Executive Committee Meeting

August 24, 2015 2:00 – 5:00 pm

CAPSLO Child Care Resource Connection Board Room

805A Fiero Lane, San Luis Obispo, CA 93401

**MINUTES**

**Members Present:**

Nancy Norton

Don Norton

Mika Buchanan

Sheri Wilson

Melinda Sokolowski

**Guests:** Wendy Wendt

**Liaisons:** Joan Limov

Andrew White

**Staff:** Raechelle Bowlay-Sutton

**Absent:** Maddy Quaglino *(excused)*

Meeting called to order by Chair, Nancy Norton at 2:10 pm with welcome and introductions.

**CONSENT AGENDA**

Motion to approve consent agenda including adoption of the agenda and May 26, 2015 minutes made by Nancy Norton seconded by Mika Buchanan and passed unanimously.

**PUBLIC COMMENT and COUNCIL MEMBER ANNOUNCEMENTS**

None

**BUDGET REVIEW FISCAL YEAR 2014-2015**   
Budget review for Fiscal Year 2014-2015 presented by CAPSLO’s Chief Financial Officer (CFO) Joan Limov. Financial reports included in meeting materials.

Dept. 490—LCCPC: This contract ended with $13,102 in-kind, which was over the required match $7500. Half of this budget is spent on salaries.

Dept. 491 – AB212: There was an adjustment of $6517 of salaries that reflects stipends paid to CAPSLO employees. Contract was underspend in program supplies and we were able to take advantage of online summer training.

Dept. 493—Race to the Top: There is a carry forward of $10,637.

Dept. 495—Children’s Day in the Plaza: There is a carry forward of $8065.

First 5 SLO County Executive Director asked about the process for Hands-On Heroes sponsorship. Council Staff will follow up.

**PROPOSED BUDGET – FISCAL YEAR 2015-2016**

2015-2016 Budget was presented by CAPSLO CFO Joan Limov. Budget reports included in meeting materials.

Council Staff will follow up with CAPSLO Finance to adjust iPads as a provider benefit/incentive instead of IT supplies. Council Staff will also follow up with CAPSLO IT staff to determine a more cost effective option instead of a Surface Pro. Council Staff will also follow up with CAPSLO Finance Department to get a salary allocation grid for Council personnel.

**FIRST 5 IMPACT UPDATE**

First 5 IMPACT update presented by Wendy Wendt. IMPACT Letter of Intent was submitted. Phase 1 application including asset mapping was also completed and submitted in order to receive base layer funding. The Phase 2 application is due on November 20, 2015. Wendy is still crafting the application process and will involve the QRIS Consortium. The Phase 1 application was submitted accepting the Step 8 with 88 sites. We will need to serve a minimum of 45 sites at step 3 (full QRIS) and a maximum of 43 alternate sites at a step 1 or 2.

There will be a conference call on alternative sites hosted by First 5 CA on Thursday August 27th 11-12pm. There will also be a Teachstone Webinar on September 9th 12:30-2pm.

**CSPP QRIS BLOCK GRANT PERSONNEL REVISION**

Committee discussed QRIS Personnel revision to change from a contract position to an employee that is support through the CPP QRIS Block Grant, Local Child Care Planning Council, Race to the Top and AB212 funding streams. Job Description included in meeting materials.

Suggestions to the job description included:

* More detail and justification to each department assignment
* Change job title from “ECE Quality Support Coach” to “Quality Support Coach”
* Inclusion of “other duties as assigned”

Suggested points of clarification to present to Council:

* Job description by contract
* Will the position be limited term through the end of the contract?
* “a week in the life of ….”
* Percentages in each department with scope of work

Motion to approve change personnel from contractor to employee made by Don Norton, seconded by unanimously and approved by all (including QRIS Consortium member Wendy Wendt).

**RACE TO THE TOP – EARLY LEARNING CHALLENGE MENTEE PLAN**

2015-2016 Race to the Top – Early Learning Challenge Mentee Plan presented by Council Staff. This is a continuation of support from Santa Barbara County to establish a local QRIS. Plan included in meeting materials.

Motion to approve Race to the Top Mentee Plan made by Don Norton, seconded by Mika Buchanan and unanimously approved.

**2015-2016 BUDGET APPROVAL**

2015-2016 Budget previously presented including Council, AB212, CA Transitional Kindergarten Stipend Program, CSPP QRIS Block Grant, and Race to the Top. Motion to approve budget made by Don Norton, seconded by Mika Buchanan and passed unanimously.

**ANNUAL REVIEW OF CAPSLO MEMORANDUM OF UNDERSTANDING**

Annual review of MOU between CAPSLO and Council. MOU amended to apply to “all Local Child Care Planning Council Contracts and Grants,” instead of listing each contract/grant.

Motion to approve Memorandum of Understanding made by Nancy Norton, Seconded by Mika Buchanan and passed unanimously.

**COORDINATOR REPORT**

Coordinator Report included in meeting materials. Report included projects of the Council under all contracts and grants, collaboration and partnerships, and upcoming trainings and events. Also included was a 2015-2016 Year at a Glance that outlined Council activities through the year.

Motion to accept Coordinator Report and 2015-2016 Plan made by Don Norton, seconded by Melinda Sokolowski and passed unanimously.

**PROFESSIONAL DEVELOPMENT PLAN 2015-2016**

2015-2016 Countywide-professional development and training calendar included in meeting materials. The calendar includes trainings and opportunities from various community partners. Council Staff also presented Quality Counts timeline (included in meeting materials) that will be part of the score of quality improvement activities pertaining to QRIS. ELearning Courses proved by California School Age Consortium (CalSAC) will also be available for free and able to county for school-age professional development.

**INCLUSION COLLABORATIVE VIRTUAL CONFERENCE SPNSORSHIP**

Early Learning For All is hosting the Inclusion Collaborative Virtual Conference on October 29-30, 2015. They are requesting a $400 sponsorship. Further support will include Council staff as part of the conference planning team and conference staff. The sponsorship would be paid from the Council Reserves, which has a balance of $17,819.

Motion to approve $400 sponsorship of Inclusion Collaborative from Council Reserves made by Don Norton, seconded by Mika Buchanan and passed unanimously.

**AB212/CRET STIPEND APPLICATION PROCESS**

2015-2016 CRET/AB212 Plan submitted by Council staff and included in meeting materials. 2015-2016 Plan includes an update to deadlines now that there is additional staff to support stipend processing. Additional amendments include a letter of intent to be submitted instead of the initial application.

Motion to approve 2015-2016 AB212 Stipend Application Process made by Mika Buchanan, seconded by Don Norton and passed unanimously.

**CTKS APPLICATION PROCESS**

2015-2016 California Transitional Kindergarten Stipend Application Process presented by Council staff and included in meeting materials.

Motion to approve CTKS Application process made by Mika Buchanan, seconded by Don Norton and passed unanimously.

**COUNCIL MEETING AGENDA**

Motion to approve September 2, 2015 Council meeting agenda made by Mika Buchanan, seconded by Don Norton and approved unanimously.

**ADJOURNMENT**

Meeting adjourned at 4:32 pm.