomsy before the next Commission's General Meeting on June 5th.

3.4. Committee's Report Membership

Committees' Chairs shared updates. Highlights: Quality & Workforce - Video recorded by Kelsey explaining the one-page informational graph regarding career in ECE. Access & Coordination – Local Priorities Report was discussed.

4. June 5th General Meeting - Retreat

4.1. Re: Sub-committee to plan the retreat – Commissioners Lombardi and Tomsy volunteered to be part of the committee.

4.2. Re: Facilitator Selection – M/s/c Tomsy/Lau, the matter passed 4-0 to select Selma Abinader as the facilitator for our 2018 Annual Retreat.

Adjourn - M/s/c Trahan/Tomsy; the matter passed 4-0 to adjourn the meeting at 12:30 pm.

Draft minutes to be reviewed and approved by Committee members at Executive Committee meeting held on August 21st, 2018.