



**SAN MATEO COUNTY CHILD CARE PARTNERSHIP COUNCIL  
ACCESS COMMITTEE  
MEETING MINUTES**

**December 12, 2022  
101 Twin Dolphin Drive, Redwood City, CA, 94070  
and Zoom option for the public**

**CCPC Members Present:** Christine Padilla, Karen Pace, Liz Scully (via Zoom)  
**Members of the Public:** Yesenia Fajardo (via Zoom), Joy Irani, Rubie Acosta Macaraeg  
**CCPC Staff/Minutes:** Sarah Kinahan

**1. Call to Order** Christine Padilla

Christine called the meeting to order at 10:05 a.m.

**2. Action to set the agenda for December 12, 2022, and Approval of the Minutes for the September 19, 2022, meeting** Christine Padilla

MOTION: PACE / SECOND: KINAHAN  
AYES: Unanimous  
NOES: NONE  
ABSTAIN: NONE

**3. Welcome, Introductions and Check-in** Christine Padilla

Christine welcomed everyone to the meeting and asked everyone to introduce themselves.

**4. Discussion of Communications Strategies for 2022 Needs Assessment Data** Sarah Kinahan

The 2022 Needs Assessment is nearing completion. It is due to be approved by the Board of Supervisors on December 13. Then it will be submitted to the State and posted on the SMCOE website.

Sarah would like to develop a communications plan for sharing the data with the community in 2023 and seeks guidance from this committee to inform the plan. Sarah shared several presentations of the data including a County Profile, a Snapshot of Key Findings, the needs assessment website, and a PowerPoint presentation. She would also like to develop several “one-pagers” or issue briefs on: Family Child Care, Infants & Toddlers, Preschoolers, School Age & considerations for serving 4 year olds in mixed-delivery system/connection to ELOP, TK, Impacts of the Pandemic/Change since 2017.

The group offered the following general feedback:

- Would be helpful to be able to talk about the average license capacity for centers and the range of sizes of programs
- Compare unmet need for overall population to subsidized need to see if there is an equity gap

Feedback on the Needs Assessment Report:

- Hyperlink the Table of Contents to page numbers



Feedback on PowerPoint:

- Add slides on the change from 2017
- Add CCPC Mission and Vision

Next Steps:

- Obtain quotes or a cover letter from CCPC Co-Chairs to communicate their vision related to the needs assessment
- Develop a list of key community groups that should get the needs assessment either sent to them and/or presented to them; assign presentations to CCPC staff and members
- Develop standard talking points for the PowerPoint presentation in alignment with SMCOE's strategic plan

## 5. Adjournment

Christine Padilla

The discussion of the new UPK Mixed-Delivery System Planning Grant was tabled for the January meeting. The group would also like to discuss Santa Clara's Steps to Success communications effort at a future meeting.

Christine adjourned the meeting at 11:01 a.m.

**The next CCPC Access Committee meeting is  
Monday, January 23, 9:00 a.m. - 10:15 a.m.**