Call to Order and Introductions
In the absence of the co-chairs and per CCPC by-laws, CCPC Coordinator Sarah Kinahan called the meeting to order at 10:39 a.m. Sarah Kinahan introduced herself as the newly hired CCPC Coordinator and introduced Ian Johnson as the administrative assistant in support of the CCPC. Sarah explained that Nirmala’s previous position was split into two roles, that of a CCPC Coordinator and a QRIS Coordinator, and that the QRIS coordinator was soon to be hired. She then asked attendees to introduce themselves.

Approval of Agenda
CCPC Coordinator Sarah Kinahan asked for approval of the meeting agenda.

M (D. Fleishman) /S (H. Cleary) /C (Unanimous)

Approval of Minutes
CCPC Coordinator Sarah Kinahan asked for any changes to the November meeting minutes; hearing none, she invited a motion to approve.

M (D. Fleishman) /S (H. Cleary) /C (Unanimous)

Public Comment/Announcements
- Dayna Chung announced that Hillview Middle School in Menlo Park will be hosting a Forum on Early Childhood Education with CA District 13 Senate Candidates on February 9th at 3 p.m. Dayna encouraged support and stated that all are welcome to attend.
- David Fleishman stated that Cindy Lin is no longer with 4Cs of San Mateo County leaving an opening for a director of programs. If anyone is interested in a leadership position with a large countywide non-profit please contact David.
- David also asked for a moment of appreciation to acknowledge Lorna Strachan’s leadership in the county and all she has done for kids and families during her 21 years of service with the Human Services Agency.
- Lorna Strachan confirmed her retirement.
- Christine Padilla announced that Build Up SMC is awarding mini grants to help small Family Child Care homes expand. Ten grants will be awarded in the amount of $5,000 each. Christine will share the application when it is finalized with the CCPC via Sarah.

Guest Speaker: Jenifer Clark, First 5 San Mateo County
- Jenifer Clark, Research and Evaluation Specialist for First 5 San Mateo County, shared a PowerPoint presentation on Census 2020 and San Mateo County’s efforts to encourage participation by all residents. Please direct questions to smc_census@smcgov.org or jdclark@smcgov.org.
**Coordinator’s Report**

CCPC Coordinator Sarah Kinahan provided the Coordinator’s Report.

**Conflict of Interest Forms for 2020**

- Sarah has asked that all Conflict of Interest Forms for 2020 (for appointed members only) be filled out and turned back in as soon as possible.

**CCPC Membership Vacancies**

- The CCPC is seeking applications for new members in the categories of Child Care Consumer (two openings), Child Care Provider, and Public Agency. Interested parties can contact Sarah for an application.

**Committee Chair Level Vacancies**

- The Access Committee is seeking to fill two committee chair levels, since Sarah Kinahan has resigned from the partnership council as a member and Cindy Lin is no longer with 4Cs. This committee has recently focused on licensing issues and coordinating with school districts around access to early learning.
- The Quality Committee is also seeking a second co-chair, because Melinda Day did not seek a second membership term.

**Updates on CDE Infrastructure Grants and Workforce Development Grants**

- Infrastructure Facilities Expansion Grants for Non-Local Education Agencies (community-based providers) will include 3 RFAs: One designated to New Facility Spaces (new construction or renovation to expand capacity). CDE is looking for “shovel-ready” projects. Agencies that are considering applying may want to begin preparing pertinent documentation in anticipation of the upcoming application. The second RFA will be assigned to Health and Safety improvements to existing facilities. The Third RFA is allocated to fund an Intermediary for future years of the grant with expertise in facilities to improve the grant process.
- The RFP for Workforce Development Grants is still in development.

**Update on ECE Master Plan**

- Kristen Anderson provided an update concerning the state’s ECE Master Plan that is being developed by the CA Department of Health and Human Services. A team of 70 people is doing research in 5 different areas and making recommendations. Kristen is working with a team of 5 people under Angie Garling at the Low Income Investment Fund working on the facilities portion of the Master PlanResearch and Recommendations. The Governor is looking for actionable recommendations and steps they can take. The Early Childhood Policy Council will be reviewing the plan and there will also be opportunities for public input along the way. If anyone has any ideas or recommendations feel free to share; deliverables are due on March 1st.

**2019/20 Legislation Tracking**

- Sarah provided an update on 2019/20 Legislation Tracking. Legislation is currently on pause; currently waiting for two-year bills to get reintroduced and any new legislation that may be introduced.
- The Governor has proposed restructuring where child care and early childhood services live within the state government effective 07/01/2021. This proposal will lift all child care funding streams (except state preschool) out of the Department of Education to the Department of Health and Human Services; it would also create a Department of Early Childhood Development under the Department of Health and Human Services. The creation of this new department will raise the stature of early childhood one level within the state org. chart, elevating and bringing more attention and stature to the issue within state government.
- In response to this proposal the CCPC would like to compile a letter of thoughts, recommendations, comments, questions and concerns. Please contact Sarah with any comments, questions or contributions...
to the Governor’s Budget Proposal and the response of the CCPC.

**CCPC Strategic Plan 2019-2024**  
**Communications Plan and Survey Update** - Sarah provided an update concerning the CCPC Communications Plan. The next step is a survey to gauge current level of CCPC effectiveness in outreaching to different target audiences (city staff, county staff, elected officials, parents and providers). The survey only takes about 7 minutes to complete, and will inform the development of the communications plan for the CCPC. The survey will be launched this week and will be distributed to all members and guests, who can in turn forward it on to their contacts. The CCPC will follow up on the results of this survey at the next CCPC meeting on Monday, March 23.

**Committee Reports**

- **Workforce** - Heather Cleary reported that the Workforce Committee has been able to launch an ECE internship for the summer of 2020. Three providers have listed single internships and 13 interested applicants have been sourced so far. If any other funders are interested it requires approximately $2,000 per intern.

- **Access** - Sarah reported that the Access Committee did not meet today due to the lack of co-chairs.

- **Quality** - Mary Browning reported that the Quality Committee has been very focused on supporting the local Quality Counts in developing the QRIS matrix that would lead to an inclusion specialization in alignment with the existing matrix. The Quality Committee is pleased to announce that at this time their pilot is ready to launch, and they will be reaching out to sites for feedback and to coordinate implementation.

- **Leadership and Impact** - Michelle Blakely reported that the Leadership and Impact Committee has been working on the Communications Plan Survey, reviewed legislation, and discussed the ECE Master Plan. The purpose of the survey is to focus CCPC priorities and the survey should provide some results by the next meeting in March.

**Final Comments**

CCPC Coordinator Sarah Kinahan adjourned the meeting at 12:03 p.m.

The next CCPC meeting will be on **Monday, March 23, 9:00 a.m.-12:00 p.m.**